

**KING EDWARD VI COLLEGE**

**NUNEATON**

**PROCEDURAL STANDARD FOR**

# ADMISSIONS POLICY

<b>Strategic Ownership:</b>	Director of Development & Engagement
<b>Approved by SLT:</b>	08.12.20
<b>Date Reviewed by JCC:</b>	16.12.20
<b>Date Approved by Governors Sub Committee:</b>	N/A
<b>Date Approved by Governors Full Board:</b>	N/A
<b>Date Staff Informed:</b>	29.01.21
<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 Staff Intranet/Website:</b>	29.01.21

1. 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.
2. The College is the Specialist Sixth Form provider for the Nuneaton, and Bedworth, areas, but welcomes applications from learners resident in surrounding areas, (including Atherstone and Kingsbury, Coventry, Rugby and South West Leicestershire).
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.
4. The **minimum** entry requirements for level 3 courses is 5 GCSE passes at grade 4 or equivalent <sup>1</sup> to include English Language.
  - 4a. The **minimum** entry requirements for level 3 Foundation courses is 3 GCSE passes at grades 4,4,3 or equivalent <sup>1</sup>.
5. 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.
6. For students wishing to access a BTEC National/Cambridge Tech or other vocational programme, the entry requirements may be relaxed according to an appropriate qualification / relevant experience at level 2 at the discretion of the College.
7. Students wishing to enrol on a Higher-Level course (e.g., HNC or Art Foundation) 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).
8. 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.

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

9. 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.

There is an additional compulsory tutorial programme for all students. For any student who has yet to achieve GCSE Mathematics or English at grade 4 it is compulsory to take the qualification.

10. 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.
11. 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.
12. Students wishing to repeat a year will be considered in some circumstances, subject to the conditions in paragraph 11. 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.
13. Applicants from other institutions wishing to access the second year of courses at King Edward VI College will be expected to provide proof of the conditions in paragraph 11 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.
14. The College will invite all new applicants to Taster days in early July.
15. 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.
16. Enrolment days will follow the publication of GCSE results.
17. 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.

- 17a. Any student who has an Education and Health Plan (EHCP) is included in point 17 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.

Students with EHCPs 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.

18. The deadline for applications is April 30<sup>th</sup>. Applications received after that date are treated as 'late applications' 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. Any applicants with declared additional support needs will be assessed during the enrolment period prior to their enrolment onto their chosen courses.
19. 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.

### **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.

### **Very late applications**

Any applicant who applies during or after the enrolment period will be considered if there are places on the courses they apply for. The usual guidance meeting and assessments will take place before an enrolment is confirmed.

### **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> of September of the academic year of enrolment.

### **Adult Courses**

For courses specifically for adult learners please consult the college website for details of content, level and fees.

Appendix: 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.

### **Complaints**

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