

LaSWAP Admissions Policy

LaSWAP admissions policy for September 2025

- 1) LaSWAP will admit students who are 16 or 17 years old on the 31st August of the year in which their LaSWAP programme commences. Students will also need to meet the specified entry requirements for pathways and courses on offer. These are outlined on the LaSWAP website ([LaSWAP Sixth Form Consortium - Summary of course entry requirements](#)). The consortium admits up to 750 students to year 12 each year. We do not admit external students on to Level 3 programmes of study out of cohort. But we may look at requests in exceptional circumstances, which will be decided on a case by case basis.
- 2) Applicants must meet the minimum qualification requirements ([LaSWAP Sixth Form Consortium - Summary of course entry requirements](#)) for their chosen pathway and the detailed requirements for specific courses. These requirements are published on the LaSWAP website and are reviewed annually. There are no exceptions to this. Applicants must provide documentary proof of their qualifications. Applicants may be asked to sit additional tests as a part of the entry process.
(See appendix 1)
- 3) Any student who has not achieved a grade 4 in Maths and/or English Language will be expected to retake the subjects until a grade 4 is achieved.
- 4) **Overseas qualifications:** UK ENIC (ecctis.com) is the National Agency responsible for providing information and expert opinion on academic qualifications from overseas. It is the responsibility of students applying to provide this information where it is required.
- 5) If a student has an EHCP (Educational Health Care Plan), the individual school should be consulted by the local authority. The student is required to meet course entry requirements and should state in their application what courses they would like to do. The consultation should be sent to the central LaSWAP office where it will be sent to the appropriate school. If the allocated school can meet need, a place will be offered to that student (as detailed in the EHCP). These students will also need to complete a LaSWAP application.
- 6) Group sizes will be capped at 25 for all A Level subjects with a cap 19 for practical subjects (see appendix 2). Sports Leadership at Talacre will be capped at 25. In the event that we have more applicants who meet the **entry requirements** than places at LaSWAP, places will be allocated according to the following criteria in order of priority.
 - Students with an EHCP
 - Looked/previously looked after students
 - Existing students of LaSWAP schools
 - Students with exceptional social or medical needs (for definition of what we consider as exceptional social or medical needs please see appendix 3)In addition to the above criterion being applied and where a course is oversubscribed, places will be allocated on Key Stage 4 academic results, subject specific academic performance followed by distance (measured in a straight line) from LaSWAP (See appendix 4 for further details of each criterion)
- 7) Students who cannot be accommodated on a particular course will be offered further advice and guidance to assist them in finding appropriate alternative choices, at LaSWAP if appropriate.

- 8) Following the closing date for applications (the final Friday of Spring Half term) conditional offers of places in the sixth form will be sent out to external applicants and current year 11 students at the four schools. These offers are conditional on meeting the entry requirements of the courses on offer. These letters will not constitute an offer of a place at any particular school.
- 9) Following receipt of GCSE results, students holding conditional offers will either be enrolled online or invited for an enrolment appointment. Places on specific courses will be confirmed or reviewed based on a student's GCSE results.
- 10) Enrolment at LaSWAP will be conditional on actual GCSE results and entry qualifications, an agreed signed study programme following a post results guidance meeting and signing the LaSWAP Learner Agreement. Students must provide proof of GCSE results at enrolment; if found to be false, students will not be permitted to begin or continue their studies at LaSWAP.
- 11) Students are allocated to one of the four schools within the consortium, based on choice of course, number of students already enrolled on each course and other factors – the final decision of where a student is based is made by the LaSWAP admissions team and directors at the base school (see appendix 5 for an explanation of how base schools are allocated). Final decisions are made by the Director of LaSWAP.
- 12) Late applications will be considered if there are still places available on some courses. Students whose application forms are being held on file will be contacted, informed of courses with vacancies, and offered an advice and guidance meeting. **Enrolments will not occur after 30 September.** In exceptional circumstances students may have good reason to apply mid year and these cases will be considered on a case by case basis.
- 13) LaSWAP is a consortium of four schools within which LaSWAP students have open access to LaSWAP events at the four school sites (and therefore, all students and staff on those sites) and the shared school electronic systems. This context means that it may not be possible for students who have been permanently excluded or managed moved from one of the four LaSWAP schools to be admitted. The decision about whether to admit such a student will be considered on a case by case basis and after the completion of a risk assessment. This risk assessment is conducted by the headteacher of the prospective base school in consultation with the headteacher of the school from which the student was excluded or moved. The decision of the headteachers is final. Students cannot attend lessons at a school when they have they have previously been permanently excluded.
- 14) Students who are not offered a place have the right to a review of this decision. Requests for a review needs to be submitted in writing within 48 hours of the decision. The review will be carried out by the Director of LaSWAP and one Headteacher. Reviews will not be considered for students who do not meet the entry requirements. Exceptional circumstances surrounding students will form part of the criteria for the review. This will not affect their right to subsequent formal appeal via the statutory procedures. Families will be notified of the outcome of the review within seven school days. [Advice for parents and guardians on school admission appeals - GOV.UK \(www.gov.uk\)](#)
- 15) Students who are not satisfied with the decision of the review have the right to formally appeal this decision. The appeal should be submitted in writing and will be heard by a panel made up of three governors from each of the LaSWAP schools (not attended by the appellant in the case of an internal student). All appeals must be submitted by 15th September. Governors will consider the written appeal and respond in writing within seven school days. Governors will not consider appeals for students who have not met the entrance requirements. The decision of the Governors is final.

16) We do not offer places to resit examinations or to retake years for students pursuing level 3 qualifications. (Resit and retake years are not funded by the Education and Skills Funding Agency, ESFA). As a comprehensive and inclusive sixth form, we have always sought to support vulnerable students and we will consider requests for exceptions to this where we have evidence of genuine extenuating circumstances which have affected a student's ability to achieve – these are described by the ESFA as “..where there are exceptional circumstances outside the control of the student or institution, such as a period of long term sickness, or good educational reasons”. Provided that there is reasonable evidence that the exceptional circumstances no longer persist, such requests will be referred to the Director of Sixth Form, whose decision will be final. Where requests are granted, an application should be made by following the same process as all applicants.

Appendix 1

Maths test for students wanting to study A Level Maths.

If a student (who has not attended one of the LaSWAP schools) achieves a grade 6 or 7 in GCSE Maths they will need to sit a Maths test on the day of enrolment. Students will be given as much time as they need to complete the test. The test takes on average 45mins to complete.

Appendix 2

A Level and Vocational class sizes including Sports Leadership at Talacre will be capped at 25 students

The following practical subjects will be capped at 19 students

- Art
- BTEC Business
- Computer Science
- Graphics
- Media Studies
- Photography
- Product Design
- T Levels

Appendix 3

- Medical issues should be such that the needs of the child can only be met at a particular school.
- The situation for each child and their family is unique but in order to meet the exceptional social and medical criteria, the need must have a significant impact on the life of the child or the family.
- Exceptional social and medical criteria does not apply to children who have an Education Health or Care plan (statement of special education)

For a copy of the exceptional medical and social policy please contact the Camden Admissions Team (email: admissions@camden.gov.uk; tel: 020 7974 1625). If you state a preference for a particular school because of medical or social needs, you must explain how the particular school specifically meets your child's special circumstances better than any other school can. Along with your application, you should submit supporting evidence which sets out the particular reasons why that school is the most suitable, and the difficulties that could be caused if your child were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a medical consultant or social worker and must not be more than six months older than the date of applying. Please note that hospital appointment letters cannot be accepted as proof.

Appendix 4

i. **Students with an EHCP** An Education, Health and Care Plan is a legal document for children and young people aged 0 to 25 for children with exceptional special educational needs

ii. **Looked after children** or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangement, or special guardianship order

ii. **Existing students** of the four LaSWAP schools who are continuing their studies from Year 11 into Year 12

iii. Applicants who are judged to have an **exceptional social or medical need**.

There has to be a clear link between the applicant's exceptional need and the school. Parents/carers will need to submit a case supported by the appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need and the school

vi. **Academic performance** Where we know that courses will be oversubscribed with internal applicants, places will be allocated based on students' prior academic performance. Academic performance for all students will be based on the professional judgment of the directors of LaSWAP. A combination of GCSE APS scores and particular high academic achievement in relevant courses will form a part of this judgement.

v. Distance – using the students home address post code we will identify the distance of each students home post code to LaSWAP's postcode NW5 1RL measured in a straight line, and allocate places to students who live closest.

Appendix 5

Base school allocation

- Students will be allocated to sets on each course with a view to achieving balance across the schools.
- New entrant students will be allocated a 'base school' based on subject choice, the school where the majority of their courses are taught and school roll numbers. Usually, the decision about where a student will be placed is made by the Director of LaSWAP and their decisions is final.
- Where students are accepted onto two year courses, teaching for the length of the course will be provided in LaSWAP. Teaching groups may be re-timetabled between schools to ensure specialist teaching is always provided