

# ADMISSIONS POLICY

## CITY OF STOKE-ON-TRENT SIXTH FORM COLLEGE



Policy Family	Teaching Learning and Assessment
Reference	SFC-12
Responsible Manager	Assistant Principal (I&P)
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### Aim

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 which underpins the college mission and values.

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 prospectus, website, course leaflets and all marketing materials.

### Scope

This policy applies to all 16–18 full time applicants for further education courses at the City of Stoke-on-Trent Sixth Form College.

Students who are younger or older than this will not normally be considered and are only admitted as full time students in very exceptional circumstances.

The college also offers some higher education provision in association with universities, admissions criteria and processes for these courses is determined by the partner institutions and through UCAS; for further information please contact the college admissions team.

### Policy

The college is committed to increasing and widening participation in further education and training. Applications for college courses are actively encouraged from all interested individuals who will be aged 16-18 on commencement of their studies at the college with each applicant treated as an individual case.

### Confidentiality

The college is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 2018. The college treats the confidentiality of applications very seriously. Government legislation means we may share basic information with the DfE funding agencies and statutory bodies for example in regard to safeguarding and prevent. Data will also be shared with Awarding Organisations for the purpose of qualification entries and future details on the use of student data can be found in the Privacy Statements.

### Course Information, Advice and Guidance

The college is committed to providing impartial guidance in the admissions process to help applicants choose the course or programme which is right for them. Key to 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. Applicants will be provided with clear information about the prior

qualifications needed to support high achievement on each course, and these will inform discussions at the enrolment stage. To this aim, it is important that applicants are honest in the information provided to the college. Applicants who provide incorrect/incomplete information may have their place at the college withdrawn.

Course guidance and requirements will be reviewed on an annual basis in the light of student outcomes and curriculum developments

### **Equality of Opportunity**

The college is committed to ensuring that the admissions process will be open and transparent and that no individual or group receives less favourable treatment by virtue of defined characteristics. The college will actively combat discrimination in all of its forms by implementing effective policies and empowering staff and students to take appropriate action.

### **Learning Difficulties/Disabilities**

Applicants who have a learning difficulty or disability can access support through the learning support team. Opportunities to disclose support needs are available during application, first course discussion and enrolment.

Young people with an Educational Health and Care plan are required to share information upon application to ensure appropriate assessment and effective reasonable adjustments in a mainstream setting. The criteria for judging what adjustments are reasonable includes consideration that proposed adjustments do not compromise academic standards, health and safety, the college's duty of care to other students and the efficient use of resources.

Suitability for a programme of study will be assessed by the college individually, as it does with all applicants, and will include academic, attendance and behaviour requirements.

### **Applicants with Prior Convictions or Pending Criminal Convictions**

The college will evaluate the risk of admitting applicants who have an unspent criminal conviction. All applicants will be asked to declare any relevant details in confidence. Where such details are declared a risk assessment will be undertaken by an impartial team of staff to establish if the applicant can be enrolled. Failure to declare previous or pending criminal convictions may subsequently affect an offer of a place to study at college.

### **Overseas Students**

The College does not hold a UK Border Agency student sponsor licence and therefore cannot accept applications from students who want to study full-time in the United Kingdom using a Student Visa.

We welcome applications from qualifying students, but will require evidence of appropriate qualifications equivalent to GCSE/Level 2 to allow us to determine the most appropriate programme of study. This will normally take the form of a ENIC certificate provided by ECTIS and must be provided by the applicant before enrolment. [Home Page \(enic.org.uk\)](https://www.enic.org.uk)

To further assess the suitability of the programme of study, (in the absence of GCSE/Level 2 qualifications), students will undertake a maths and English assessment during college welcome week.

### **Previously Enrolled Students**

The college will not normally offer a place to students who have either completed or left before completing a programme of study. However, in exceptional circumstances, a new application may be considered depending on the situation and context. *For further information see appendix 1.*

### **Internal Progression**

Internal progression onto a higher-level course is not automatic for students who complete a programme of study at the college. All Level 3 Foundation students wishing to be considered for progression to a Level 3 programme of study must have successfully completed all aspects of their

existing programme to the required standard and have a good record of attendance, punctuality, behaviour, effort and attitude.

Students will not need to reapply, but will have an intended progression discussion in the summer term and then a follow up interview on Level 2 results day in August to confirm the enrolment decision.

### Implementation

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

The Principal and Senior 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 (I&P) and manager responsible for admissions will implement and monitor necessary procedures to ensure the policy is followed correctly, consistently and fairly for all applicants.

The enrolment team are responsible for following the policy consistently and fairly in respect of all student enrolments.

Students may appeal a decision made through the admissions policy. An appeal would normally be made by the student who is the person holding the legal relationship with the college, and we would encourage those with parenting responsibilities to support the student in making the appeal. This should be made in writing to the college principal and explain the reason for the appeal. An appeal can be made on the basis that the college policy has not been followed correctly or that additional information not previously shared could have a material impact on the original decision made. The procedure is used to gather information from all relevant parties, consider the appeal, reach a decision and communicate this to the appellant. *For further information see appendix 2*

### Communication

This policy will be communicated to all staff at the start of the Admissions and Enrolment processes each academic year.

A copy of the policy will be published for easy access by members of the public, applicants, students and their parents/carers on the college and trust websites.

### Monitoring

The admissions process, and compliance with this policy, will be monitored regularly by the college's Senior Management Team through their regular reporting structure.

### Associated Information and Guidance

College Admissions Procedures

Course Information published via the college website [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk) and prospectus

Privacy Statement

College Single Equality Scheme

### Related Documents

## Appendix 1 Previously Enrolled Students Application Guidance

Student Situation	Application Considered Y/N	Further Details
Withdrew due to physical or mental health illness/fitness to study panel	Yes	The applicant must be able to show evidence from an appropriate source that the cause of the withdrawal has been successfully addressed and overcome.

Withdrew in year due to unsuitable programme of study	Yes	The student would need to complete a new application to the college and follow the usual admissions process.
Withdrew at Disciplinary Panel	No	
Permanently Excluded	No	
Completed a programme of study at the college	No for a programme of study at the same level.	Students receive a significant level of support throughout their programme of study and have opportunities to adapt their programme.

## Appendix 2 Admissions Decision Appeal Procedure

Action	Method	Timescale
Appeal in writing to the college principal	Letter or email to the Principal's PA	Within one month of the original decision
The appeal is acknowledged and next steps explained	Standard letter 1	2 working days from receipt
A lead manager is appointed		
Lead manager acknowledges the appeal and agrees the next steps with the appellant	Email / Phone call / face to face meeting	5 working days from receipt
Lead manager investigates the appeal gathering evidence from all relevant parties	GDPR and safeguarding guidelines and policies to be carefully considered when gathering evidence. A particular focus is to protect and enhance the student voice when gathering evidence.	5 working days from receipt or initial meeting with the student as appropriate.
Lead manager considers evidence gathered before proposing a written outcome to the college principal	The test is whether another reasonable manager would have reached the same decision, not whether the original decision is right or wrong. Three appeal outcomes are available: <ul style="list-style-type: none"> <li>• Uphold</li> <li>• Partially uphold</li> <li>• Not uphold</li> </ul>	10 working days from receipt
The principal communicates the outcome of the appeal to the appellant	Standard letter 2 from the Principal's PA	10 working days from receipt
There is no right to appeal the outcome of the appeal		