

## ADMISSIONS POLICY

<b>Strategic Ownership:</b>	Assistant Principal
<b>Approved by SLT:</b>	10 June 2022
<b>Date Reviewed by JCC:</b>	20 June 2022
<b>Date Approved by Local Governing Board (LGB):</b>	September 2022
<b>Date Staff Informed:</b>	September 2022
<b>Date Impact Assessed:</b>	This policy has been impact assessed and found to be compliant with the College's E&D statement and with most recent legislation.
<b>Date uploaded to Landing Page:</b>	December 2022
<b>Date of Next Review:</b>	March 2024

## 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. 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 16-24 year old students with an EHC Plan
- 2.4 The college accepts a small number of students for enrolment to higher level HNC courses, certified by Coventry University. These courses are not within the scope of this policy. Details of the courses and regulations can be found on our website.

### 3. Application

- 3.1 The deadline for applications is April 30<sup>th</sup>. Applications received after that date are treated as 'LATE applicants' and places cannot be guaranteed. After April 30<sup>th</sup> we reserve the right to close courses and create waiting lists. An interview will be arranged as soon as possible after application for applications made before the deadline of April 30<sup>th</sup>. After April 30<sup>th</sup> applicants will have their guidance interview at their enrolment appointment.
- 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 and Diversity statement. The deadline for application by 30<sup>th</sup> April will still apply.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 In the event of non-disclosure of a medical condition and/or an additional support need on the application form, enrolment may be delayed, 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.

- 3.7 **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 1<sup>st</sup> of the academic year of entry. All offers are subject to meeting college entry requirements, attending an interview, capacity on the chosen courses, and on staff approval.
- 3.8 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.
- 3.9 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 1<sup>st</sup> September of the academic year of enrolment.
- 3.11 **Students enrolling on the Foundation Diploma in Art and Design.** The college accepts students who are 18 years old on 31<sup>st</sup> August in 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 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, who meet the application deadline of April 30<sup>th</sup>, 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 for all applicants.
- 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 run by the Progress Team-
- 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 equivalent<sup>1</sup> 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.
- 4.7 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 **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 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 a grade 4-9 in English Language. The college reserves the right to alter entry requirements at short notice. Further references / medical evidence may be required for entry in these circumstances.

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

The **minimum** entry requirements for level 3 Foundation courses is 3 GCSE passes at grades 4,4,3 or equivalent <sup>1</sup>

- 4.9 **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.

## 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 90%+, 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.
- 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. 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