



Bexhill College

ADMISSIONS POLICY

POLICY NUMBER: OC10



ADMISSION POLICY

Full Time 16 – 19 Students

1. Introduction

Bexhill College offers courses to students at four levels:

- Advanced courses (Level 3) - a package of AS, A2, BTEC National/IB courses.
- Intermediate courses (Level 2) - a package of GCSE's or BTEC First/Higher Diploma/OCR National Courses
- Foundation courses (level 1) – a package of level one courses
- Entry level course (ASDAN) – a skills based course

The exact composition of your course will depend on student's individual needs. These will be discussed with them throughout the admissions process and will depend on:

- their qualifications when you arrive at college
- their personal ambitions regarding higher education and/or employment
- their personal wishes
- whether they are a full-time or a part-time student.

2. Students with Disabilities

Bexhill College welcome applications from people with disabilities,. All reasonable adjustments to provision will be made to ensure that students with disabilities are not disadvantaged.

3. Entry Qualifications

Course	Entry Requirement
5 AS programme, International Baccalaureate, BTEC National Diploma with an AS courses College Extension programme	At least 8 Grade A* - Cs in a minimum of four different subjects including English or Maths
4 AS, International Baccalaureate, BTEC National Diploma, Advanced Diploma	At least 6 Grade A* - Cs in at least five different subjects including English or Maths or equivalent. One GCSE should be at a B grade
4 AS Levels, BTEC National Diploma/Advanced Diploma English or Maths GCSE if required	5 Grade A* - Cs in at least four different subjects including English or Maths or equivalent
3 x AS levels, BTEC National Diploma/Advanced Diploma English or Maths GCSE as required. (Note: BTEC First Diploma with Merit allows progression to courses in similar subject area only)	5 A – C in three different subjects including English or Maths, BTEC First Diploma with Merit

Advanced Foundation Programme, Higher Diploma, English or Maths GCSE as required	Up to 4 Cs including D or above in English or Maths
BTEC First Diploma, Higher Diploma or intermediate programme. GCSE English or Maths	Mostly Ds and Es (including English at D)
First Steps: Introduction to Vocational Study	Mostly Es and Fs
Skills for Working Life	No GCSEs taken or all Gs

To enroll onto a course, students need to:

- Meet the minimum entry requirements as detailed in the table above
- Be able to benefit from post 16 study demonstrated either through support from their present school evidenced by a recent school report and/or a confidential report from the school
- Meet higher grades requirements as specified in the prospectus for some subjects.

At second interview, the college uses data which assesses a student's potential to achieve on their chosen programme. We will not normally enroll students for a course if this information indicates that they are unlikely to pass.

What are students required to study?

Students will normally be expected to take the equivalent of a minimum of four AS courses. Students are expected to continue their programme for the whole year. A request to withdraw from any part of their programme means students leave the College.

In exceptional circumstances students who have achieved at least 6 A* and A grades at GCSE may be able to follow 5 Advanced courses subject to availability.

All students must have or be working towards a level 2 course in English, Maths and ICT. If students do not have GCSE grade C in English, ICT and Maths on entry, they will need to take the relevant course at level 2 (either: GCSE or Key Skills for Functional Literacy; ICT and Numeracy).

4. Full-time Status

Priority is given to full time students and the normal expectation is that 16 – 19 year old students will be a full-time. To qualify as a full-time student, students must follow a full programme which includes tutorial. This will be checked at second interview.

5. Admissions criteria for 16-19 Full-Time Students

When the college is oversubscribed, the admissions criteria are used to:

- Allocate firm offers from the applications which have been received by the published closing date following satisfactory interview
- Manage the waiting list

The criteria are listed in priority order. The waiting list will be reviewed on a monthly basis. The same criteria will be applied throughout the process. The College will take into account any special circumstances declared on the application form by individual applicants.

At all stages of the admissions process priority will be given to those applying to be full-time students. Students applying to be less than full time will receive a waiting list offer which will be reviewed in June and September.

For applications received by the published closing date:

1. Students currently attending partner schools (Bexhill High, St Richards, Robertsbridge and Claverham)
2. Students moving into the area.
3. Students currently attending other local 11-16 schools
4. Looked after children
5. Students currently attending other local 11-18 schools
6. Date on which the application was received by the college

6. A Firm Offer of a Place

Once an application has been received, the college will offer an interview with a senior member of staff. At the interview, school performance and career aspirations will be discussed. The interview will establish that:

- a student has the support of your school for post-16 study
- the college has a course which may fit their needs

Students will then receive a firm offer of a place

The course at this stage is provisional because the GCSE results are not confirmed.

If you hold a firm offer for a course, it means that;

- their GCSEs meet the entry requirements, they are guaranteed a place on the courses indicated on your offer letter
- if their results do not qualify them for the courses chosen at initial interview, the College will endeavour to guarantee a place on a suitable programme provided there is space and the student's grades meet the College entry requirements. This may apply if a student exceeds or misses their predicted GCSE grades.

7. A Waiting List Offer

The College will operate a waiting list for applications received after the published closing date for applications. If a student holds a waiting list offer, it means that we cannot yet guarantee a place for September. We will already have recommended that you apply elsewhere for an 'insurance offer'.

The waiting list is reviewed at regular intervals and if a place becomes available, the college will make a firm offer. The criteria used to determine priority on the waiting list are as per item 5, above.

8. The Admissions Process

- Student completes application form and either passes to the designated person in their current school (partner schools) or sends into the Admissions Secretary at Bexhill College
- A date for an interview with a senior member of staff will be allocated
- At interview, the interviewer will review your performance at school looking at either your progress file or most recent report or both. They will discuss the courses of interest to the student
- A letter informing you of the outcome of the interview will be sent within one week of the interview.
- In April you will receive an acceptance slip which needs to be returned by the date provided. Failure to do so by the stated date will mean the place is withdrawn.
- Once a student has accepted a place at College they will be allocated a second interview which you will need to attend after the GCSE results have been published to finalise your courses.

Returning students

Students on level 1 and level 2 courses

Students on level 1 or 2 courses who wish to progress to a new programme must reapply to college using the internal application form which includes a staff recommendation section completed by your personal tutor. This may include an assignment to assess potential at a higher level. All students will be re-interviewed for progression by their Head or Deputy Head of Section.

Year 1 to year 2

Students apply using the internal application form indicating the subjects you wish to continue studying in year 2. . There is no guarantee that additional subjects will be available unless there is a case for progression e.g. a student without science GCSE who wishes to become a teacher. All student have a confirmation interview after the AS results are published in August. Students only studying a vocational course may have this interview prior to the end of term. Progression for these students is dependant on all first year coursework being completed and of at least a pass standard.

Year 3 Returners

Students cannot automatically return to Bexhill College to study either a wholly new programme or to resit qualifications except in exceptional circumstances. In these cases, students need to apply thorough the main application process and are interviewed by the Director of Teaching & Learning.

Retaking Qualifications to improve results is only possible with the full agreement of the Director of Study, The Senior Tutor on CMT will discuss requests with the relevant Course Manager/Head of Section.

Process:

- Students who wish to retake an A2 course following the publication of results should see a Director of Teaching & Learning who will be available in College on results day and the following day.
- Requests for retakes will be discussed with the relevant Course Manager/Head of Section who will comment on the potential to improve
- The Director of Teaching & Learning will make the final decision on returners.
- Students will be informed of the outcome of their request within 5 working days of the start of the autumn term.

Procedures for Adult Students

Adult Students are classified as those aged 19 or over on 1st September.

- All offers of places on courses are conditional upon fees being paid in full
- Full fees are payable before you start the course
- In cases of hardship the college may agree to three staged payments as detailed in the adult prospectus.. This must be agreed with the Adult Education Co-ordinator before you start your course. If you do not meet the deadlines for the staged payments this facility will be withdrawn and you may be asked to leave the course unless we receive full payment from you.
- Evidence of entitlement to full fee remission must be presented before the start of the course. Evidence must be dated within 2 months of the start of the course. We will only accept original documents as evidence. You will need to present evidence each term.

Overseas students

- Evidence of status must be seen from all overseas students before a place can be offered
- Evidence of entitlement to full fee remission must be presented before the start of the course.
- We must receive a non refundable deposit of 20% of the course fees before a place can be offered
- Full fees are payable before you start the course
- In exceptional cases we may agree to staged payments. This must be agreed with the Director of Finance before you start your course. If you do not meet the deadlines for the staged payments this facility will be withdrawn and you may be asked to leave the course unless we receive full payment from you.

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