



Admissions Policy 2023

Policy Type: Local
Approved by: AQC
Effective From: 1 October 2022
Revision date: 1 September 2023

To ensure that the quality of provision for the students is maintained, the College has adopted the following Admissions Policy. We wish to reaffirm the College's Mission to serve the local community and the surrounding area as a distinguished provider of education of the highest quality for the 16-19 sector. Within a framework of equality and diversity, the College encourages students of all abilities regardless of race and gender and welcomes applications from students with disabilities. Applicants should note that each course has its own specific entry criteria as stated in the 'Courses' section on the College website. The College will annually determine the number of spaces available for new admissions.

Applications

The College will only consider applications from students who are **eligible for 16-19 funded regulations, as outlined in the funding regulations at <https://bit.ly/3T9O5z5>**.

Applicants in the following categories are likely to be offered an interview and may be offered a place:

- **Previous school:** those attending one of the College's Partner Schools;
- **Young people in care;**
- **Applicants who currently have an Education Health and Care Plan;**
- **Children of staff, councillors and trustees;**
- **Children from Armed Forces families who are relocating to the area;**
- **Applicants whose permanent and primary residence at the time of application is within an 11 mile radius of the College¹;**
- **Applicants who have a sibling currently attending the College or who have completed their course of study at the College within the previous two years;**
- **Applicants with refugee status or humanitarian protection, applicants seeking asylum or applicants coming to the UK through the Ukrainian family or sponsorship scheme who are eligible to receive state funded education.**

Applications are submitted online through the College website. There is a facility for monitoring the progress of an application online. The College will send a Reference Form to the referee for completion prior to interviews.

Applications from Partner and non-Partner schools are both welcome. The online application process will be open from **Monday 24 October 2022 at 9.00am**. Applicants in Partner and non-Partner schools should apply by **Monday 7 November 2022 at 9:00am**. Applications from non-Partner schools received after this date will go into a late reserve pool and may still be considered.

The application system will close on Friday 9 December 2022 at 9:00am.

Procedure if the College is oversubscribed

In recent years, the College has been able to offer appropriate programmes of study to the vast majority of those wishing to study here. The College annually determines the number of spaces available to new applicants and in the event that the College receives more applications than it can offer places, a **reserve pool** system will operate from which a computer-generated selection will be made. Each applicant, not covered by the criteria above but considered suitable for interview, will be issued with a number of entry points in the pool according to the following criteria, with a maximum of eight entry points:

- **Applicants whose permanent and primary residence at the time of application is between 11 and 13 miles radius of the College¹** will be given eight entry points;
- **Applicants whose permanent and primary residence at the time of application is between 13 and 15 miles radius of the College¹** will be given four entry points;
- **Applicants who are British or Irish citizens whose permanent and primary residence at the time of application is greater than the 15 mile radius of the College¹** will be given one entry point.

In the event that the College is oversubscribed, applications from foreign citizens currently living overseas will not be considered unless they have refugee status, humanitarian protection, are applicants seeking asylum or applicants coming to the UK through the Ukrainian family or sponsorship scheme.

Where an applicant with siblings is selected for interview from the reserve pool, their siblings will also be selected.

Priority will be given to those in the reserve pool who have applied within the two week window, however, applicants in either reserve pool are not guaranteed an interview and are therefore advised to have a firm alternative place to study for September.

¹ Distance calculated from the applicant postcode location to the College postcode location as a straight line using the Haversine formula. A map illustrating the radii can be found at <https://bit.ly/3yNikUe>.

Student Transfers

The College does not accept students transferring part way through a year or transferring from another institution into the second year of study.

Interviews

All applicants will be informed whether they are to be offered an interview in due course through their online application and by email. Interviews will be held from November 2022 to March 2023.

Offers of places and confirmation of acceptance

The College will endeavour to give all successful applicants an offer of a place **as soon as possible** after the interview. Within 14 days of the offer being made, applicants must confirm their acceptance or decline the offer. We will consider applicants who have not responded by **Monday 3 April 2023 at 9:00am** to have declined their offer.

Foreign Qualifications

Applicants who have studied or are currently studying abroad, and are eligible to study at the College, will be required to apply and pay for a statement of comparability through UK ENIC.