

STUDENT ADMISSIONS POLICY (16–18)

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VERSION CONTROL

Version	Date	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 Updated Offer section in the event of a subject/course being withdrawn.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. [Student Admissions Policy] Date last ratified: Page 2 of 13 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'
5.0	April 2024	AMZ	Section 8.1	Changed Head of Student Services to Vice Principal
6.0	April 2026	AP Student Progression, Inclusion and Success	Multiple	Update of policy ownership; Change throughout VPSEP/Vice Principal to Assistant Principal Student Progression, Inclusion and Success (APPIS); clarification of Catholic character; revised admissions process including tiered New Student Interview model; amendments to waiting list prioritisation; strengthened transition and induction references; clarification of entry requirements including applied qualifications; updated internal progression expectations including tunnel courses; inclusion of 42-day probation statement; updated review period to two years.

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St Brendan's mission is to serve the Catholic and wider community by providing Sixth Form education of the highest quality and to act in the spirit of the Gospel believing that every person is loved by God and has a unique value.

1. Introduction

The College is committed to ensuring that course choices and offers are made in the best educational interests of each individual learner, enabling them to achieve and progress both academically and personally.

The College welcomes applications from all students aged 16–18 who meet the college's entry requirements for Level 2 and Level 3 courses and who fulfil Education and Skills Funding Agency (ESFA) eligibility requirements. It is the expectation that all students are expected to enroll on a full-time programme, to be attended in person, as defined by ESFA guidelines.

2. Purpose and Scope

This policy defines the arrangements for the admission of new applicants and the progression of existing students. It ensures that applicants' educational needs are met through a consistent, fair and transparent admissions process aligned to best practice.

3. Using this Policy

The admissions process facilitates the exchange of information between applicants, admissions staff, curriculum and support teams and ensures that:

- Applicants have access to accurate course information;
- Applicants have the academic ability and aptitude for their chosen courses;
- Support needs, disabilities or access requirements are identified early;
- Applicants understand course content, assessment and expectations;
- Impartial advice and guidance is provided where alternative pathways may be more suitable, especially in light of a student being unsuccessful in their application, or the course not being appropriate;
- Applicants can access impartial careers information, advice and guidance from qualified staff.

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
AP PIS	Assistant Principal – Student Progression, Inclusion and Success
MIS	Management Information System
ILR	Indefinite Leave to Remain
PR	Permanent Residency
ILE	Indefinite Leave to Enter

5. Duties and Responsibilities

The Assistant Principal – Student Progression, Inclusion and Success, working alongside the Head of MIS & Exams, oversees the admissions process, implementation of New Student Interviews and the Transition to College programme, ensuring consistency, quality and compliance with policy.

Exceptional admissions decisions will be made by the Assistant Principal in collaboration with relevant colleagues where appropriate. Regular reporting on recruitment and admissions is provided to the Executive College Leadership Team (ECLT).

Marketing, alongside key teams at set intervals, are responsible for promoting, and in some case, delivering recruitment activity and supporting applicants in making informed post-16 choices.

Trained staff conducting New Student Interviews will do so in line with agreed procedures and timelines. . Staff will conduct interviews in accordance with the

procedure and attend interview appointments where they have provided their availability.

The Careers Team provides impartial careers guidance at events including open evenings, taster events and enrolment.

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 Catholic 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.

In addition to first-come-first-served ordering and Categories 1 and 2 priorities, the College reserves the right to prioritise applicants on the waiting list based on the feasibility of movements within the overall timetable and curriculum plan, including where offering a place would enable additional courses to run or can be accommodated without creating timetable blocks or limiting access to other provision.

6.3 Admissions Procedure and Tiered New Student Interview Model

Applications open from October prior to the year of entry.

Tier 1 – Automated / Digital 'Keep Warm' and Triage

Applies to applicants who:

- Clearly meet entry criteria (e.g. predicted Grade 5+);
- Present no safeguarding, EHCP, Children in Care or other flagged concerns.

These applicants may receive an automated or conditional offer with structured digital follow-up and ongoing check-ins. Status may change if additional information or concerns emerge.

Tier 2 – Admissions Resolution

Applies to applicants with incomplete or unclear information. The Admissions Team will contact the applicant to resolve issues before the applicant is moved to Tier 1 or Tier 3.

Tier 3 – Targeted Human New Student Interviews

Applies to applicants prioritised by need, including:

- Applicants close to grade boundaries;
- Applicants with EHCPs or declared support needs;

- Children in Care, Care Leavers, refugees or migrants;
- Applicants aged 17–18 who do not currently meet entry criteria;
- Change-of-direction applicants;
- Applicants with attendance or behavioural concerns.

Applicants may move between tiers based on new information or engagement.

Following assessment, applicants may receive:

- A firm or conditional offer;
- A deferred decision pending further information;
- Placement on a waiting list.

6.4 Waiting List

Waiting lists are implemented when acceptances exceed planned capacity.

In addition to priority Categories 1 and 2, the College will also consider **timetable and curriculum feasibility**, prioritising applicants whose movement:

- Enables additional courses to run; or
- Can be accommodated without causing timetable blockages.

6.5 New Student Interviews

New Student Interviews provide high-quality advice and guidance to ensure appropriate programme choice. Access needs and reasonable adjustments are discussed, and alternative options explored where entry criteria are not met.

Parents and carers are welcome to attend but applicants are encouraged to lead discussions where appropriate.

6.6 Overseas Qualifications

Applicants must provide evidence that overseas qualifications are GCSE-equivalent, including English language requirements, usually via NARIC (UK ENIC) qualification check and certificate (a Statement of Comparability) which can be obtained online by the applicant.

This evidence must be available and provided either prior to or on the day of enrolment. Failure to provide this document will result in the college being unable to enrol in to the

college. The college, at this stage, will not be able to guarantee places on selected courses..

6.7 Applicants Offered a Place

Offers do not guarantee course availability. Where courses are withdrawn, suitable alternatives will be explored.

6.8 Support with Transition

Students with declared support needs will be contacted by specialist teams. Transition support may include **whole-college induction, course-level induction and targeted transition activities**.

All students entering the college will receive a baseline offer of transition support and events to help with the move and induction into college life. Where appropriate, additional transition events and activities will take place to ensure the specific needs of more vulnerable students are explored and met.

6.9 Enrolment and Entry Requirements

Enrolment is conditional on GCSE results. The College's minimum entry requirements are:

- **Level 3:** Typically five GCSEs at Grade 4 or above, including English and Maths, subject to course-specific requirements.
 - A clear directory of entry requirements for each course will be held on the website. The website information supersedes any other printed information and will reflect the live and up to date information at all times.
- **Level 2:** Entry requirements as published annually and typically stand at four GCSEs at Grade 3 or above, of which English Language and Math must be at least a Grade 3.
 - **The college cannot offer entry into the college, on any course, for students who have a GCSE grade 2 or lower in either English Language and/or Maths..**

The College recognises **applied qualifications (e.g. BTEC, OCR, WJEC)** taken at school as equivalent to **one GCSE**, with a **Merit Equivalent (ME)** normally required. Typically, the college will only accept one of the applied courses as part of the total number of GCSEs required to secure enrolment.

6.10 Late Enrolment

Late enrolment may be permitted within the first two weeks of term subject to availability and academic suitability.

For late applicants, those applying during the summer break and/or after the initial enrolment period has begun, they will have an interview at the time of their appointment and decision to enrol will be based on grades, interview and space available on chosen courses / being able to build an appropriate study programme.

6.11 Applicants Not Offered a Place

Applicants may not be offered a place for reasons including unmet entry criteria, safeguarding risk, age at start of programme*, persistent poor attendance, significant behavioural concerns, inability to meet support needs or prior completion of Level 3 study.

**To be funded to attend St Brendan's Sixth Form College students must be no older than 18 on the 1st September of their starting year. In these circumstances the college only permits applicants who will be 18 years of age on 1st September of academic years to begin their study with us if they are starting on a Level 3 programme of study.*

7. Internal Progression

Progression is not automatic. Students must demonstrate:

- Successful completion of studies;
- Minimum 85% attendance (target should be 92%);
- Positive behaviour, effort and engagement.

Tunnel Courses:

Students who broadly meet progression expectations but require a change of programme may be placed on a monitored *tunnel course* (an alternative course that can be completed in one year). Continued enrolment is conditional upon:

- Minimum 85% attendance;
- Completion of assigned work;
- Meeting behavioural and academic expectations.

Failure to meet conditions may result in withdrawal of place. If a full-time programme cannot be constructed, the College may withdraw the student's place.

8. 42-Day Probation Period

The College reserves the right to treat the first **42 days of study as a probationary period**. Student suitability is reviewed based on attendance and engagement. Students at risk will be notified during weeks 3–4, with a final decision made shortly thereafter. There is no right of appeal at this stage.

9. Appeals

In all cases of a student either not successfully securing a place at college, not completing the initial 42 day induction and/or not successfully transferring from year 12 to year 13 decisions will not have been made alone and will always involve at least two members of the Executive College Leadership Team in confirming the decision. This has proven successful in ensuring anyone impacted knows it has gone through appropriate checks prior to decision being finalised. There is however a right to appeal.

Appeals must be submitted in the first instance, in writing to the Assistant Principal – Student Progression, Inclusion and Success within five working days. Grounds are limited to procedural irregularity or demonstrable bias.

In the event that the decision was made to withdraw place and/or not offer a place was made by the Assistant Principal Student Progression, Inclusion and Success, then appeals are to be addressed to the Principal, sending to PrincipalsPA within five working days of the decision.

10. Equality Impact Statement

The College is committed to equality and diversity and will make reasonable adjustments to ensure fairness and non-discrimination in line with the Equality Act 2010.

11. Policy Review

This policy will be reviewed **biennially** or earlier if required by legislative, curriculum or organisational change.