

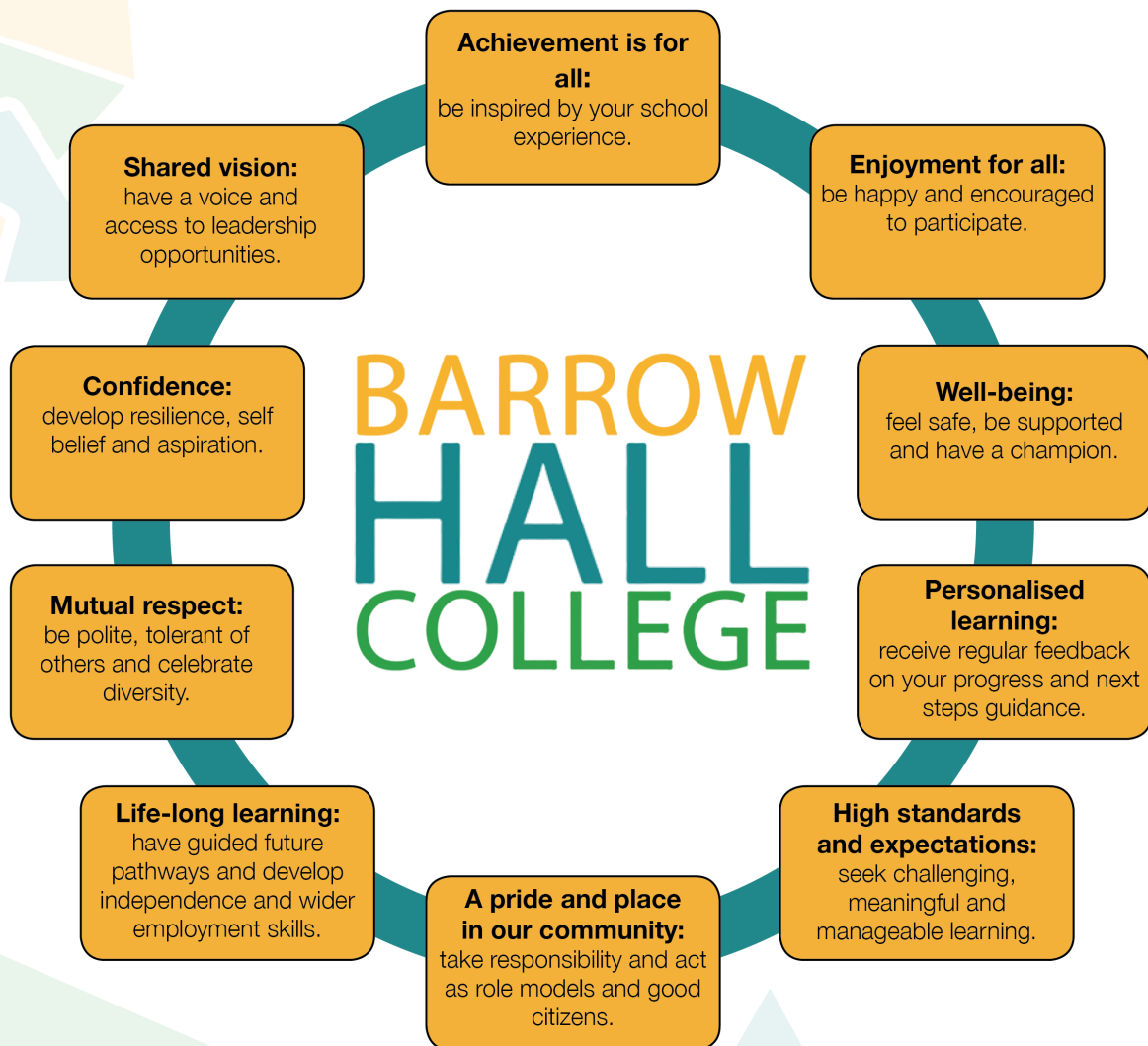


ADMISSIONS POLICY

This policy will be reviewed regularly as part of our school and trust annual policy review programme.

Barrow Hall College Mission Statement

The Barrow Hall College learning community provides excellent teaching and learning with passion and purpose, based on core values, devised with our students. Working in a warm and welcoming, yet purposeful environment, our mission is for everyone to be happy and inspired by their school experience. We empower students to harness their own creativity, to raise their aspirations and to achieve their potential. Working together, they gain confidence and pride to take their place in our community.



ADMISSIONS POLICY

1. INTRODUCTION & CONTEXT

Great Sankey High School and Barrow Hall College (BHC) seeks to offer to its Year 11 and wider community students the opportunity to be part of a learning environment in which they feel welcomed, secure and valued as individuals and as part of the college community. We want to ensure that all students receive a college education which maximises opportunities for all to fulfil their true potential by matching aspiration to the courses and entry requirements BHC has to offer.

2. AIMS

- To recruit sufficient students to meet the target number
- To ensure that entrance requirements for college courses are clear to student and parent/carer
- To be clear about the application process, oversubscription criteria and appeals process
- To guide each student on the most appropriate course for his or her individual needs
- To ensure a smooth transition into the college for each individual student
- To ensure smooth transition from year 12 into year 13

3. OBJECTIVES

- To provide information to prospective students, to enable them to make informed choices
- To offer the opportunity to prospective students and their parents to visit the college, talk to staff and students
- To offer impartial guidance to students about the entry requirements, progression opportunities and other implications of their choice of course
- To make reasonable adjustments to ensure that students with learning difficulties and/or disabilities are able to access Barrow Hall College
- To provide a planned induction programme for new students
- To manage the admissions process to achieve the college's target number of students
- To ensure that all documentation and practice complies with the college's Single Equality Scheme and Equal Opportunities policy and the Disability Discrimination Act (part 4).

4. Entry requirements

Barrow Hall College welcomes students into Years 12 and 13 from Great Sankey High School and schools in the wider community.

There are different pathways available for study. The entry requirements for each of these programmes of study are detailed in our prospectus which will be available from September. Offers made are provisional on students attaining the entry requirements, viability of course based on numbers, and subject to availability of places on the appropriate pathway, course and class. For further details, please see our current prospectus.

4.1 Transfer from Year 11

Entry to Level 3 programmes will be determined by average GCSE scores from the results achieved in a student's best eight subjects at GCSE or equivalent. To study on our Academic pathway of 3 or 4 A levels students will need an average GCSE grade of 4 (C) or above. Students should also have a grade 4 or above in English Language or English Literature. To join our Vocational Pathway or mixed pathway students will need a GCSE average of 3.75. Some courses will require an average of 4.5 and/or higher grades in particular GCSE subjects.

To calculate students average score we use only their best 8 GCSE results. These best 8 can include up to two vocational qualifications. The following table is used to add up total points and this number is then divided by the number of subjects. We will take into account other courses as part of the application process but these do not contribute to the average GCSE points score.

New GCSE Grade	Old GCSE Grade	Vocational Grade
9 = 9		
8 = 8	A* = 8	Distinction Star 8
7 = 7	A = 7	Distinction 8
6 = 6	B = 6	Merit 5
5 = 5	C = 4	Pass 2
4 = 4	D = 3	
3 = 3	E = 2	
2 = 2	F = 1	
1 = 1	G = 1	

Our entry criteria is aimed to support all students as they make their choices for Post 16 Study and is published as guidance only. During the application and registration process there will be plenty of opportunities to discuss variations to this guidance if there are individual exceptional circumstances that need to be taken into account.

GCSE English and Maths Resit If you achieve the required GCSE average to join our college but have not achieved this in GCSE English and/or Maths then students will be required to work to improve your English and/or Maths whilst following your level 3 programme at BHC.

Students will have to have achieved 5 x D-E grades at GCSE may be able to access Level 2 BTEC courses, dependant on viability based on student numbers.

The decision about which of these courses students will pursue will be based on their previous GCSE achievement in these subjects. The college reserves the right to refuse access to level 3 courses, in particular A level courses where the college does not find the course choices suitable for the student involved.

4.2 Full Time Study

Students are only eligible to study at Barrow Hall College if they are on a full-time course. A full-time course comprises of a minimum of three A/BTEC Level 3 courses.

Students following these courses who have not achieved a minimum of a grade C in GCSE English Language and / or Mathematics will be required to attend either re-sit classes in these subjects leading to the GCSE examination, or a literacy and numeracy development course.

5. Application Process

All students must complete an online application form and will need to take part in several informal discussions to ensure that options chosen are suitable to their future careers.

5.1 Assessment of Suitability

Barrow Hall College tutors will assess suitability for the chosen courses based on:

- Informal interviews and impartial advice and guidance
- Mock exam results
- OTF – on track for grades
- Form Tutor and Head of House reference
- School reference for those students who are applying and not currently in Year 11 at Great Sankey High School

These informal discussions will be followed by a formal interview after GCSE results have been issued. Timetabling will take place during the Spring Term and confirmation of conditional offers and subject choices will be sent to students. Students will be required to formally accept a place in the College within 2 weeks of receipt of the offer unless exceptional circumstances occur.

As it is impossible to gauge demand for particular subjects, a student's combination of courses cannot be confirmed until they have successfully completed the enrolment process in September of the year of admission.

5.2 Applications from students from other schools

Students attending other schools in Year 11 are able to apply for places in Year 12 at Barrow Hall College. All applicants wishing to join the school for the first time in year 12 are subject to the same entry qualifications and requirements as those set out above for existing students. In addition to the entry requirements we can only offer a place at BHC if we receive a suitable reference from the student's school. The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued, please note this may be referred to as an education healthcare plan in future, and which has taken account of the year 12 entry requirements. If, following the admission of young people where the school is named in the statement of special educational needs (SEN), the number of applications to join the school for the first time exceeds the published admission number and further places cannot be provided, then the following oversubscription criteria will apply:

5.3 Order of Priority

Priority Group 1:

Young people in Public Care for whom an application has been submitted. This applies to all looked-after young people, including those who are in the care of another local authority.

Priority Group 2:

Young people who will have a sibling on the school roll in September 2018. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in

Barrow Hall College's procedure is compliant with the School Admissions Code paragraph 1.37 page 25 which states ' Schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.'

5.4 Appeals

Applicants or their parents/carers who are unsuccessful in gaining a place at Barrow Hall College may appeal to an Independent Appeals Panel. Applicants or parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Great Sankey High School within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel. As appeals cannot be decided provisionally, it is likely that any appeal for the College will not be heard until the start of the autumn term, as soon as possible after the publication of GCSE results in August.

5.5 Waiting Lists

If we cannot make you an offer in the initial round in March because we have more applications than available places at Barrow Hall College, we would encourage you to request that we place your name on the waiting list. This waiting list is held until 30 September 2019. Experience has shown that it is likely that further places can be offered after April of Year 11. Considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August, as some applicants will hold offers from more than one college. If places do become available after April, the waiting list, including late applicants, will be ranked strictly in accordance with the published Oversubscription Criteria and the applicant who ranks highest at that time will be offered a place subject to availability in the agreed pathway and courses.

6. Changing courses at Barrow Hall College

Whilst Barrow Hall College aims to be as flexible as possible in order to accommodate students' aspirations, it is important to appreciate that changing courses result in missed learning and is disruptive to teaching. Consequently, we aim to keep course changes to a minimum.

6.1 Changes made before October half term

As part of the colleges assessment, reporting and recording procedure, a subject suitability score for each of the student's subjects is obtained from teaching staff during the first week in October. This suitability score will be discussed at the Year 12 Review Day the following week and any early decisions on course changes can be made with consultation with the tutor and college leadership team.

Courses can only be changed if:

- a student is strongly recommended to change by a department because they are expected to be unsuccessful in that subject and the new subject leader considers the student suitable for the course
- It becomes evident that there is a serious mismatch between a student's course choice and their career aspirations. Course changes in these circumstances can only be agreed in meetings with the student's parent/s or carer.

6.2 Changes made to courses after October half term

Any changes made to a study programme after October half-term should be kept to a minimum and can only be changed if the programme of study still allows the student to achieve their overall core academic or vocational aim i.e.

- if a student starts on 2 A level courses their core aim is academic and any changes are subject to the completion of at least one A level course.
- If a student starts on 2 BTEC courses, their core aim is vocational and any changes are subject to the completion of at least one BTEC course.

Course changes are at the discretion of the college leadership team who will consult with teaching staff involved. It must be possible for the student to catch up on missed content and therefore the later a course change is made, the less likely authorisation will be given.

7. Induction Period

Students entering Barrow Hall College are not considered to be on-roll until they have completed an induction period at the start of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful. Both the College and the student can terminate their College contract at any time during this period. After this period, parent/carer will be asked to attend meetings regarding the future of the student at the College

8. Progression to Year 13

Students year 12 performance will be reviewed throughout the academic year and mock examinations will be sat in the summer term. As students do not sit formal external examinations in year 12, progression conversations will be based on performance indicators such as attendance, mock examinations, levels of intervention and commitment to courses.

This information will be used to provide students and parents with the following advice:

- Working at grades in each subject area
- On track for/predicted grades for the overall A Level course
- Advice and guidance as to whether continuation into year 13 is advisable or:
 - A year 12 restart is recommended on the same or a different programme of study
 - An alternative route is recommended e.g. apprenticeship

Students transferring into the College from other institutions will be subject to the usual criteria for 'external' students detailed below. They will also need to discuss with the College team whether the syllabus and the structure of their previous course has prepared them appropriately for A Level study at Barrow Hall College

Signed..... Date
Chair of Governors