

ADMISSIONS POLICY

SIXTH FORM COLLEGE



Policy Family	Teaching Learning and Assessment
Reference	SFC-12
Responsible Manager	Deputy Principal
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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. 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 materials.

Scope

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.

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. 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. 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, advise the student of the most appropriate course of study to support their future ambitions, and where appropriate, will provide an appropriate support package to enable a successful outcome. Course guidance and course requirements will be reviewed on an annual basis in the light of student retention, achievement rates and changes in college curriculum.

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. Information about financial and learning support will be provided at every stage of the admissions journey.

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 2018. The College treats the confidentiality of applications very seriously. Government legislation means we may share basic information, but no further.

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, for example but not exclusive to 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 4 or above in Maths and English must continue to study towards this level while they are in College (this may be via a stepping stone qualification such as Functional Skills).

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, for example 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 discussions.

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

Health Care Plan will be supported through the local transition place to ensure that the College is able to offer a suitable course and is equipped to meet their individual needs.

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 members of the college community. 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.

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. We welcome applications from qualifying students, and we will require evidence of appropriate qualifications equivalent to GCSE/Level 2 to allow us to determine the most appropriate qualifications for study. This would normally take the form of a ENIC certificate provided by ECTS (which replaces the NARIC certificate) provided by the applicant before enrolment. [Home Page \(enic.org.uk\)](http://enic.org.uk)

Previously enrolled students

Applicants to the college may previously have been enrolled on a programme of study at the college. This can normally be identified by the applicant already possessing a Student ID number, usually starting with a different letter than the year of application. Students may previously have been enrolled and not be currently enrolled for a wide range of reasons. This range of prior educational experience means that the admissions policy also contains a spectrum of outcomes for applicants who have previously been members of the college. The table below attempts to articulate this spectrum of situations and the usual admissions actions, but it is applied to every applicant as an individual and may be varied by senior staff with good reason to do so.

Withdrew before 42 days		
Withdrew due to physical or mental health illness	The college will consider a new application.	The applicant must be able to show evidence from an appropriate source that the cause of the withdrawal has been successfully addressed and overcome.
Withdrawn following fitness to study meeting	The college will consider a new application.	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 mid-year	The college will not consider new applications	The student would be expected to continue to a transfer point, for eg January and August.
Withdrew at Disciplinary Panel	The college will not consider new applications	
Permanently excluded	The college will not consider new applications	

Students who change a programme of study, are continuing or have completed their programme of study will not be classed as withdrawn or an early leaver. If a learner decides during the academic year that they would like to change their programme of study they should not withdraw from the college, even when the significant change might be considered starting again on a new programme. They should request an in-year change (course change process) and discuss the options available to them with their progress coach or senior member of staff. If an immediate change is not authorised the student would be expected to continue their programme of study to an appropriate transfer point to start a new programme of study (for example January or August start). If a student is advised to continue on their programme of study and they choose to withdraw mid-year they would not normally be offered a place as a new applicant.

The general principle is that the applicant would need to demonstrate that the causes of the failure to complete the programme of study will not affect their or other student's progress in the new academic year and new Programme of Study. The Principal reserves the right to refuse admission to any applicant, and the decision of the Principal shall be final. The complaints process is detailed separately.

Young People Age Under 16 including Elective Home Educated Students

As a 16-19 Academy, the Sixth Form College is not able to access funding to support full time programmes of study for young people under the age of 16, including those who have previously been home educated. In exceptional cases, where supported by a local inclusion service, students aged 14 or 15 may take some subjects at the College. All other applications for Years 10 and 11 of school study will be referred to one of the other academies within our Trust.

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
- Identify any ESOL needs
- Ensure the admissions process meets the exceptional circumstances of some applicants.

Implementation

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 Deputy 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. This should take the form of a formal complaint, in writing (including e-mail), and will be administered under the complaints policy.

Communication

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

A copy of the policy will be published for easy access by members of the public, applicants, students and their families on the Potteries Educational Trust and college Website.

Monitoring

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

Associated Information and Guidance

College Admissions Procedures
Course Information published via the College Website and Prospectus

Related Documents

N/A