



## STUDENT ADMISSIONS POLICY (16-18)

Author's Name and Job Title:	Alexandra Moruzzi, Vice Principal for Student Experience & Progression		
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## VERSION CONTROL

Version	Date revised	Author/reviewer	Section / page no. changed	Summary of change(s)
4.0	April 2024	AMZ		Updated Duties and Responsibilities. Added in a section on Late Enrolment. Updated Enrolment section. Updated Offer section in the event of a subject/course being withdrawn. New section on Internal Progression added.

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				Appendix 1 Internal Progression added.
5.0	April 2024	AMZ	Section 6.3	Interview will be arranged 'within two working weeks' changed to 'as soon as is practicable' 'Welcome Fest' changed to 'Year 11 Taster Days'.
			Section 8.1	Changed Head of Student Services to Vice Principal

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## 1. Introduction

We are committed to ensuring that course choices and offers are in the best educational interest of an individual learner, enabling them to both achieve and progress in terms personal skills and academic development.

The College welcomes applications from all students aged 16-18 who meet our entry requirements on Level 2 and Level 3 courses and who fulfil ESFA eligibility (please note that all students are expected to enrol on a full-time programme as defined by Education Skills Funding Agency [ESFA] guidelines).

## 2. Purpose and scope

This policy defines the arrangements which cover the admission of applicants and progression of existing students, ensuring that an applicant's education needs are met. It is intended to ensure a consistent approach is used across the College and that best practice is followed.

## 3. Using this policy

The admissions process is intended to provide a way for information to be exchanged between the applicant, the student services team and curriculum which covers the following areas:

- The applicant has access to information about the course they are applying for
- The applicant has the academic ability and aptitude for the course they have selected
- The needs of applicants with disabilities (either visible or invisible) and/or learning needs are identified so that appropriate adjustments can be made
- The applicant understands the content and assessment methods of the course/subjects selected
- Referral for impartial advice and guidance on alternative courses where the applicant is unsuccessful, or the course is not appropriate
- The applicant has access to impartial careers information advice and guidance from a qualified careers advisor.

## 4. Definitions

For the purpose of applying the provisions contained in this policy, the following definitions will apply:

Term / acronym	Definition
DfE	Department for Education
ESFA	Education and Skills Funding Agency
VPSEP	Vice Principal for Student Experience and Progression
ILR	Indefinite Leave to Remain
PR	Permanent Residency
ILE	Indefinite Leave to Enter Visa

## **5. Duties and Responsibilities**

The Vice Principal for Student Experience and Progression (VPSEP) oversees the Applications Team ensuring the application process is implemented and new student interviews commence in October. The VPSEP will provide training to all staff undertaking new student interviews to ensure a consistent and high-quality experience as well as ensuring key information supports the transition work undertaken by student support teams. Any exceptional decisions will be made by the VPSEP taking into account any mitigating circumstances and in collaboration with colleagues, where appropriate. In conjunction with the Head of MIS, the VPSEP will provide regular reporting to Principalship on recruitment targets.

Marketing and Recruitment will be responsible for the implementation of the college's marketing strategy which will include all recruitment activities designed to provide secondary school students with the information they need to inform their post-16 pathways.

Teachers and other staff who are trained to conduct new student interviews will carry out interviews using the format and procedure provided annually by the VPSEP. Staff will conduct interviews in accordance with the procedure and attend interview appointments where they have provided their availability.

The Careers Team will provide impartial information, advice and guidance to potential applicants at events including open days, Welcome Fest and enrolment.

The Principal will be responsible for reporting to the Governing Body on the college's recruitment targets and predicted numbers.

## **6. Admissions Processes**

### **6.1 Eligibility**

Eligibility criteria are determined by the Department for Education [DfE] through the ESFA. Most young people legally residing in England will be eligible to enrol for a 16 to 19 study programme; there are some exceptions however, that relate to residency.

Applicants are required to confirm, or not, on the application/enrolment form they have legally lived in the UK for the three previous years. For those applicants who do not meet this test, the College will take steps to satisfy itself that the applicant is legally resident in the UK. This is a requirement that must be satisfied before funding can be granted by the Government, it should be noted that student and funding records are subject to DfE funding audits.

### **6.2 Residency**

EU students should be able to show proof of Settled Status through the Settled Status Scheme by providing the 'share code'. Where an applicant is residing on an Indefinite Leave to Remain (ILR), Permanent Residency (PR) Indefinite Leave to Enter (ILE) VISA the applicant will be contacted to request that they provide their passport or biometric identity card and their VISA.

An applicant's VISA will require a minimum of an 18 month term remaining to progress their application.

All students, as part of enrolment, must agree to respect and support the Christian character of the College before their place is confirmed.

Where the College is able to provide a programme of study appropriate to a young person's needs, prospective students are admitted to the College and allocated to courses on the basis of the following priorities:

#### Category 1

- All members of the Catholic community (including pupils of the Catholic Collegiate schools)
- Those students who have been identified as having 'Special Educational Needs', have an Education, Health and Social Care Plan and where the College is named as the preferred setting, and
- Any young people who are in, or have recently left, the care of the Local Authority

#### Category 2

- Those from supportive religious backgrounds and others happy to be educated in an environment which values and promotes Christian ideals.

### **6.3 Admissions Procedure**

The College seeks to ensure that the applications for places at the College are handled fairly and that they are dealt with in accordance with the Admissions Policy.

- Students submit online application forms from October in the year prior to admission.
- A verbal or written response is given to applications, including information on arranging an individual New Student Interview, **as soon as is practicable**, following receipt of an application.
- Either a firm or grade conditional offer will be made, or the candidate may be placed on a waiting list following their New Student Interview. They may also have their application deferred until we receive more required information, such as a school report, SEND report, EHC plan or proof of ID. At this stage students are offered a place at the College, rather than on their chosen courses. The exception to this is students with or pending an EHC plan where an offer of a place can only be confirmed once the consult process has taken place to ensure the college can meet need. 'Pending' means where an application to a local authority has been made and a decision is in the process of being made and not yet confirmed. Confirmation of courses happens at enrolment once students have received their results and we can confirm entry criteria has been met.
- An email giving a decision about the application will be sent within one working week of the New Student Interview or all requested information being received.
- Pre-enrolment advice, guidance and information will be offered during the meeting and through the marketing events and materials available, as well as during Open Evenings and **Year 11 Taster Days**.

- The enrolment procedure will take place shortly after the publication of GCSE examination results and provides students with a further series of opportunities to gather information and to make informed decisions.
- At enrolment, advice, information and guidance will be given in order to allow students to be placed on programmes of study which best match their needs and abilities.
- A minimum enrolment total is required for a class to run. The College reserves the right to cancel or change a class, subject or programme if the minimum enrolment total is not achieved, or due to changes beyond our control.

#### **6.4 Waiting List**

If, at any point in the year, the College Leadership Team believes that the number of acceptances is likely to exceed the number of planned places available (taking into account an estimate of the number of returning students and the average annual conversion rate), a waiting list will be brought into operation.

The Waiting List procedure will be:

- Applications received after the agreed target number has been reached will be added to the waiting list.
- They will be invited to a New Student Interview in the usual manner.
- If the interviewer feels they should be offered a place, the offer letter will inform them that they are on a waiting list, invite them to confirm their Category 1 or 2 status, and register their willingness to continue with the application. Category 1 students should have St. Brendan's as their first choice, Category 2 can have St. Brendan's as second choice or lower.
- Once the reply is received, applicants will be sent details of how the waiting list procedure will operate.
- A separate waiting list of Category 1 and Category 2 applicants will be set up, listed in date order of acceptance.
- As withdrawals occur during the year, or additional places are agreed, applicants will be taken off the waiting list in priority order, and informed in writing that they have been moved from the waiting list and have a place, and they will then be treated as other applicants in terms of enrolment.

#### **Waiting List Priorities**

Places will be offered to applicants on the waiting list in this order:

- Category 1 students in date order of their date of acceptance, where there are places on all the courses they have applied for
- Category 1 students in date order of their acceptance, where there are places on some courses they have applied for, if they wish to choose alternative courses that are not full

If all the above Category 1 applicants have places, remaining places will be offered in this order:

- Category 2 students in date order of acceptance, where there are places on all the courses they have applied for

- Category 2 students in date order of their acceptance, where there are places on some courses they have applied for, if they wish to choose alternative courses that are not full

### **6.5 New Student Interviews**

St. Brendan's recognises the importance of students receiving good quality advice, guidance and information in order for them to make the best choice for their future. The aim of the New Student Interview is for the College to help applicants to decide on a programme of study that will help them develop and progress onto their chosen career path or progression plan. Interviewers will use an applicant's predicted grades, school report and future ambitions to advise them of a suitable programme of study.

If an applicant has access needs, these will be discussed with the applicant at the New Student Interview to ascertain reasonable adjustments and support requirements which may need to be put in place to support them in their studies.

If an applicant does not meet the entry criteria for either the level of course they are applying for, or for one or more of their chosen courses, alternative options will be discussed.

New Student Interviews also give the opportunity for applicants to ask questions they may have about their courses or the College and the interviewers will provide key information about open events, enrolment and College life. Applicants will also be signposted to information on the College website.

Parents and carers are welcome to attend the interview to support their child but we do encourage applicants themselves to lead in conversations where this is appropriate.

### **6.6 Overseas Qualifications**

We welcome applications from students studying overseas qualifications. However, it is the responsibility of the applicant to provide proof that their qualifications are GCSE equivalent, including satisfying English language requirements. This may be done by providing certification from Ecctis.

### **6.7 Applicants offered a place**

An offer of a place does not guarantee that a course will be offered in September. Where courses have to be withdrawn at any stage, the College will work with students and parents to identify appropriate alternatives.

The applicant has 10 days in which to accept the offer. If the offer is not accepted during this timeframe, the College reserves the right to offer the place to another applicant if contact has not been made.

### **6.8 Support with Transition**

Students who have declared the following at application or interview will be contacted by our support team to discuss what support is appropriate, including the need for any transition visits;

- Home, hospital or other interrupted education
- EHC Plan/High Needs Funding
- Children in Care, Care Leavers or experience of care
- Young Carers
- Any applicants with identified mental or physical health issues

Any student who identifies themselves as having a learning or other support need, will be sent a self-assessment form to complete and return. The information on this form will be transferred to our system and students will be asked to attend a Transition Support Event. They can also request a support planning meeting to ensure transition to College is as effective as possible.

### **6.9 Enrolment**

During enrolment, the College ensures students' understanding of the College's terms and conditions by providing all enrolled students with a copy of their Enrolment Confirmation and Learning Agreement. Enrolment Confirmation and Learning Agreements can be provided in alternative formats should they be required.

All student places are conditional on the grades received on GCSE Results day. Proof is required by each student that they satisfy the entry criteria. Students who need to change their course as a result of their GCSE grades will be advised about alternative subjects/courses at this stage. Places on any course outside of the original offer are subject to availability. Full guidance will be given to students during the enrolment process.

Enrolment dates are published on the College website and personalised enrolment appointments are sent out at the start of July. Applicants are expected to be available to attend enrolment on the dates specified. If this is not possible, the applicant should contact the College at the earliest opportunity to arrange an alternative enrolment time otherwise the offer of a place is not guaranteed.

The Principal, or designated officer, reserves the right to decline an individuals' request to enrol at any time

### **6.10 Late Enrolment**

Students may enrol for a course after the starting date, for the first two weeks in September, by using the late enrolment procedures. Such procedures are subject to:

- Places being available
- The student having the necessary qualifications for the course
- The college being satisfied that the student will be able to catch up with missed work
- Initial assessment procedures (where applicable)



It is the responsibility of students who enrol late for a course to catch up with work/content that has already been taught. The subject teacher will provide support material and additional advice where possible.

The Principal, or designated officer, reserves the right to decline an individuals' request to enrol at any time.

#### **6.11 Applicants not offered a place**

The College is committed to inclusion and to the provision of appropriate support through its admission procedure. There are circumstances where an applicant may not be offered a place under the following circumstances:

- They do not meet the entry criteria for their chosen courses, or
- Their school attendance record shows persistent absence without due cause, or
- There are significant behavioural concerns in school reports or references which may disrupt the work of other students or staff, even if support managements were made, or
- They have already completed Level 3 study elsewhere, or
- There may be a safeguarding issue which poses a high risk to the College, staff and/or students, or
- The College is unable to meet specific support needs of a student, or
- The College has previously excluded the applicants from its studies and is unable to minimise risks associated with their re-admission into College, or
- If they are applying to transfer into the second year of a course but have studied different exam boards. If the exam boards are the same, admission is at the discretion of the College and subject to a satisfactory reference from their current provider.

### **7. Internal Progression**

We assume that the vast majority of students will progress into the second year. However, we reserve the right to refuse entry to the second year where the student's attendance or behaviour is poor, or where the student's academic progress is so limited that we do not have confidence in their ability to pass the final section of their course both at A level and Applied General. All internal students wishing to be considered for progression to the next level in their chosen subject need to have:

- Successfully completed all aspects of their existing course to a satisfactory standard
- A record of at least 85% attendance and punctuality
- A good record of behaviour, effort and attitude

Procedures for progression through levels is set out in Appendix 1.

### **8. Appeals**

#### **8.1 Appeal process**

Any appeal against an admissions decision should be made in writing to the **Vice Principal for Student Experience & Progression** within 5 working days of the decision being made. They will consider whether or not the initial decision was made in line with the Policy and Procedure and will respond as to whether or not they uphold the appeal within 5 working days.

If the complainant is still not happy with the decision, a further appeal can be made to the Principal, in writing, within 10 working days of the appeal decision being received. The Principal will contact the complainant and carry out a further investigation and will either uphold or overturn the initial decision. All discussions and meetings will be recorded and the outcome will be notified within ten working days of receiving the appeal.

This is in line with Stage 3 of the Formal Complaints Procedure, and from this stage, that process should be followed.

### **8.2 Grounds for Appeal**

The applicant will be able to exercise their right to appeal under the following conditions:

- The Admissions Policy was not applied correctly and that any procedural irregularity has disadvantaged the applicant significantly to make the decision unsound.
- Prejudice or bias on the part of one or more decision maker took place during the admissions procedure and can be proven or there are reasonable grounds to support the perception of prejudice or bias.

Disagreement with a decision based upon academic judgement will not be considered as grounds for appeal.

## **9. Resources**

Staff will have a responsibility to support College admissions throughout the year. For example, by providing advice during college events such as new student days, taster days, open events and progression activities.

All information relating to admissions will be recorded on a college system and processed in line with the College's Privacy Notice.

## **10. Equality Impact Statement**

We are committed to ensuring that, as far as is reasonably practicable, the way we provide services to our students and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds of any of the protected characteristics defined by the Equality Act, which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We will endeavour to make reasonable adjustments to accommodate any individual with particular equality and diversity requirements in implementing this policy and procedure.

## **11. Further information**

### **9.1 External information**

Relevant legislation and statutory requirements that have been taken into consideration for this policy include:

- 16-19 Education Funding Guidance, issued by the ESFA
- Guidance on Equality Act 2010, DfE issued June 2018

### **9.2 Internal information**

Local policies and procedures that have been taken into consideration for this policy include:

- SEND Policy
- Privacy Notice
- Safeguarding Policy
- Careers Education, Information Advice and Guidance Policy
- Student Positive Behaviour Management Policy

## **12. Policy review**

This policy will be reviewed annually from the date of approval.

The policy may be reviewed at an earlier date if necessary, for example, to update it in line with changes in legislation, organisational development or good practice.

Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the Policy Author.

## **Appendix 1 Internal Progression Procedures**

### **Progression from Access to Level 2 to Level 3**

St Brendan's Sixth Form College students following a Level 2 programme, will be able to progress to Level 3 if they meet the following criteria:

- An application form is submitted by the deadline to the Applications Team
- The new course is agreed by the student's Tutor, Teachers and a Director of Faculty
- Pastoral records indicate that the student meets college standards in terms of attendance, punctuality and behaviour
- The student will be able to cope with the demands of a Level 3 course.

The specific requirements as communicated to Level 2 students are:

- A good record of work and meeting of deadlines for unit submissions
- For Level 3 courses, students must meet the entry criteria for the subjects applied for
- At least 85% attendance to all lessons including compulsory support sessions and tutorials.
- A good record of behaviour, effort and attitude

Students will be fully supported through the application process by their Tutor. The range of courses on offer will be discussed within group tutorials and individual tutorial discussions.

Level 2 students who are not offered a place on a Level 3 course will be fully guided and supported in planning their next steps with access to careers information, advice and guidance.

The Principal, or designated officer, reserves the right to make an exception, amend or withdraw any offers made at any time.

### **Progression from Year 12 to Year 13**

Progression Year 13 is not automatic. The general requirements are:

- The student has at least 85% attendance overall, and in each subject that they wish to study.
- The College is satisfied with the levels of effort, conduct and progress shown by the student during Year 12.
- The student has attended, and prepared for, all of their timetabled examinations.
- Year 12 students are expected to achieve grade E in an A level subject or Pass for Vocational Diploma courses. Any exceptions to this must be approved by CLT.

Students who do not meet the criteria for A level progression, can discuss the possibility of commencing the ASDAN EPQ or similar 1 year course and this must be approved by the VPSEP. Alternative options can be discussed with a Careers Advisor.

If a full-time study programme cannot be put together, the college may withdraw a student place.

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