

## THE SIXTH FORM COLLEGE COLCHESTER - ADMISSIONS POLICY AND PROCEDURE

### RELEVANT TO ENTRY FOR THE ACADEMIC YEAR 2022/23 AND THEREAFTER

*-and relating to full time 'daytime' sixth form Year 12 education for 16 or 17 year old entrants. This policy covers the process that guides an applicant's admission into the College. Separate policies are in place (e.g. College 'Disciplinary' and 'Fitness to Study' policies) to cover issues such as progression.*

1		<b>INTRODUCTION</b>
	1.1	<p>As a Sixth Form College institution, operated under state sector regulations relevant to the Sixth Form College sector, admissions to the College are arranged in accordance with the relevant provisions of the 1992 Further and Higher Education Act, and subsequent changes in legislation and other procedures and policies laid down by the Department for Education and its relevant agencies. The College will admit students in line with the legislative framework, the College Mission Statement and the Admissions Policy. The College is a designated Sixth Form College and will primarily focus on provision for full time 16-19 year old students – who will normally be aged 16 or 17 upon entry and normally reside within the North or Mid Essex/South Suffolk area, or have manageable transport arrangements.</p> <p>The College is proud to be designated a “College of Sanctuary”. This means a college that is committed to being a safe and welcoming place, especially for those seeking sanctuary. This could be people whose lives were in danger in their own country, who have troubles at home or are just looking for a space of safety.</p>
	1.2	<p>The target number of students the College will admit will depend upon the nature of the proposed student programmes, the levels of accommodation, resources, facilities and staffing available, the target level of funded students allocated to the College by the relevant government agencies (currently The Education and Skills Funding Agency) and the number of students continuing on programmes within the College; this will include the level of demand from those seeking re-admission who have a good educational case for further study. Regard will also be taken of subscription levels for particular courses in relation to the resources available.</p>
	1.3	<p>The College's priority admission area is composed of the combined 'catchment areas' of a number of designated partner secondary schools (as instigated by Essex County Council in 1987 upon their reorganisation of secondary educational arrangements in the Colchester area – see section 1.4). These schools include: The Gilberd, Philip Morant, St Helena, Colchester Academy, Stanway, Thomas, Lord Audley and Manningtree High. Pupils whose home residential address lies within the catchment area of one or more of these schools and whose educational best interests indicate a need for a place at the College for an appropriate programme of study for which they are appropriately qualified, have a right of admission to an appropriate programme/course at the College. This right is irrespective of which school they have attended for Year 11 education.</p> <p>St Benedict's R.C. College and Honywood School are College 'Partner Schools' and pupils have an equal right of admission, but St Benedict's R.C. College and Honywood catchment areas have no relevance to the College's Priority Admission Area. St Mary's and Colchester High School are also long-standing partner schools, but again their catchment areas have no relevance to the College Priority Admission Area.</p>
	1.4	<p>The College's core 'Partner Schools' are The Gilberd, St. Helena, Colchester Academy, Stanway, Thomas, Lord Audley, Manningtree High, St Benedict's R.C. College, Honywood, St Mary's and Colchester High School.</p>

2	<b>POLICY REGARDING ADMISSION OF 'NEW' STUDENTS</b>
2.1a	All places are offered based upon an assessment of the evidence available, which can include predicted grades, school references and a range of other material.
2.1b	<p>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. The government will only fund students for a programme of study if it is commenced before their 19<sup>th</sup> birthday. Please note that students who have already completed equivalent 'Level 3' courses elsewhere are not automatically eligible for government funding.</p> <p>The Admissions Team are required by Government to check that all applicants are eligible for appropriate educational funding. In some cases, if relevant evidence is not available or in need of updating, applications may be put on hold until such evidence of eligibility has been updated.</p> <p>Please note that a number of Government funding regulations regarding applications from EU citizens were revised for the 2021/22 application cycle; the College Admissions Team may therefore require additional documentation in a small number of such cases.</p> <p>In such cases, applicants may in some cases be issued with a letter stating that, once appropriate evidence is available, it is our intention to make them a formal conditional offer of a place at the College. This letter cannot be used as evidence of a formal offer of a place and should not, for example, be used as evidence for visa purposes.</p> <p>Please note that, in some cases, it may be necessary to further update records throughout the course in order that enrolment for subsequent years of study can take place.</p> <p>Please note that the College Admissions Policy is driven by Government 16-19 Funding Guidelines. Higher Education is governed by a different set of government guidelines, therefore fulfilment of college funding eligibility criteria does not automatically imply that this will be the case with, for example, any application to higher education. If subsequent progression to higher education is a clear aim of any application to the college, applicants are advised to check with relevant providers, if, for example, they are recently arrived in the UK, or there are other factors that might affect their eligibility for educational funding.</p>
2.1c	<p>Places are also offered on the understanding that applicants are able to attend fully for the duration of their course, are fit for study and are able to participate regularly, safely and appropriately, with, if necessary, reasonable adjustment, in the college curriculum and community.</p> <p>In a few cases where the progress of applicants may be affected by significant health (mental or physical) or other issues, the offer of a place may be made conditional upon the provision of appropriate medical or other confirmation that full-time study at the college is a safe, healthy and appropriate route forward for an applicant. Places for students with designated HLN status (high levels of support needs) are also dependent upon the relevant Government Agencies (Educational Funding Agency and/or County Council) allocating appropriate levels of additional resources. Applying for HLN support through the ECC decision making process takes a significant amount of time and prospective students should commence this process by 31 March at the latest.</p> <p>It is important that applicants recognise that the College is a busy, town-centre community. Students, as young adults, are given the responsibility to manage their own independent studies, use of flexible time, decisions and behaviour, including time spent on and offsite. All applicants are offered places on the understanding that the College should be a safe and appropriate environment for their needs and that students are able to fit into college structures and arrangements. Exceptionally, where the College is concerned that it will not be able to provide a particular applicant with such an environment or that the wellbeing or</p>

	educational progress of other members of the College community may be compromised, the College will enter into a discussion with the applicant about his/her needs, the result of which may be that the College will be unable to offer a place.
2.1d	<p>It is the responsibility of applicants to inform College at interview or during the application process of any educational, domestic, or personal, legal, health or medical learning support circumstances which may affect their application to study at college. Applicants should also update the College (via the Admissions Department) regarding any significant change in circumstances in the period prior to enrolment including changes in residential arrangements and support arrangements. The College reserves its right to withdraw the offer of a place of study in cases where changes in an applicant's educational, domestic, legal or medical circumstances mean that they can no longer fulfil the requirements laid down in the college admissions policy and entry criteria.</p> <p>The progress of all applicants is reviewed as part of the College Initial Advice &amp; Guidance Procedure in the first Autumn Term after enrolment. If, as part of this process, it becomes clear that a student has not been able to respond appropriately to the demands of the course in terms of satisfactory attendance or progress, the place may, in a very rare number of cases, be withdrawn.</p> <p>The offer of a place upon a course of study is for one year, and does not automatically guarantee the offer of a place upon a course of study in subsequent years – whether it be to continue or is a new course. Progression onto all further years of study is conditional upon satisfactory progress and fulfilment of course requirements in the previous year, including appropriate attendance and achievement.</p>
2.2	<p>The College will normally give priority to admitting suitably qualified students who are 15 or 16 years of age at the time of application and are 16 or 17 at the time of enrolment, <i>and</i> who have completed GCSE or equivalent qualifications.</p> <p>Applications are required by 31 January. Details of entry requirements for particular programmes of study and for individual courses will be outlined in the annual College Prospectus (available from October each year). As far as possible, the perceived educational best interest of the individual student and the wellbeing and/or educational progress of others will be paramount in questions of admission to the College.</p> <p>When, however, it is clear that demand for places will be greater than the number the College intends or is able to admit, places will be allocated in the following order of priority:</p>
2.2 a	Pupils who attended the Year 11 of a designated 'Partner School' <u>or</u> whose home address lies within the Priority Admission Area – as outlined in category 1.3 or 1.4 above.
2.2 b (i)	Pupils living outside Colchester whose parental residence is closer to Colchester than any alternative state sector provider of sixth form education outside of Colchester Borough Boundary.
(ii)	<p>Pupils living outside the priority admission area who attend a 11-16 'Link Schools' <u>or</u> a Secondary School that is located within a 25 mile 'Travel to Learn' radius of the College <u>and</u> where there have been traditions of a good number of Year 11 students choosing to apply to the College for their sixth form study (generally at least 20 enrolments per year cohort).</p> <p><b>NB</b> Our experience at the College shows that 'Link Schools' welcome progression opportunities for a number of their Year 11 students to study at the Sixth Form College, Colchester and that the schools have demonstrated their support for such progression arrangements by, for example, facilitating provision for information materials to be distributed, talks, organising interview programmes, providing student references, involvement in curriculum links, liaison with College learning support staff etc.</p> <p>Schools in the 2.2 b (ii) Categories currently include:</p> <p>East Bergholt High School, Beaulieu Park (Chelmsford), Hadleigh High School, Hedingham School, Holbrook Academy, Ramsey Academy (Halstead), Tabor Academy (Braintree), Alec</p>

	<p>Hunter Academy (Braintree), Stoke College (Stoke by Clare), Stour Valley Community School (Clare), The Plume Academy (Maldon), Thomas Gainsborough School (Sudbury), Tendring Technology College, The Maltings Academy (Witham), Notley High School (Braintree), Harwich and Dovercourt School and Colne Community College (Brightlingsea). Applications from other schools meeting the above criteria stated in the <b>NB</b> above will also be considered for inclusion.</p>
(iii)	<p>Pupils who have attended Year 11 in any one of the 11-18 schools in the Borough of Colchester (including Philip Morant, CRGS, CCHS for Girls, Thurstable, St Mary's) <i>including those who attend these Colchester schools but</i> whose parental home address lies outside the College Priority Admission Area. In the future, this category will include a number of newly-opened or opening 11-16 or 11-18 schools, including Paxman Academy, Holmwood House and The Trinity School.</p>
2.2 c (i)	<p>Priority will be given to those pupils for a particular programme of courses which is deemed appropriate in terms of career aspiration and ability, but where part of the desired course is not available in the chosen combination at a more local school or college and/or who wish to study a particular subject which is under - subscribed from applicants in category 2.2 a or b.</p>
(ii)	<p>Where applicants in category 2.2 b (i) cannot be distinguished in terms of the strength of the case in 2.2 b (ii) the allocation of places will take into account the assessment of suitability made by the interviewer and the length of travel times and/or the distance between the parental residence and the College. Within this context, initial priority will be given to those students living within an 11-mile radius of the College and those who have a journey time of less than 45 minutes.</p>
(iii)	<p>In some exceptional instances places may be allocated on very strong 'personal' or 'social' grounds, if it is felt likely to be in the applicant's educational best interest and enrolment does not compromise the wellbeing or educational progress of others. This may include personal circumstances, health and/or learning support issues or priority being given to the children of College staff.</p> <p>Any application from a Looked After Child will be considered positively, on a case by case basis.</p>
(iv)	<p>Please note that the College does not receive any government funding for students who have not previously been enrolled at the College and who are 19 or older at the start of their chosen programme of study – and therefore is not able to admit students who have passed their 19<sup>th</sup> birthday. This is also in line with the College Mission as a sixth form college.</p>
2.3	<p>Students who are offered places at the College are informed that their offer is subject to:</p>
(i)	<p>Our receipt of a supportive reference from the school.</p>
(ii)	<p>Attendance at the College one day Induction course (normally in June). (Specific dates within the College Prospectus).</p>
(iii)	<p>Achievement of the GCSE entry criteria (listed in the Prospectus) for their programme of study as a whole and for the individual course elements.</p>
(iv)	<p>The provision of appropriate passport, visa, identity documentation and results certificates at enrolment, including evidence of entitlement to appropriate educational funding for the duration of the course.</p>
(v)	<p>Places for students with high levels of support needs are also dependent upon the relevant Government Agencies (Educational Funding Agency and/or Essex County Council) allocating appropriate levels of additional resources. Please note that, as dictated by our relevant government-funding agency, students who do not possess an appropriate pass grade in GCSE Mathematics and English (Language) at enrolment will be required to incorporate these courses into their programme of study, even if they have achieved equivalent qualifications abroad.</p>

2.4	Parents of any applicant who is refused a place have a right to a review of the decision made. Any parents wishing to have their case reviewed should write to the College Principal and request a review within two weeks of notification that a place is not being offered. It is important that the appellant states the section of the Admissions Policy which is being used as the basis for a review of the decision.
2.5	Parents who wish to make a complaint regarding Principal's decision should write accordingly to the Clerk to the Governors, within two weeks of receiving notification of the outcome of the Principal's decision.

**Applicants or their Parents** who feel their case has not been dealt with fairly may make a complaint to:

Education and Skills Funding Agency  
Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT

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