

14+ Academies

(14+ Apprenticeship Academy & 14+ P-TECH Academy)

Admissions Appendix

Introduction

This document outlines the process involved in applying for a place at the 14+ Academies (Leeds City College). By outlining the application process within this admissions policy, we aim to maintain a fair and transparent experience for prospective learners and their parents/carers.

Why Learners join the 14+ Academies

Many young people seek to join the 14+ Academies due to negative experiences in their previous educational setting, or due to personal barriers they are facing. This is primarily linked to mental health and emotional wellbeing needs, especially if learners have previously been bullied, therefore seeking a fresh start. As a result of this, relationship building is at the heart of the 14+ Academies ethos, aiming to create a safe haven and fresh start for our young people.

Entry Requirements

The 14+ Academies application process has been designed to be fair and inclusive, whilst demonstrating a clear understanding of the demand and need for young people seeking to explore alternative education provisions. We are committed to ensuring our process is inclusive and accessible to all, therefore allowing any young people in Years 9 or 10 to apply for a place at the 14+ Academies. Learners are encouraged to show a genuine interest and enthusiasm for applying for a place, and can demonstrate this throughout the various application stages detailed in subsequent sections.

In order for an application to be considered, each young person applying for a place at the 14+ Academies must complete each stage of the application process. Applicants cannot move onto the next stage of the process until the previous stage has been completed.

Application Process

The 14+ Academies offer around 120 places each year to young people going into Year 10, and around 5-10 places for young people going into Year 11. It is however needed to be noted, that we are vastly oversubscribed and receive many more applications than places we have available to offer. Due to the high volume of applications received each year, there is a robust application process in place that young people have to complete for their application to be considered. The application process is led by the young person and supported by parents/carers.

Outlined below are the stages of the application process which take place, each of which must be completed in order for the application to then be moved onto the next stage. As explained in more detail throughout this section, the application process includes a number of stages involving different tasks which allow learners to demonstrate their talents and desires to join the 14+ Academies in a multitude of ways.

If any stage of the application process outlined presents any challenges for learners and/or parents/carers, we encourage contact to be made with the 14+ Academies so that any necessary and reasonable adjustments can be considered and put in place to help.

1) Open Event

The first stage of the application process is for parents/carers and the young person interested in applying for a place at the 14+ Academies is to attend an open event. In order to book a place at an open event, parents/carers must make contact with the 14+ Academies by email, and they will then be sent a booking form and can book onto an open event date and time that is most convenient for them.

During the open event, the Headteacher will deliver a presentation to parents/carers and young people in relation to the 14+ Academies offering and the application process. Parents/carers and young people also have the opportunity to meet current learners and staff, and visit the 14+ Academies.

Attending an open event is a required part of the application process as this is an opportunity which allows parents/carers and young people to gain more knowledge around the 14+ Academies and what is offered. Moreover, attending an open event allows learners and parents/carers and young people to have an in depth understanding of what they are applying for and to address any initial queries they may have. Six open events are held throughout the academic year which are arranged with the intention of allowing as many young people as possible to attend and subsequently have the opportunity to make an application.

2) Application Form

After attending an open event, parents/carers will receive an email with a link to the online application form. It is important that young people are as honest as possible on their application as we would like to know the real reasons for wanting to join the 14+ Academies, as this gives the best possible chance of supporting them if they start with us.

As part of the application, the young person will select their preferences (1st, 2nd and 3rd) for their vocational course choice. Although we endeavour to offer the 1st choice, this is not always possible due to high demand, meaning a 2nd or 3rd choice may be offered if successful. If a young person chooses to select the same three courses, this may affect them being offered a place, as if the course they have chosen is full, this may mean the young people cannot be offered a place without a 2nd or 3rd course choice.

The 14+ Academies will acknowledge receipt of the application form within 10 working days of being received, and will make contact with parents/carers if any clarification of information is needed following the application being submitted. The deadline for application forms to be submitted will be confirmed each year, however typically falls in mid May.

3) Learner Supporting Statement and School Reports

When the application form has been submitted and all necessary information has been gathered, parents/carers will be sent an email with details in relation to this stage of the process. The first section of this stage involves the young person completing the Learner Supporting Statement. The purpose of the Learner Supporting statement is to gather the young person's views with regards to why they are applying for a place at the 14+ Academies.

The second section of this stage of the application process involves the parent/carer gathering and sending three school reports (attendance, academic and behaviour) to the 14+ Academies either via post or email. It is important to note that three separate school reports are required. If the young person applying is currently Electively Home Educated, and has been for more than one calendar year, the school reports are not required.

The 14+ Academies provide individual direct support to help learners achieve their learning goals if the young person has a disability or difficulty in their learning. This includes medical conditions or

mental health and wellbeing barriers which may be affecting their studies. At this stage of the process, parents/carers are requested to send any official documentation or paperwork confirming any diagnoses of additional needs to enable the 14+ Academies to gain a wider understanding of the young person's needs throughout the process.

When the Learner Supporting Statement has been completed, and the three school reports have been received, parents/carers will then be sent details of the next stage of the application process by email.

4) Video Task

Once the application form has been received, along with the learner supporting statement and school reports, parents/carers will receive an email outlining the video task stage of the process. The young person applying will be asked to create a short video to introduce themselves and provide an explanation as to why they want to apply for a place at the 14+ Academies. A deadline will be provided in which the video task needs to be returned by. Parents/carers will be sent full instructions and guidelines for the video task stage, and completed video tasks can be returned either via email or WhatsApp.

We use this opportunity to get to know the young person a little bit more and begin to build an understanding of who they are. We understand that this part of the process may be daunting for some young people, however we are not looking for perfection and just want to see the young person showing genuine enthusiasm to explain who they are and why they want to join the 14+ Academies.

5) Virtual Interview

Finally, when the video task has been completed, the young person will be invited to a virtual interview which will take place via either WhatsApp or FaceTime. The 14+ Academies will email parents/carers to provide more details of this stage of the process. The informal interview will be between the young person and a member of staff from the 14+ Academies. This stage allows us to get to know the young person more, as well as allowing the young person the opportunity to ask any questions they may have.

During the interview, we will seek to understand the young person's motivation for wanting to join and ask any questions we might have from reading your application. Parents/carers are more than welcome to accompany the young person to the virtual interview, but this is not a requirement, meaning the young person can attend alone if they wish.

6) Completion of Process

All completed applications are reviewed and communicated at the same time at the beginning of July. Places are not offered on a first come, first served basis; rather, all applications are considered and reviewed at the same stage when all interviews are complete. It is crucial that all outcomes are communicated to all young people and parents/carers at the same time to ensure that fairness continues to be at the heart of the process. If parents/carers wish to discuss the outcome of their young person's application when this has been communicated, contact must be made with the 14+ Academies.

Successful Applications

Learners who are successful in being offered a place are sent a letter to confirm their offer. A deadline is set within the letter for parents/carers to respond by email to the 14+ Academies to confirm that they wish to accept the offer of a place on behalf of their young person. The offer letter will also include confirmation of the vocational course that has been allocated to the young person; changes cannot be made due to

capacity and limited spaces on courses. If a place is not accepted by the deadline given, the waiting list will then be referred to.

Waiting List

If a young person has completed each stage of the application process outlined above, however is not successful in being offered a place at the 14+ Academies, their details may be added to a waiting list.

The offers made to learners who have been successful in the application process are conditional based on their acceptance of a place, attendance at a welcome event, and arriving on the first day of term in September. If a young person does not complete any one of these stages, the offer of their place will be withdrawn. At this point, we will begin to contact the learners on the waiting list. In addition, some learners who join in September realise that the 14+ Academies is not the right environment for them and may choose to leave. Therefore, the waiting list will then be referred to.

If a young person is placed on a waiting list, the 14+ Academies are unable to advise on the likelihood of a place being offered, due to being dependent on the factors outlined above, and it is therefore not possible for this information to be predicted until if/when the situation arises of a place becoming available.

Unsuccessful Applications

If a young person is not successful in being offered a place at the 14+ Academies, they will receive a letter in the post to confirm this outcome. Regretfully, as previously outlined, the 14+ Academies is vastly oversubscribed and due to the high volume of applications received each year, there are more applications than places available to offer. If a young person is unsuccessful in their application for Year 10, they are welcome to re-complete the application process when they are eligible to apply for Year 11 if they wish to do so. All young people, regardless of the outcome, are able to apply for any Luminate (Leeds City College, Harrogate College and Keighley College) courses in the future

Uncompleted Applications

If the application process has started but not been completed, the application is deemed as incomplete and therefore unsuccessful. In this instance, learners and parents/carers will receive a letter to confirm the outcome of the application.

Welcome Event

Learners who are successful in being offered a place at the 14+ Academies must attend a Welcome Event which they will be invited to within the offer letter. The Welcome Events typically take place in July each year. During the Welcome Event, learners will be able to meet some of their peers and staff members and find out more about the 14+ Academies and how the start of the academic year will look. Parents/carers will be required to complete some paperwork which will be provided along with more information. Attendance at the Welcome Event is mandatory in order to confirm acceptance of a place.

Learners who are offered a place will join the 14+ Academies roll full time in September; the date will be confirmed at the Welcome Event. On the first day of enrolling, the 14+ Academies will inform the young person's previous educational establishment to inform them that the young person is transferring to the 14+ Academies roll full time. Parents/carers are not required to inform their young person's previous school, however can if they wish to do so.