

	CITY OF STOKE-ON-TRENT SIXTH FORM COLLEGE ADMISSIONS POLICY	Pages	4
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College Admissions

Mission Statement

'A caring community delivering excellence and inspiring futures'

Policy Statement: The College has an open-access policy to admissions.

1.1 Scope of the Policy

- This policy applies to all 16–18 fulltime applicants for further education courses at the City of Stoke-on-Trent Sixth Form College. Separate arrangements apply for applicants of compulsory school age.
- Students who are 14-16 and planning to study at the college (previously home schooled or students still on role at another institution who are seeking to use the college as an alternative provision) must have a signed acknowledgement from the Local Authority (if home schooled) or from the home school confirming that they will be covering their fees prior to enrolment. Where such documentation is not available the college will seek to support the student concerned in achieving the necessary authorisation of finance. In the case of alternative provision, the school concerned must agree to the placement at the college in writing prior to the student beginning at the college.

1.2 Admissions Policy

- The College's admissions policy is consistent with the College's Single Equality Scheme: to ensure the development of positive policies which recognise that all members of the College community are of equal value and, as such, are all entitled to be treated fairly and without prejudice in every aspect of College life. The College commits itself to strategies eliminating all forms of discriminatory actions and practices, both individual and institutional.
- The College Local Governing Body is committed to maintaining an open access policy in which each individual applicant is treated as an individual case. If there are concerns about a student's ability to study a particular course, the College will seek to establish the capacity of that student to develop the under-pinning skills necessary for success and, where appropriate, will provide an appropriate support package to enable a successful outcome. Course guidance will be reviewed on an annual basis in the light of student retention, achievement rates and changes in college curriculum.

1.3 Purpose of this policy

- This policy outlines the College's policy and practice for managing the admission of students to the College. It aims to provide a fair and consistent procedure for admissions. The overall aim being to underpin the College mission and values as stated above. This policy is linked with the College's Single Equality Scheme (including Race Equality and Disability Equality, child protection policy, College fees and charges policy). It is also linked with College publications such as the College prospectus, website, course leaflets and all marketing material.

1.4 Statement of Principles

- **Widening Participation**

The City of Stoke on Trent Sixth Form College is committed to increasing and widening participation in education and training. Applications to attend college courses are actively encouraged from all interested individuals in the local community and beyond who are aged 16-18.

- **Guidance**

The College is committed to providing impartial guidance in the admissions process to help applicants to choose the course or programme which is right for them. Key in this guidance is ensuring full discussion and consideration is given to a programme of study which is consistent with, and fully supports, the progression plans of the applicant.

- **Confidentiality**

The College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998. The College treats the confidentiality of your application very seriously. Government legislation means we may share basic information with your current school, but no further. We adhere to the tenets of the EU GDPR and the Data Protection Act very strictly and your data is safe with us.

- **Equality of Opportunity**

The College is committed to ensuring that the admissions procedure will be open and transparent and that no individual or group receives less favourable treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality including citizenship, ethnic or national origin.

The College will actively combat discrimination in all of its forms by implementing effective policies and empowering staff and students to take appropriate action.

The College is committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that individuals with disabilities are not disadvantaged. The College aims to extend the diversity of its student population through the development of an inclusive learning environment.

- **GCSE Maths and English**

The City of Stoke-on-Trent Sixth Form College is committed to making sure that students have the best qualifications possible, particularly in English and Maths. Employers, universities and other progression routes will expect students to have reached a suitable standard in these subjects, and we expect students to give priority to studying them alongside their main course. All students at the College who do not have a GCSE grade C/4 or above in Maths and English must study towards this level while they are in College (this may be via a stepping stone qualification such as Functional Skills).

1.5 Responsibilities under the policy

- Governors are responsible for setting the framework for student admissions and monitoring implementation of this policy.

- The Principal and College Management Team are responsible for the overall operation of this policy and for ensuring it is reviewed and updated in line with current legislation.
- The Assistant Principal and External Partnerships & Events Manager are responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants.
- Interview and Enrolment Teams are responsible for following the policy consistently and fairly in respect of all student enrolments.
- Any appeals should be taken to the senior management of the college.

Further differentiation of admissions processes will take place where appropriate to:

- Carry out assessment in the absence of formal qualifications
- Explore the recognition of prior achievement in lieu of formal entrance requirements
- Translate overseas and international qualifications into their UK equivalence
- Explore Additional Support Needs
- Explore any adjustments required for disabled students
- Develop a progression plan for an individual student with a partner school
- Identify ALS and ESOL needs
- Ensure the admissions process meets the exceptional circumstances of some applicants.

1.6 Applicants with Particular Needs

- **Learning Difficulties/Disabilities**

The application process provides the opportunity for applicants to identify how they would like to let the College know about any help they are likely to need i.e. by talking confidentially to a member of staff at their course discussion, by talking confidentially to a member of staff by telephone, in writing, or through someone else such as an advocate, parent or carer who will accompany the applicant to course discussion.

The College will help applicants with learning difficulties/disabilities by helping to assess their learning needs by providing additional support where appropriate.

- **Applicants with Prior Convictions or Pending Criminal Convictions.**

The College will evaluate the risk of admitting applicants who may pose a danger to the College or its staff and students. All applicants will be asked to declare any relevant details. Where such details are declared a risk assessment will be undertaken by an impartial team of staff to establish if the applicant can be approved. Failure to declare previous or pending criminal convictions may subsequently affect an offer of a place to study at college.

- **International Students**

The Sixth Form College does not hold a UK Border Agency sponsor licence under Tier 4 of the points based system and therefore cannot accept applications or possible enrolments from students who want to study full-time in the United Kingdom using a Student Visa. The College are also not eligible to receive applicants from overseas, who are classified as overseas students for tuition fee purposes.

We welcome applications from qualifying students, and we will require the appropriate qualifications equivalent to GCSE/Level 2 to determine the most appropriate qualifications for study.

- **Excluded Students**

Students excluded from the College may normally re-apply for admission the next academic year following the date of exclusion. The Principal reserves the right to refuse admission to any applicant. The decision of the Principal shall be final.

- **Elective Home Educated Students**

The freedom to educate children at home forms an intrinsic and essential element of educational provision in our society. Parents are responsible for ensuring that their children are properly educated, it is their decision whether to use schools or provide education at home. The College will support these applicants by providing additional support where appropriate.