

KING EDWARD VI COLLEGE

NUNEATON

PROCEDURAL STANDARD FOR

ADMISSIONS POLICY

Strategic Ownership:	Director of The Student Journey
Approved by SLT:	18 May 2021
Date Reviewed by JCC:	9 June 2021
Date Approved by Governors Sub Committee:	N/A
Date Approved by Governors Full Board:	16.11.21
Date Staff Informed:	November 2021
Date Impact Assessed:	This Policy has been impact assessed and found to be compliant with the College's E&D statement and with most recent legislation.
Date Uploaded to Staff Intranet/Website:	November 2021

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 aged 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, Diversity and Inclusion 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

- 2.1 This policy applies to all:
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 when the student commences a study programme.
- 2.2 State funded 16-17 year old students who are applying for our full-time one year Level 3 Foundation Programme, with the intention, on successful completion, of transferring to a full-time two year Level 3 programme of study.
- 2.3 State funded 16-24 year old students with an EHC Plan

3. Application

- 3.1 The deadline for applications is April 30th. Applications received after that date are treated as 'late applications' and places cannot be guaranteed. After April 30th we reserve the right to close courses and create waiting lists. An interview will be arranged as soon as possible after application.

- 3.2 Applications received after 30th June are classed as very late applications. These are not guaranteed a guidance meeting prior to enrolment, and will be enrolled after all other applications. Places cannot be guaranteed.
- 3.3 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 and Diversity statement.
- 3.4 All students who have declared an additional support need on their application form will be assessed initially during the guidance meeting. They will then be given a further appointment to discuss their needs in detail to agree a support plan prior to enrolment. This will allow any reasonable special arrangements to be in place for the start of term.
- 3.5 Any student who has an Education and Health Care(EHC) Plan is included in point 3.4 above. In order to meet our legal obligation to provide the support outlined in section F of the plan, the college must receive a copy of the plan by 30 April in the year of application.
- 3.6 Students with EHC Plans will be invited to two transition visits at a mutually convenient time during term time so that both applicant and staff can assess their suitability to study in the college environment. Applicants are strongly advised to take up this offer as it will ensure a smooth start to their studies in September.
- 3.7 In the event of non-disclosure of a medical condition and/or an additional support need on the application form, enrolment may be delayed, or 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 during their initial consultation. 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 to put any additional support requirements in place – where this is reasonable. These discussions will also take into account 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, and in some cases medical evidence will be required to inform the support plan agreed.

In some rare instances we will draw up a risk assessment before a place can be offered. In most cases information will be shared with all relevant staff members on a 'need to know' basis.

- 3.8 **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 5) 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.
- 3.9 Criminal convictions and cautions. Any applicant with a spent or pending criminal conviction will be assessed according to the circumstances of the crime. Each case will be looked at on its merits and the College reserves the right to refuse enrolment on the grounds of safeguarding.
- 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 September of the academic year of enrolment.
- 3.11 **Adult Courses.** For courses specifically for adult learners please consult the college website for details of content, level and fees.

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

- 4.1 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.
- 4.2 All new applicants will receive an advice and guidance meeting, either at their current institution, or at the College, or remotely via telephone following application. A provisional offer may be given at this stage. This will be subject to qualifying grades and attendance at enrolment. A further guidance meeting will take place at enrolment.
- 4.3 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 a level 2 qualification.
- 4.4 There is an additional compulsory tutorial programme for all students. For any student who has yet to achieve GCSE Mathematics or English Language at grade 4 it is compulsory to take the qualification; in the case of English Language, this would be for students on the foundation programme.
- 4.5 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.

- 4.6 **Level 3 courses:** The **minimum** entry requirements for level 3 courses is 5 GCSE passes at grade 4 or equivalent¹ to include English Language.
- 4.7 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.
- 4.8 For students wishing to access a BTEC National/Cambridge Tech or other vocational programme, the subject specific entry requirements may be relaxed dependent on an appropriate qualification / relevant experience at level 2 at the discretion of the College.
- 4.9 **Level 3 Foundation:** The College recognises some students may have underachieved at GCSE for reasons beyond their control. In some circumstances we may offer places on a three year programme building skills and qualifications in the first year (Level 3 Foundation) to allow progression to a full level 3 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. The college reserves the right to alter entry requirements at short notice. Further references / medical evidence may be required for entry in these circumstances.

The **minimum** entry requirements for level 3 Foundation courses is 3 GCSE passes at grades 4,4,3 or equivalent¹

Higher Level Courses: The college accepts a small number of students for **enrolment** to a higher level course (e.g. HNC) There is a separate Admissions Policy for higher level courses.

Students wishing to enrol on a Higher Level course will be expected to have two 'A' level passes or the vocational equivalent at Merit level or better in a related vocational course. An 'Access to H.E.' qualification would also be accepted. (See website for fees attached to these courses).

5. 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 (a minimum attendance of 85%+, and a record of meeting work deadlines and behaviour in line with the Culture & Values Policy. If these conditions are not met, the College reserves the right to refuse progression to the next year.

Students wishing to repeat a year will be considered in some circumstances, subject to the conditions in paragraph 11.

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

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. 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. Complaints

- 6.1 Any complaints in relation to this Policy should be addressed to the Principal. They will be processed according to the Complaints Policy