

Name of Policy:

# Admissions Policy

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|--------------------------------|------------|
| Person responsible for review: | PBL        |
| Approved by                    | LGB        |
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|                                |            |

# **Birkenhead Sixth Form College Admissions Policy**

## **1. Aims**

This policy applies to all Birkenhead Sixth Form College applicants. It sets out the College's key criteria for admitting students.

## **2. Statement of Principles**

- Policies and procedures used to admit students are clear, fair, explicit and consistently applied.
- All offers of places on courses are conditional (unless explicitly stated in an offer letter) and subject to the College being able to meet each applicant's individual support and study programme needs.
- Fair, effective and timely procedures exist for handling queries, appeals and complaints relating to the admission of students.

## **3. Equality and Diversity**

In accordance with the college's policies on equality and diversity, the College's admissions service is fully committed to fair and equal treatment for all applicants regardless of age (though in the context of being a 16-19 only institution), disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.

## **4. Study programmes and entry requirements**

Birkenhead Sixth Form College sets minimum entry requirements for each programme of study. These entry requirements are reviewed annually by the Principal and the Senior Leadership Team and are published on our website at the start of each academic year. All study programmes are full-time.

The College endeavours to keep its entry criteria as simple as possible. However, it is acknowledged that it is necessary to set some specific minimum entry criteria for some of our courses. These are stated in the courses section of our website.

## **5. Level 3 Programme (A Levels and Level 3 BTECs)**

We require at least five GCSEs including English Language and Maths; a minimum of three GCSEs at Grade 4 & two GCSEs at Grade 5. Level 2 BTECs and Level 2 CiDAs are not included as part of our entry criteria.

A combination of A Levels and BTEC Level 3 courses can be studied or Science T Level as a standalone full time course.

## **6. Level 2 Foundation Programme**

If an applicant's GCSE results do not meet the entry criteria for Level 3 study, the College may be able to offer the applicant a place on a Foundation Programme which is a 3 year academic programme of study. To join this programme, students must have 5 GCSE grades at grade 3 including English Language. English Language and Maths can be retaken alongside the Foundation course where a 4 has not already been achieved. Students are required to achieve two grade 5s in their pathway subjects and a minimum of grade 4 in GCSE English to progress onto Level 3 study. Places are allocated at enrolment in August in application order.

**7. Our Partner High Schools, listed below, do not have a Sixth Form provision.**

- Prenton High School
- Ridgeway High School
- The Birkenhead Park School
- Woodchurch High School
- Hillside High School

**8. Applicants with support needs**

*Additional Learning Support* - The College has an Additional Learning Support service which seeks to support students who have disclosed a disability, learning difficulty or medical condition which may affect their studies. The service aims to remove any potential barriers to learning to help students develop their personal skills and confidence to become as independent as possible in their learning and help them achieve their learning goals, personal goals and further study/employment aspirations.

*Assessment of support needs* - In the case where an additional need has been disclosed at application or interview stage, the College will work closely with the student, their parents/carers and relevant agencies such as their high school or local authority in order to identify what support is most appropriate and to establish if this support can be provided. Any student who declares a learning need, disability or medical condition which may affect their learning will receive an assessment of their needs by a member of the Additional Learning Support team. An Individual Support Plan and on course support will be agreed and implemented. The plan will be reviewed and amended as necessary during the student's period of study at the college.

**9. International students**

Applications from students who have not been ordinarily resident in the UK for the three years prior to the start of their programme will be classified as overseas applicants.

The College does not hold a licence to issue Confirmation of Acceptance of Studies (CAS) statements required by applicants to obtain UK Home Office Tier 4 immigration permission. Applicants must be able to prove that they have the right to remain in the UK for the entirety of their course.

If an applicant holds, or is due to hold, qualifications from a country other than England or Wales, they are asked to apply to UK ENIC for a statement of comparability. There is a fee for this service. This gives the applicant a GCSE equivalence for their qualifications and the College will make its conditional offer on that basis.

**10. Students who wish to re-enrol having not completed a study programme at the College**

Students who are applying to re-join the College having previously enrolled but having not completed their study programme will be considered on a case by case basis. Such students must complete an application form and state that they have previously enrolled at the college. They may be offered an interview after submitting the form.

The College will consider an application to restart from students who left the College with fitness for study issues where:

- The student withdrew from College of their own accord
- There is robust medical support outside of College and there is time before the restart to respond to this support
- Up to date medical evidence is submitted supporting the student's fitness for study at the restart date.

- There is evidence of their fitness to study e.g. through voluntary or paid work

The decision to restart will be made by the Vice Principal in consultation with the Learning Support Team and relevant staff in the best interests of the student. Where there is insufficient evidence that the restart will be successful then it will be refused with the decision confirmed in writing.

Where the College offers the opportunity of a restart, the onus is on the student and their parents or carers to ensure they are recovered enough for the restart to work. Any restart will be conditional on maintaining reasonable expectations of attendance and progress as relapses would not be in the interests of the student.

Students who have previously enrolled and who are seeking to re-join the College may have specific conditions applied to any offer of a place. Such conditions will be put in a contract to be signed at enrolment.

### **11. Applicants transferring from another institution**

The College does not accept transfers from other institutions partway through a study programme.

Year 12 students who are requesting to transfer from another post-16 institution to complete A Level and/or BTEC courses will be required to start their study programme again at the College.

### **12. Fee paying students**

As an Academy, we do not accept fee paying students

### **13. Criteria for offering places**

The College's entry requirements are stated on the website and admissions materials. They contain information about each course on offer as well as information on the College in general.

The deadline for receipt of applications is published and prominently displayed at College events, admissions literature and on the College website.

All applicants who apply by the deadline will be offered an interview and an offer of a place will be made subject to:

- A satisfactory course discussion interview where the student has demonstrated a commitment to the ethos of the College, provided a satisfactory school report and an appropriate study programme has been agreed
- The allocation of additional funding necessary to provide essential additional support which meets the specific needs of an individual applicant

If the applicant fails to attend their interview and does not contact the College, they will be notified that the College has withdrawn their application.

The criteria to be applied when deciding whether or not to offer an applicant a place at the college are:

- Students should be under 18 years of age on 31 August of the academic year in which they are seeking admission unless they have an Education, Health & Care Plan.
- The applicant should be committed to continuing with their education for the full duration of the study programme.
- The applicant should meet the entry requirements for their chosen study programme and for individual courses within the study programme

- Students must have an up-to-date report from their school showing a satisfactory record of effort, attendance, punctuality and conduct and upon enrolment must agree to the College Core Requirements
- The College may have specific conditions applied to any offer of a place. Such conditions will be put in a contract to be signed at enrolment and will be subject to a probationary period at the College.
- The College does not at present, apply any criteria giving preference to applicants from particular geographical areas.
- Birkenhead Sixth Form reserves the right to close a course if there are insufficient student numbers for the particular course. The College will inform applicants as soon as possible and will offer the most suitable alternative.

#### **14. Late applicants**

A waiting list is operated for those students who apply after the deadline. The entry criteria is the same as for on time applications, however, priority is given to 16 year olds, students moving into the area, and students from our Partner High Schools:

- Prenton High School
- Ridgeway High School
- The Birkenhead Park School
- Woodchurch High School
- Hillside High School

#### **15. Enrolment**

All students who are offered a place must attend an enrolment interview in August. If the applicant does not attend their enrolment interview without notification then their place may be offered to a waiting list candidate.

#### **16. Late enrolment**

The College will continue to admit students after the enrolment days from the Waiting List at the discretion of the Principal. If maximum capacity is reached then the College will make this public and inform all those still on the Waiting List. Beyond the end of September, further enrolments will be highly exceptional due to the amount of missed work which the student will need to make up. After this point, applications will be considered on a case-by-case basis and will only be admitted with SLT approval.

#### **17. Appeals**

Applicants have the right of appeal against any decision taken during the application and enrolment process. In the case of an appeal against a decision made relating to the offer of a place or admission at enrolment, the applicant will be asked in the first instance to make this appeal in writing to the Principal who will consider and rule on the matter.