



Admissions Policy for full-time 16-19 students

Policy Overview

1. The college is a designated Sixth Form College and will primarily focus on A Level and Level 3 vocational provision for full-time 16-19 students who will normally be aged 16 upon entry.
2. We shall determine annually the maximum number of places available by considering:
 - the availability of accommodation, teaching and other resources;
 - the capacity of individual subjects
 - our desire to maintain a broad curriculum.

Subject to this, we aim to offer places to applicants with the potential to benefit from and achieve success through our study programmes and to contribute to the wider life of the college.

3. 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
4. For applicants who currently have an Education Health and Care Plan and intend to put Bilborough College as their named first choice centre for post-16 study, it is important that a member of the Learning Support team is invited to their annual review in Year 11. This is to ensure that we are able to consider whether we are fully able to meet their needs and to support them with transition to post-16 study if we are the most appropriate centre. Students with Education Health and Care Plans will need to meet the admissions criteria for both the college and the subjects they want to study.
5. **Applications to join the College in Year 12 or Year 13 from applicants already taking Level 3 courses elsewhere.** Other than in exceptional circumstances we do not make offers to applicants to join us in Year 12 if they are already taking, or have previously started, an A level/ level 3 course elsewhere. An application to join us in Year 13 will normally be considered only if there is available capacity in the relevant subjects, the examination specifications are compatible and that the applicant fulfilled the entry criteria listed below. We only accept applications to restart year 12 in exceptional circumstances and only if there are still vacancies after all possible year 11 applicants have enrolled at the college.

The Application Process

1. Applications are open from September 2017 and students are advised to apply to the college as early as possible; Our expectation is that the majority of applications will be received by end of January 2018.
2. Applicants who receive an offer of a place at the college will normally have satisfied the following minimum entry criteria:-
 - (i) The reference or supporting information provided by the applicant's school or college indicates no significant concern regarding record of attendance, punctuality, general behaviour, attitude to study or aptitude for the proposed course of study.
 - (ii) The applicant's overall combination of subjects at Key Stage 4 provides a suitable foundation for progression onto their chosen A level/ vocational programme.
 - (iii) The applicant is estimated at the time of applying to achieve a profile averaging at least 5 passes at a minimum grade 4 (formerly C) at full GCSE/IGCSE level (or equivalent, eg 'merit' in a level 2 vocational qualification) in at least 5 subjects which include Maths and English GCSE.
 - (iv) The applicant is estimated to achieve the specific grade requirements for their chosen courses, as specified via the link in the offer email and on our website. If students do not achieve the necessary grades to study their chosen subjects, then the college will do all they can to offer an alternative programme of study but this will depend on subject availability and there can be no guarantee of a place.
 - (v) The Applicant attends one of the July Induction sessions at the college. (If this really isn't possible we expect them to attend a mop up session in September.)
3. The standard practice of the college is to make offers based on applications and references. We do not interview all applicants. We will offer guidance interviews as standard to those students who have any sort of health need or specific learning disabilities in order for us to discuss individual support needs. We also offer a guidance interview on request for any applicant who would value the opportunity to talk through appropriate study programmes.
4. Offers at the college will be for a 2-year course (dependent on a good record of attendance, commitment, progress etc) and will be for three A level subjects, a BTEC Extended Diploma or a combination of A levels and vocational courses (alongside other study programme elements such as enrichment, tutorial support and extended studies). However, we shall also make some offers to study four subjects over two years to particularly well-qualified applicants seeking a larger programme to support progression plans. These will include those offered Double Mathematics (plus two other subjects).
5. Offers will be made for a place at the College. Once an offer has been made, and providing that the applicant gains the required qualifications for their study programme we will aim to allow them to follow their first choice combination of subjects. Where this is not possible, for reasons such as

timetable clashes or over-subscription of particular subjects, guidance will be offered about suitable alternatives. However, enrolment to a fourth subject will be conditional on the applicant's actual examination grades

6. The college offers a limited provision for re-sits in Maths and English GCSE. However, this is only relevant where students have achieved 5 good GCSE passes in other subjects and have met the necessary entry criteria to make a success of their chosen courses.

Confirmation of Places/Enrolment

1. Applicants holding offers will have their places confirmed at attendance at enrolment provided that they meet the entry criteria outlined above following receipt of their examination results.
2. In order to confirm their place at college applicants will be asked to **pre enrol** by responding to an email communication sent out on GCSE results day. Positive responses to the email (I have achieved the necessary GCSE qualifications to enrol on my chosen course or I have achieved the necessary qualifications to enrol at the college but either need to change / want to change my course) will mean that a place is held at the college until the end of August.
3. Applicants who do not respond to the pre enrolment email or who fail to convert pre enrolment status to enrolment status by attending the enrolment sessions may find either we cannot offer their first choice subject options or, if we are oversubscribed, may not be able to enrol at the college.
4. If an applicant does not meet the necessary entry criteria for their chosen programme of study we shall discuss at enrolment whether or not an offer of a place at college can be confirmed and in which subjects/ courses.

Changing Courses at Enrolment

1. Applicants will confirm their preferred course of study at the July Induction. This is the programme of study that will appear on their enrolment form. The college will uphold this study programme if applicants gain ALL the necessary entry grades for the chosen subjects and enrolls at the college on the specified enrolment dates.
2. We appreciate that in some cases students will not be able to enrol on their chosen subjects (do not have the necessary GCSE grades) or will want to change their mind about their options. The college will do all it can to provide an alternative course and/or facilitate subject changes. In this case **provisional enrolments** might be made on certain subject choices. In most cases we will be able to honour these choices but we reserve the right to change courses (in consultation with the student) in the case of oversubscription in subject areas.

Appeal Procedure

1. Should an applicant who is not offered a place, or their parent, believe that we have failed to follow our admissions policy, they may request a review of the decision made, which would take the form of a check that the college's Admissions Policy had been followed. Any such requests should be directed to Claire.bailey@bilborough.ac.uk.

2. Any further appeal should be sent to the Principal within two college working weeks of receiving the review decision, stating clearly the grounds for the appeal. Given the objective nature of the entry criteria set out above in this policy, an appeal would not normally involve a meeting. The outcome of such an appeal would be communicated within five working days, wherever possible.