



# POLICY

## ADMISSIONS POLICY

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**1.0 AIMS**

This policy aims to produce a fair and consistent approach to admissions.

We aim to operate this policy in line with the college's mission and values and the Equality and Diversity policies.

This policy will be published through and will be consistent with key messages in the college prospectus, course leaflets, college website and all other marketing material.

The College is open to all full-time 16-18 students who;

- can demonstrate a serious commitment to study (normally through school reference)
- can demonstrate a commitment to the values and ethos of the college
- meet course entry requirements (minimum GCSE requirements for level 2 or 3)
- agree to the programme expectations of the college and any agreements made between the college and individual students/and/or their parents or legal guardians that the college can reasonably require.

**Programme Expectations - Advanced Level courses (normally 2 years)**

Students are admitted to Year 1 to study programmes of four Advanced Subsidiary (AS) Level subjects. They will also be expected to attend an enrichment programme including General Studies, Critical Thinking or an IT course, plus other optional activities, eg sport, music or performance. At the end of year 1 students may wish to take up the Extended Project.

In year 2, students will generally continue, in at least three of their four subjects, from AS to the full A Level qualification standard (A2).

All who apply to us for Advanced level programmes should understand and agree to these expectations.

**Programme Expectations - Intermediate Level courses**

Students on a full Intermediate course will study 4 GCSEs – including Maths and English where they have not already gained a grade C. They will also be able to participate in the enrichment programme.

**Mixed Programmes**

Where students have met the criteria for an Advanced level programme – but have not gained a grade C in Maths or English they may study a mix of level 3 and GCSE courses. They too will be able to participate in the enrichment programme. Other students may also opt for mixed-level programmes.



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**2.0 ADMISSIONS GUIDELINES**

2.1 Applications for full-time courses are welcomed. Students in the following categories will not be charged tuition fees:

- aged 16 to 18 (as on 1<sup>st</sup> September of year of enrolment)
- or under 16 but have completed key stage 4.

2.2 The College wishes to ensure that it complies with the requirements of the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001).

A disabled person is defined by the Act as someone having physical, medical (including diabetes, epilepsy etc), mental or learning difficulties which has an effect on the ability to carry out normal day to day activities. If you feel you have a disability please ensure that you specify this on your application form and at interview, so that we can make all reasonable adjustments to help you succeed.

**3.0 CRITERIA FOR OFFERING PLACES**

The criteria for offering places to new intermediate or advanced year 1 students are as follows:

3.1 All applicants whose applications are **received by the closing date** published in the prospectus are interviewed and their applications given full consideration.

Of these applicants -

3.1.1 Applicants who are **attending year 11 at one of our partner schools or who are resident in the area served by our partner schools or who will be moving into the area served by our partner schools by the start of the Autumn Term** will be given first consideration.

Factors to consider are;

- i. The applicant should be committed to continuing with their education and in agreement with the programme expectations
- ii. The applicant should be of an appropriate age (i.e. 16-18 in the majority of cases).
- iii. Their application should be supported by their present educational institution or educator.
- iv. There should be evidence that the applicant will be capable of making good use of the opportunities provided by the College and will be capable of working independently.
- v. The courses offered by this College should be appropriate for the student.

Having prioritised applicants in 3.1.1 - precedence will then be given to the following criteria in priority order –

3.1.2 Those with siblings already at – or who have attended the College.

3.1.3 Those who have applied for courses which are not available in their locality and SSFC has spaces.

3.1.4 Ease of access to Shrewsbury via public transport.



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Students identified through priorities identified in 3.1.2 - 3.1.4 will then be assessed in line with the "Factors to consider" above.

- 3.2 Finally students who apply after the deadline will be considered in the priority order outlined above spaces permitting.

**Students who wish to re-start or to re-enrol**

These students will be considered on a case by case basis. Re-enrolment is not automatic. Students must complete an application form.

Students may have specific conditions placed on their re-application which they must meet, for example a certain level of attendance. They also may need to demonstrate their suitability for further study at interview. Priority will be given to new year one students as in 3.1.1.

**Applicants to enter college to study A2 courses only**

We will consider any external applications on an individual basis. Entry is dependent on there being sufficient room in classes and would be subject to satisfactory references including comments on performance and attendance from applicant's previous school. We would also need to be assured that progression from the existing AS syllabus to the A2 syllabus would be possible. Enrolment normally takes place in June.

The Corporation of Shrewsbury Sixth Form College determines the target for the number of students enrolled at the College.



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#### Appendix A

#### CRITERIA FOR ENROLLING STUDENTS TO SPECIFIC COURSES

This document is a supplement to the general admissions policy.

- 1 Students need to meet the minimum entry requirements for the level of course. See Prospectus for general entry requirements for Advanced and Intermediate Programmes.
- 2 Students need to meet the criteria for the specific course. See Prospectus for this information.
- 3 Students will be advised at interview to choose courses and therefore a programme which has a clear rationale - (including career plans). Where students can demonstrate a convincing rationale at interview and Induction this will support the student's wishes to enrol on the courses that make up the programme.
- 4 Interviewers will record during the interview process evidence of research into the course and the student's knowledge/understanding/expectations. Where there is evidence of sound research, a basic understanding and realistic expectations this will support the students wishes to enrol on the course.

The above processes will be applied in all cases. Where student demand for places on specific courses is greater than the spaces available then staff will make judgements based on the above criteria. Where students are not offered places on particular courses they will be informed of the underlying rationale if required. Students will have the opportunity to pursue their case through the College Complaints Procedure.

As a matter of policy the College monitors the demand for courses in terms of overall numbers, gender and school of origin.



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**Appendix B**

**ADMISSIONS POLICY FOR STUDENTS APPLYING FOR ADMISSION ON A FULL TIME COURSE FOR A LIMITED PERIOD OF TIME, WHICH MAY NOT ENABLE THEM TO COMPLETE ANY QUALIFICATION**

This document is a supplement to the general admissions policy.

**Procedure**

- The College should have knowledge of their application by the February half term date though it may be possible to consider applications after this date spaces permitting.
- An application form must be completed by the applicant and must include an educational reference.
- If practicable the student will be interviewed.

**Criteria for offering places**

These are exactly the same as for 'local' students i.e.

- The applicant should be committed to continuing with their education.
- The applicant should be of an appropriate age (i.e.16-18 in the majority of cases).
- Their application should be supported by their present educational institution.
- There should be evidence that the applicant will be capable of making good use of the opportunities provided by the College and will be capable of working independently.
- The courses offered by this College should be appropriate for the student i.e. the entry criterion are met.

Applicants who are attending year 11 at one of our partner schools or who are resident in the area served by our partner schools or who will be moving into the area served by our partner schools by the start of the Autumn Term will be given first consideration, though all applicants are interviewed and their applications given full consideration.

**Additional criteria include:**

- Their presence in College should provide benefit to the whole college community e.g.
  - strengthen links with our exchange schools abroad from which our students should expect reciprocal arrangements,
  - provide additional foreign language experience for our students,
  - be from an organisation which is used by our students to enable them to study abroad (e.g. AFS/IEP),
  - be able to give a unique contribution to the curriculum etc.

**Notification of decisions**

Notification of the decision on whether a place is available will be in writing and will invite the student to Induction and Reception at which time their course will be determined.

**Review**

They may request a review of the decision, and provide additional information for the review.

**Finance and accommodation**

The student must make their own accommodation and financial arrangements. The College accepts no responsibility for these.



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### Appendix C

#### Tuition fees

In order for a learner to be eligible for funding of their learning programme, the learner must have the legal right to be resident in the UK at the start of the programme (see notes below); -

All students pay a voluntary contribution at enrolment and non-returnable resources may be charged to the student further. Details are available from the prospectus. Students will be charged examination fees for resit examinations or if their attendance falls below 90%.

Overseas students:

Please refer to the student guidance notes on the UKCISA website (fees and student support-available at <http://www.ukcisa.org.uk>) to help you assess your fee status.

Fees for one academic year must be paid in advance, and no letter of final acceptance (which is necessary in order to obtain/renew a Tier 4 student visa) will be issued until fees have been paid or documentary evidence produced confirming that you have a Government award or scholarship.

The overseas student tuition fee for 2011-12 is £5,100.00 for Year 1 of an advanced course and £4,000.00 for Year 2 of an advanced course. This figure may be revised each academic year. Non UK students will also be required to have their qualifications compared to UK qualifications via the UK NARIC website ([www.naric.org.uk](http://www.naric.org.uk))

#### Notes on Residency

The following persons will be eligible for funding, namely:

- a) A person on the 1 September of the academic year of enrolment who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the three years preceding the 1 September of the academic year of enrolment, and whose main purpose for such residence was not to receive full-time education during any part of the three-year period.
- b) 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK.
- c) British citizens and certain other people have the right of abode in the UK:
  - those with European Community–United Kingdom of Great Britain and Northern Ireland passports;
  - British Dependent Territory Citizens (now known as British Overseas Territory Citizens);
  - those whose passports have been endorsed to show they have right of abode in the UK;
  - those who have a certificate of naturalisation or registration as a British citizen.
- d) A national of any European Union (EU) country or the spouse, civil partner or child of an EU national who has been ordinarily resident in the European Economic Area (EEA) for the three years preceding the 1 September of the academic year of enrolment.
- e) An EEA migrant worker or the spouse, civil partner or child of an EEA migrant worker who has been ordinarily resident in the EEA for the three years preceding the 1 September of the academic year of enrolment.



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- f) Anyone who is recognised as a refugee by the UK Government (granted refugee status) who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or civil partner or child of such a refugee.
- g) Anyone refused refugee status but who has been granted leave to stay by the Secretary of State, granted humanitarian protection (HP) or discretionary leave (DL), or was granted exceptional leave to enter or remain (ELE/ELR) by the UK Government, and who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse, civil partner or child of such a person.
- h) Learners studying under reciprocal exchange agreements.