

Admissions Policy for 16-19 year old students; 2022 entry

1.0 Policy Statement

- The College is committed to its mission statement of providing an excellent sixth form education for all, in a safe, supportive and inclusive learning environment
- This policy reflects the values, vision and mission of the College. It summarises the applications process (via the website and the Calderdale & Kirklees Careers application portal) and partner and non-partner school interviews
- The College offers full time educational provision for 16-19 year old students; courses are offered at two levels; level 3 (academic and vocational) and level 2 (GCSE and vocational GCSE equivalent)
- The College's intention is that all students are full-time and study an annual planned programme of 540 hours or more. This is to ensure that students have the maximum chance of successfully progressing to their chosen destination
- The College sets fair and transparent general and subject specific entry criteria that every applicant must satisfy. There are also high personal development expectations related to attendance, behaviour and commitment (ABC) and these are detailed on page 2 of this policy
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service and/or to the Calderdale and Kirklees Careers Service to explore all the opportunities available to them

2.0 Scope of Policy

This policy is designed to enable every potential student to understand the process and guidelines that are applied to their application to study at Huddersfield New College

3.0 Aims

- To ensure students are offered the most appropriate study programme. This is vital to students' success, so we must be confident that we are offering students a place at the College on courses which match their incoming grade profile and their aspirations for the future
- To enable students to realise their full potential, develop as responsible young adults, and progress successfully to further learning, training or employment
- To ensure a smooth transition into the College for each student and ensure their individual needs are taken into consideration
- To engage with students and, as appropriate, their parents and/or carers in a transparent way so that all involved parties understand the processes, requirements and outcomes
- To support the College in meeting target student numbers

4.0 Objectives

- To ensure that applicants are given the highest quality, consistent and independent advice and guidance
- To give every applicant the opportunity for a personal one-to-one interview with a trained admissions interviewer

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- To offer the opportunity through publicised liaison events to prospective students and their parents and/or carers to visit the College and talk to staff and students (if possible)
- To make reasonable adjustments to ensure that wherever possible and appropriate, applicants with learning difficulties and/or disabilities are able to access Huddersfield New College. Potential students should be considered 'able to participate successfully in full-time mainstream education'
- To ensure that all documentation and practice complies with the College's Equal Opportunities Policy and Safeguarding Policy

5.0 Criteria and expectations

- Both our general and subject specific entry criteria for 2022 entry are available on our website and will be applied fairly and consistently
- We also apply admissions criteria (ABC expectations) to all applications. The student is responsible for providing this information, which may be a school/college reference or an employer reference (if not in school the previous year). The applicant's current or previous school/college would normally provide this information to the applicant and both previous and current information will be reviewed to inform admissions outcomes. In all cases, if an applicant falls below the expected standards, we may make the professional judgement that their proposed study programme is not in their long-term best interest and consequently not be in a position to make them an offer.

A = Attend

- We expect attendance to be over 95% but if an applicant falls between 90% and 95%, we may take into account the reasons behind the absence. For 2022 entry, we will take into account all absence caused by the global pandemic, if appropriate to do so

B = Be Respectful

- We expect exemplary behaviour and we will review the reference to ensure the applicant meets our high standards and expectations, and has no behavioural concerns reported

C = Commit

- We will review the reference to ensure the applicant displays a very positive attitude to learning, their studies and their work submission

Study Programmes

- In order to maintain funding from the ESFA, all students must be on a study programme of above 540 planned programme hours per academic year
- Students who have not achieved a grade 4 in GCSE English or Maths must enrol onto a GCSE course. This is a condition of funding and a mandatory element of the study programme

6.0 Process

The College welcomes applications from students with learning disabilities or difficulties and we will ensure, where possible (with reasonable adjustment) that there is continuity and equal access to the opportunities and experiences on offer. Students who have disclosed a special educational need (SEN), are not automatically exempt from our entry and admissions criteria (ABC expectations). Although we are mindful of any disclosure and are responsive to individual needs, students with a disclosed SEN must still be able to demonstrate that they can engage successfully in a full-time educational programme. Students with a disclosed SEN should still meet our entry criteria for the study programme to which they are applying. Please see the published Admissions Policy (SEN guidelines).

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Application

- Applications must be made before the deadline of Thursday 17th February 2022 and we cannot accept applications after this date
- Within Kirklees, 11-16 schools use the Calderdale & Kirklees Careers application portal (First Media) to facilitate the application process. The application is completed with the support of school staff. This process should ensure that the applicant receives relevant and independent information, advice and guidance (IAG) from the school. The school will provide predicted GCSE grades, attendance information and a reference detailing their current or previous performance and conduct
- Outside of Kirklees, (and Kirklees 11-18), schools use an online application form hosted on the College website. Prior to the interview stage, these applicants will have to provide copies of their predicted GCSE grades, attendance information and a reference detailing their current or previous performance and conduct
- All applications are acknowledged by the College to ensure the applicant is aware that their application has been received and the College will also advise the applicant of the next stage of the process

Interview

- Within Kirklees (11-16 schools), the College will interview applicants at their current school, if possible. If this is not possible due to national or local circumstances, the College will inform all applicants of any change to the process. The College and the school will advise the applicant of the time and place of their interview. As stated in the objectives above, this interview will be with a trained, specialist admissions interviewer
- Outside of Kirklees (and Kirklees 11-18) schools, we will invite applicants to attend interview events at the College, if possible. If this is not possible due to national or local circumstances, the College will inform all applicants of any change to the process. The College will communicate the time and nature of their interview to the applicant. As stated in the objectives above, this interview will be with a trained admissions interviewer
- Due to information contained within an applicant's reference or attendance record, it may not always be possible to offer an applicant an interview. This decision will have been considered carefully, and will be based on individual circumstance. If this is the case, the final decision of whether to offer an interview will rest with the Assistant Principal Pastoral Care, Careers Guidance and Progression
- Interview outcome
 1. Conditional offer of a place; offer made subject to the applicant achieving the required general and subject specific entry criteria and meeting the admissions criteria (ABC expectations)
 2. Conditional Offer of a place plus Fitness to study requirement (as relevant); offer made subject to the applicant achieving the required general and subject specific entry criteria and meeting the admissions criteria (ABC expectations), and being professionally assessed at enrolment as being fit and able to participate positively in full time education
 3. No offer of a place; applicant does not meet published general and subject specific entry criteria or the admissions criteria (ABC expectations)

In all cases above, the interviewer will communicate the decision verbally and this will be followed by written communication confirming the outcome of the interview.

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Fairness

- The College will apply robust quality assurance procedures throughout the interview process to ensure consistency in offers of places.

Accepting a place at College

- The conditional offer of a place communication sent to the applicant will include guidance on how to accept a place by the deadline, Friday 8th April 2022. Acceptances after this date will not be honoured and the place will be released
- The acceptance process will also request that the applicant declare their full legal name and two named next of kin. Information on how an applicant's information is handled is published on our website *Student (applicant) Privacy Notice*
- On receipt of the acceptance, the applicant's conditional place at the College for their offered study programme is reserved and (dependent on this still being viable in the College's curriculum offer)
- The applicant will be invited to a Welcome Event to familiarise themselves with the College, facilities and staff; this may be in person or virtual depending on national and local circumstances
- The College will invite the applicant to a specific appointment for enrolment; this may be in person or virtual depending on national and local circumstances. If this appointment is missed (without prior notification) then the reserved place is released
- If the general and subject entry criteria are not met at enrolment, the College will attempt to place the applicant on a relevant study programme appropriate to their GCSE profile (dependent on available places). This normally only applies during the first three days of enrolment

7.0 Appeals

When considering whether to submit an appeal about the non-offer of a place, applicants must ensure that the following criteria are satisfied; there is new information available (evidenced) or there are mitigating circumstances not considered at the admissions interview, which can be supported e.g. medical reports.

It is the responsibility of the applicant and/or parent/carer to obtain relevant evidence from the school and agree any necessary corrections with the school, as relevant, before an appeal to the College.

Any third party references to support an appeal must be submitted via the applicant, as we are unable to discuss individual cases with unregistered contacts.

Appeal

- The College must receive the appeal within 10 working days of the sending of the offer outcome response communication
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state 'Appeal' in the subject line
- All appeals are assigned to the Head of Admissions for a review of the application and the outcome
- The College will communicate the outcome of the appeal to the applicant within 10 working days of the College receiving the appeal

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Final Appeal

- If the appeal response is deemed by the applicant to be evidentially incorrect, an applicant can appeal in writing to the Assistant Principal Pastoral Care, Careers Guidance and Progression with overall responsibility for Admissions who will consider the appeal and make the final ruling
- The College must receive the final appeal within 10 working days of the receipt of the initial appeal response communication
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state “Final Appeal” in the subject line
- The College will communicate the outcome of the final appeal to the applicant within 10 working days of the College receiving the appeal. The decision reached by the Assistant Principal Pastoral Care, Careers Guidance and Progression or Designate is final. There are no further appeal options available following this decision

8.0 Access to the Policy

This policy is published on the College’s website <http://www.huddnewcoll.ac.uk/about-us/our-policies>

9.0 Policy Review

The Senior Leadership Team will approve the policy before publication on the College website. This policy is the responsibility of the Senior Leadership Team and will be reviewed annually.

Document History					
v	Date	Author(s)	Comments	Authorised and date	Date of next review
2	June 2011	Claire Coupland	Revision to existing policy	Recommended by the Quality & Standards Committee 14 th June 2011	
3	September 2015	Nev Phillips and Julie Pryce	Re-write of policy	Approved by SLT 9 th October 2015	October 2016
4	November 2016	Nev Phillips and Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT 9 th November 2016	October 2017
5	July 2017	Nev Phillips and Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT 21 st June 2017	October 2018
6	July 2018	Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT June 2018	October 2019

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v	Date	Author(s)	Comments	Authorised and date	Date of next review
7	July 2019	Julie Pryce (Thomas)	Update (dates and minor changes) of policy	Approved by SLT 27 th June 2019	October 2020
8	October 2020	Julie Thomas	Update of dates and changes to process due to the global pandemic	Approved by SLT 20 th November 2020	October 2021
9	September 2021	Julie Thomas, Catherine Cushnie	Update of dates and roles. Changes to process due to the continued global pandemic	Approved by SLT September 2021	October 2022

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Question	Response
1. Name of policy being assessed	Admissions Policy for 16-19 year old students
2. Summary of aims and objectives of the policy	<p>The College is committed to ensuring students are offered the most appropriate study programme. This is vital to students' success, so we must be confident that we are offering students a place at the College on a study programme which match their incoming grade profile and their aspirations for the future. This enables students to realise their full potential, develop as responsible young adults, and progress successfully to further learning, training or employment.</p> <p>The College aims to provide applicants with the highest quality, consistent and independent advice and guidance.</p>
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	The policy has been reviewed and updated with current roles and responsibilities. The policy and any associated updates are based on collective learning from the previous year's admissions cycle, including feedback from schools, interviewers, parents/carers and students.
4. Who is affected by the policy?	HNC Stakeholders
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	Annually, in response to legislative changes. Data is analysed to identify trends and impact changes.

Protected Characteristic Group	Is there a potential for positive/negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Gender reassignment	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A

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Marriage or civil partnership	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Pregnancy and maternity	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Race	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Religion or belief	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Sexual orientation	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Sex (gender)	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Age	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy ensures a transparent setting of expectations; no discrimination or disadvantage could be displayed	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .	√	Intelligence related to stakeholders, FE best practice and guidance.

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		Experience of Admissions staff and SLT has a positive impact on this policy.
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Reviewed by (Author):	Catherine Cushnie
Date:	30 th September 2021
Review date (if applicable):	October 2022
Approval by (SLT Lead):	Julie Thomas
Date:	30 th September 2021