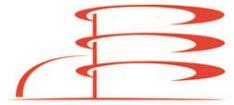


Bexhill 6th Form College

# **ADMISSIONS POLICY**

**POLICY NUMBER: TL16**

Reviewed July 2018



# **ADMISSIONS POLICY**

## **Full Time 16 – 19 Students**

### **1. Introduction**

Bexhill College offers courses to students from entry level to HND.

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

- their qualifications on arrival 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. The College's Disability Statement outlines the support available.

### **3. Guide to Entry Qualifications**

To enrol onto a course, students need to:

- Meet the minimum entry requirements as detailed in the table below
- 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 specific subjects

The latest College prospectus outlines the most up to date entry requirements. It also specifies any subject specific entry requirements

At second interview, the college uses data which assesses a student's potential to achieve on their chosen programme. We will not normally enrol 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 three AS/A level courses. Some students with strong GCSEs may choose to take 4 subjects. Students are expected to continue their programme for the whole year. A request to withdraw from any part of their programme means students may be asked to leave the College.

In exceptional circumstances students who have achieved at least 8 grade 7 or above/A\* and A grades at GCSE may be able to follow 5 Advanced courses subject to availability.

If students do not have GCSE grade 4/C in English and Maths on entry, they will need to take the relevant course at level 2 or 1. (either GCSE or Functional Skills). Students with a 3/D or below in either subject are required to follow a GCSE course.

The table below provides a guide for course choices related to entry qualifications.

Likely GCSE Grades	Programme
At least 8 grade 7 or above/A* or A above including English and Maths	<ul style="list-style-type: none"> <li>• 4 A Levels or</li> <li>• Level 3 Extended Diploma with an A level.</li> <li>• Other extension activities eg: Extended Project Qualification.</li> </ul>
At least 5 GCSE's grades 5-9/A* - C in at least five different subjects, including English & Maths or equivalent. At least one GCSE should be at a grade 6/B	<ul style="list-style-type: none"> <li>• 3 A Levels or</li> <li>• A mix of Extended Certificates and A levels, or</li> <li>• Level 3 Extended Diploma</li> <li>• GCSE English or Maths if required</li> </ul>
At least 4 GCSEs grades 4-9/A* - C or a full Level 2 Diploma preferably with one GCSE at 4/C or above	<ul style="list-style-type: none"> <li>• Level 3 Extended Diploma or</li> <li>• A mix of Level 3 Certificates</li> <li>• GCSE English or Maths if required</li> </ul>
Up to 2 GCSEs grades 4-9/A* - C including English or Maths at grade 3/D	<ul style="list-style-type: none"> <li>• Level 2 Diploma, English or Maths GCSE if required</li> <li>• Advanced Science Preparation Course</li> </ul>
Mostly 3's/D's and 2's/E's	<ul style="list-style-type: none"> <li>• Level 2 Diploma</li> <li>• GCSE English and/or Maths if required</li> </ul>
Mostly 2's/F's and 1's/G's or no GCSEs	<ul style="list-style-type: none"> <li>• Level 1 Diploma</li> <li>• English and Maths</li> </ul>

#### **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 of 540 hours or more which includes tutorial. This will be checked at second interview.

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

When the college or a course 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. For applications received once the College closes, priority will be as follows:

1. Looked after children
2. Students moving into the area
3. Students currently attending partner schools
4. Students currently attending other local 11-16 schools
5. Students currently attending other local 11-18 schools

## **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:

- the student will benefit from post 16 study
- the college has a course which may fits their needs

Successful students will receive a firm offer of a place at the College and a provisional course offer. The course offer is provisional at this stage because the GCSE results are not confirmed.

A firm offer means that;

- if a student GCSEs meet the entry requirements, they are guaranteed a place on the courses indicated on the offer letter subject to the course being run
- 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 students grades meet the College entry requirements for that course. This may apply if a student exceeds or misses their predicted GCSE grades.

## **7. A Waiting List Offer**

The College may operate a waiting list for applications received after the published closing date for applications or for courses which are deemed full. If a student holds a waiting list offer, the College cannot guarantee a place on the course specified for September.

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 an application using UCAS Progress, on line or hard copy which is passed to the designated person in their current school or sent to the Recruitment and Admissions Manager at Bexhill College
- A date for an interview with a senior member of staff will be allocated
- At interview, the interviewer will review the student's performance at school which may include reviewing a 'progress file' or most recent report or both. They will discuss the courses of interest to the student
- A letter informing them of the outcome of the interview will either given at interview or be sent within one week of the interview
- In April parents/guardians will receive a request to confirm their son/daughter wishes to accept the place. 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 after the GCSE results have been published to finalise course choices

## **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 the 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 they 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 students have a confirmation interview after the 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 dependent on all first year coursework being completed and this must be 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 will be interviewed.

Retaking qualifications to improve results is only possible with the full agreement of the Head of Section.

Process:

- Students who wish to retake an A2 course following the publication of results will be interviewed by a senior member of staff who will be available in College on results day or at the start of the re-interview process
- Requests for retakes will be discussed with the relevant Head of Section who will comment on the potential to improve
- Students will be informed of the outcome of their request where possible on the day of interview or as soon as possible thereafter.

## **Procedures for Adult Students**

Adult Students are classified as those aged 19 or over on 1<sup>st</sup> September.

- Adults wishing to undertake academic courses will be interviewed. Entry requirements will be based on those required for 16-19 students
- All offers of places on courses are conditional upon a non-refundable deposit being received
- Where fees are due, details of the payment process are outlined in the Adult Prospectus each year. Full fees are payable before the start of the course or a 24+ loan applied for.

Overseas EU and non EU students follow the admissions procedures for international student enrolment is detailed on our website