Admissions Policy

Strategic Ownership:	**Rachael Talbot**
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Admissions Policy for full-time 16-19 students

1. Policy Statement

1.1 King Edward VI College, Nuneaton (KE6) is a state funded sixth form college which is part of Better Futures Multi-Academy Trust (BFMAT) and will primarily focus on A Level and Level 3 vocational provision for full-time 16-19 students who will normally be 16 upon entry.

1.2 The college will ensure that all applications for places are handled fairly and efficiently in line with the College's equality policy

1.3 The aim of the College is to admit applicants to a course appropriate to their academic potential, interests and progression plans. Consideration is given to recommendations from schools of origin and consultation with key College staff and where appropriate outside agencies.

1.4 Information about individual courses on offer will be available on our website. The college will do everything possible to honour the curriculum offer but reserve the right to withdraw or add courses as part of regular curriculum review, changing local priorities and financial imperatives.

1.5 General guidance on the admission process will be published on the website.

2. Scope

This policy applies to all:

2.1 State funded 16–18-year-old students who are applying for a full-time two-year Level 3

Programme of study. A 16–18-year-old student is a student who is aged 16,17 or 18 on 31 August in the teaching year before the student commences a study programme

2.2 State funded 16–17-year-old students who are applying for our full-time one-year Route2 Programme, with the intention, on successful completion, of transferring to a full-time two year Level 3 programme of study. In this circumstance, a 16–17-year-old student is ordinarily a student who completed their GCSEs in the year they were 16, and who has not enrolled at another education establishment since completing Yr11.

2.3 State funded 16–18-year-old students with an Education Health and Care Plan (EHCP)

2.4 The college accepts a small number of students for enrolment on higher level courses, certified by Coventry University. These courses are not within the scope of this policy.

3. Application

3.1

The college has a specific number of places available for the incoming year. Once the college reaches its capacity, it will close applications for Provisional offers. Any applications received after the closing date will be placed on a waiting list.

3.12 International Students – Need to have the correct documentation at the point of applying. Applicants will be sent an email requesting their VISA Share Code/BRP card/PDF Scan of Passport and will be alerted of this requirement upon applying. Once this has been reviewed, we can process their application. Until then, it will remain on hold.

3.13 Application Dates:

3.13a Round 1 applications Until 30th April

3.13b Round 2 applications Applicants will be offered courses still available. (30th April onwards)

3.14 Remote Enrolment Policy – The College can remotely enrol both Priority and Non-Priority applicants who indicate at the point of application that they are unable to attend in person. Notification must be made to the Admissions Team via email at admissions@ke6n.ac.uk.

3.15 All remote enrollers are required to email their GCSE results to admissions@ke6n.ac.uk no later than 12:00pm on GCSE results day. Failure to meet this deadline will result in the College being unable to guarantee a place on the selected courses.

3.16 Remote enrolment is conditional upon applicants meeting the College's baseline entry requirements, together with any specified subject entry requirements. Where issues arise regarding enrolment or course choices, the Admissions Team will contact applicants as soon as possible.

3.2 The College welcomes applications from students with disabilities and will work hard to make reasonable adjustments to accommodate special needs in line with the latest national Special Educational Needs & Disabilities (SEND) guidelines and legislation. Further information is available in our SEND Policy

3.3 All students who declare an additional support need are asked to speak to the Specialist Support Team on enrolment to discuss their needs and reasonable adjustments that can be made.

3.4 Any student who has an EHCP is included in point 3.3 above. To meet our legal obligation to provide the support outlined in Section F of the plan, it is important that the Plan is received from the Local Authority prior to a Provisional Offer being made. All students who declare an EHCP on application will be invited to meet with the Specialist Support Team to discuss their needs. All EHCP's must be received prior to an offer being made and enrolment to ensure that the needs can be met and resources to support the young person are available,

3.5 Students with EHCP's will be offered additional transition visits during term time to assess their suitability to study in the college environment. Applicants are strongly advised to take up this offer to ensure a smooth start to their studies in September.

3.6 In the event of non-disclosure of a medical condition and/or an additional support need on the application form, enrolment may be delayed, the college may reserve the right not to offer a place, or to withdraw the offer of a place.

Additional learning needs. Pre-entry, students are encouraged to disclose any additional learning needs related to their mental or physical health on their application form. This information does not normally adversely affect any offer of a place but is used primarily to establish the best programme for the student to follow and highlight any reasonable adjustments that may be required. These discussions will also consider our duty of care towards all students and staff, Health & Safety considerations, and what can be reasonably expected of teaching staff. Wherever possible we will aim to include health professionals and other external experts in these discussions, in some cases, medical evidence will be required to inform us of the reasonable adjustments required. In rare instances, a risk assessment will be completed before a place can be offered. Information will be shared with all relevant staff members on a 'need to know' basis.

3.7 Applicants from other institutions wishing to access the second year of level 3 courses at King Edward VI College will be expected to provide proof of the conditions in paragraph 4.1 from their original institution. The college will not accept students to L3 programmes of study from other institutions who are 19 or over on September 1st of the academic year of entry. All offers are subject to meeting college entry requirements, capacity for the chosen courses, and for staff approval.

3.8 Criminal convictions and cautions and charges. Any applicant with a spent or pending criminal conviction will be assessed according to the circumstances of the crime.

New: Any applicant with a current criminal conviction or charges pending conviction, is required to contact the DSL before submitting their application. Each case will be looked at on its merits and the College reserves the right to refuse enrolment on the grounds of safeguarding.

If a student is offered a place at college, a risk assessment will be completed prior to enrolment and conditions will be put in place to ensure everyone's safety. The student will remain under close monitoring for the first half term, and will be continually monitored and reviewed.

In the event that these conditions are breached, there will be a review of their place at college.

3.9 If an applicant has been permanently excluded from another school or college, KE6 reserves the right to apply to that organisation for a reference and to ascertain the circumstances of the exclusion. The applicant will then be invited for an interview with a senior leader to decide whether the applicant should be offered a place at KE6. If an offer is made, there may be conditions attached to ensure that the applicant is fully supported and that they understand the implications of any future transgressions.

3.10 19+ Students enrolling on level 3 courses. The college does not accept students enrolling for the first time who are over 19 on or after the 1st of September of the academic year of enrolment.

3.11 Students enrolling on the Foundation Diploma in Art and Design (L4). The college accepts students who are 18 years old on 31st August, the year in which they commence the course. Students who are 19 or over may apply but will incur tuition fees, for which there is no available student loan.

4. Entry to college: Entry requirements, Guidance and Offers

4.1 Conditional offers will be issued by email within 3 weeks of application, any applications which require additional consideration will receive an email highlighting the conditions of the offer.

4.2 All offers of a place at college are made on the understanding that applicants are in possession of appropriate documentation and are entitled to appropriate government funding for full-time 16-19 education.

4.3 All new applicants will be subject to qualifying grades and attendance at enrolment. A guidance meeting will take place at enrolment for all applicants.

4.4 The College expects most full-time students to follow three Level 3 courses, or four Level 2 courses. A student taking Level 3 courses may also be retaking one GCSE; English Language or Mathematics.

4.5 There is an additional compulsory tutorial programme for all students run by the Progress Support Team.

4.6 Additional hours of timetabled activity may be necessary in line with the government's guidelines on what constitutes a full-time programme. This may include

supervised private study, extra timetabled lessons in chosen subjects, work experience, additional short qualifications or Enrichment activity.

4.7 Level 3 courses: The minimum entry requirements for level 3 courses is 5 GCSE passes at grade 4 or equivalent - one to include English Language. Any student who has not achieved GCSE Mathematics at grade 4 or above on entry will be required to take the qualification alongside their other courses.

4.8 Many subjects have specific entry requirements. The details can be found on the College website. The college reserves the right to alter these at short notice.

4.9 Route2: The College recognises some students may not have achieved the required GCSE grades for Level 3 entry. Students can directly apply to the Route2 Programme to allow progression to a full level 3 programme in the subsequent years. These cases will be considered on an individual basis and the College's assessment of the applicant's suitability to eventually achieve a full level 3 qualification. They are also dependent on achieving 2 x GCSEs at grade 3 & 1 x GCSE at grade 4. The college reserves the right to alter entry requirements at short notice. Further references / medical evidence may be required for entry in these circumstances.

*1 The College reserves the right to make a judgement on what constitutes an equivalent qualification.

4.10 Foundation Diploma in Art and Design. Current internal applicants require a Grade C at A Level in a creative course, or a suitable portfolio and successful interview. All other applicants will be interviewed by default and will also need either a grade C at A Level in a creative course or a suitable portfolio.

Continuation to year 2 of a level 3 course

5.1 Automatic progression to the next academic year of a course will depend upon performance during the first year of study. The college will also expect a level of behaviour, commitment and attendance considered satisfactory Behaviour for learning Policy If these conditions are not met, the College reserves the right to refuse progression to the next academic year.

5.2 Students wishing to re-start a year will be considered in some circumstances, subject to the conditions in paragraph 5.1 and meeting the funding regulations. However, students should be aware that funding is no longer available to repeat the same subject at the same institution. The exception to this is where a student has withdrawn from college due to medical or welfare reasons under the Fitness to Study procedure, students may restart the following academic year. If a student wishes to repeat a year and has not undergone the Fitness to Study process, tuition fees would be applicable unless there are exceptional personal mitigating factors.

6. Course Changes

6.1 The College will facilitate course changes up to the date of enrolment, and applicants may amend their course choices on their application prior to attending enrolment. Guidance conversations will also take place on enrolment day if a student wishes to change subjects or has not achieved the entry requirements for specific subjects; however, all such changes are subject to course availability. If a student has not amended their subjects prior to enrolment day but wishes to do so at enrolment, the College cannot guarantee availability, and the student may be placed on a waiting list for the chosen subject.

7. Complaints and Appeals

7.1 Should you wish to make a complaint, please review our Complaints Policy.

7.2 Should you wish to appeal the outcome of your enrolment, please email adminsupport@ke6n.ac.uk, clearly outlining the reasons for your appeal.