

# ADMISSIONS POLICY

## SIXTH FORM COLLEGE



<b>Policy Family</b>	Teaching Learning and Assessment
<b>Reference</b>	SFC-12
<b>Responsible Manager</b>	Deputy Principal
<b>Approval Date</b>	9 May 2024
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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 underpinning 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 will be aged 16-18 on commencement of their studies at the College. 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. 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.

### **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.

### **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 – please refer to the following section of the policy.

The College aims to extend the diversity of its student population through the development of an inclusive learning environment.

### **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. Applicants with an Educational Health Care Plan will be supported through the local transition place to ensure that if the college offers a suitable full-time programme of study, they will be able to be supported on it by reasonable adjustments where necessary, within the mainstream setting, on the college site.

The criteria for judging what adjustments are reasonable includes consideration that proposed adjustments do not compromise academic standards, health and safety, or the relevant interests of others, including the colleges duty of care to other students and the efficient use of resources.

Applicants' 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.

**GCSE Maths and English**

Where a student does not have qualifications at level 2, or where they believe their qualifications to be inaccurate, the college will offer the opportunity to be assessed by college staff, following GCSE results, to assess if a programme of study at the college is suitable for them. Applicants would be expected to demonstrate that they would be likely to obtain grade 4 standard in English and/or Maths after one further year of study to be eligible for admission. 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.

**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, or else they must complete the assessment following GCSE results to assess their English and Maths skills to determine if a programme at college is suitable for them. This would normally take the form of a ENIC certificate provided by ECTIS (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.

<p>Withdrew due to physical or mental health illness</p>	<p>The college will consider a new application.</p>	<p>The applicant must be able to show evidence from an appropriate source that the cause of the withdrawal has been successfully addressed and overcome.</p>
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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 e.g. 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 have completed a programme of study at the college.	The college will not consider new applications 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. The college can support learners to join a foundation year where they require support to progress to their next step.

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**

Students who are under 16, including elective home educated students are not eligible to receive funding at a 16-19 academy and therefore cannot be enrolled.

Students who have advanced a year earlier in their school career and are therefore studying one year ahead of their chronological birth year are able to enrol on a suitable programme of study within the college. This includes international students who meet the eligibility criteria, including English and Maths.

### 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.

Students may appeal a decision made through the Admissions Policy. For the purpose of clarity an appeal is not a complaint. If a student, parent or member of the community wished to make a complaint about a member of staff, the Staff Disciplinary Procedure would be used to address the complaint. If the complaint regarded a college function or operation the Trust Complaint's Policy would be used.

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. The appeal should be made in writing to the college principal (for example an email) 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 following procedure is used to gather information from all relevant parties, consider the appeal, reach a decision and communicate this to the appellant.

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 acknowledge 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 carefully considers and weighs the 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 outcomes are available, to <ul style="list-style-type: none"> <li>• uphold,</li> <li>• partially uphold, and to</li> <li>• not uphold the appeal.</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.		

### 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, including January starts  
Course Information published via the College Website and Prospectus  
Privacy Statement  
College single equality scheme

### Related Documents