

Barton Peveril College

Admissions Policy and Procedure for Full time students aged 16-19

Introduction

The college is a large and successful organisation which specialises in Sixth Form Education at level 3 (A levels and their equivalent) and level 2 (GCSE). It is usually oversubscribed. It works closely with Eastleigh College (who provide a more applied, vocational provision, including at Entry and level 1) to ensure that all students in the local area have access to a College place at 16 and 17. The College actively promotes Equality of Opportunity and in all matters to do with admissions will follow relevant policies on Equality.

Admission requirements

The College offers places to students:

- who can demonstrate on their application form and at interview that they will benefit from further study at Barton Peveril.
- who are able to provide satisfactory references
- who meet the generic entry requirements for the level of course:
 - For Level 3 study, students must have at least 5 GCSEs at grades C or higher
 - For Level 2 study, students must have 4 GCSEs at Grade D or above and show commitment to progressing to level 3 after one year (making their total time at the College likely to last three years).
- and who meet the specific entry requirements for the course/subjects that they wish to study:
 - Each course/ subject has specific entrance requirements. These may change. The most up-to-date requirements are always available on the College website. The entry requirements are designed to help students make informed choices and to ensure that a student starting a course has a reasonable chance of success on that programme.
 - A few courses may have other, non-academic entrance requirements such as a Criminal Records Bureau (CRB) check or certain health requirements. These are also available on the website.

Refusal of applicants

The College reserves the right to refuse applicants if

- in its judgement it does not have an appropriate course or level of study for an applicant
- if it is oversubscribed (see below)

- if there are reasonable grounds to suspect that an applicant will not be able to meet the terms of the College's Code of Conduct. A non-exhaustive list of examples might include:
 - Students who have not applied themselves satisfactorily at school
 - If there is evidence to suggest that a student will not benefit from the proposed course at College or if there is a significant risk that his or her presence may adversely affect other students applying to or currently at the College
 - Students who have behaved inappropriately whilst on the College premises
 - If there is evidence that they might damage the fabric of the building or pose any threat to members of the college community

Oversubscribed

The College agrees with its funding organisation the total number of students who will be funded each year. The College will admit applicants who meet the admissions requirements, up to this limit. Thereafter, the College reserves the right to place students on a waiting list or turn them away.

Priorities when allocating College places

Priority will be given to applicants:

- Who have applied by the application deadline published in the prospectus and on the website each year
- Who have attended their interview
- Who have accepted the college's offer of a place within the timescale given
- Who have attended the Introductory Day
- Who have attended their enrolment interview at the time given

Priority for places on specific courses or subjects

In some instances subjects and course may become full. Students who have followed the guidelines above, who meet the specific and general entrance requirements and who have not changed their planned courses between first interview and enrolment, will be offered their agreed subjects. Students who change their minds at the Enrolment interview can only be offered places on their new choices where these are available.

Waiting list

When allocating students from our waiting list we will take into account the following factors:

- Date of original application
- Response to subsequent College communications
- Whether a student is part of the Eastleigh Consortium of 10 partner schools
- Whether there are spaces on the courses they wish to study
- Whether a student has moved into the area recently

Overseas Students

It may be necessary, as part of the application process, for us to find out more information or conduct assessments, particularly if the applicant has non-standard qualifications eg they come from overseas. We reserve the right to ask a prospective student to sit any relevant assessments in order to assess whether they can benefit from a place at College and to ensure the College provides the most appropriate support and guidance for their studies. Any assessments would be treated sensitively and in accordance with Equality and Diversity Guidelines.

Applicants from outside of the EU who are not termed to be 'Home' students at the start of their course will not normally be accepted by the College which is not registered with the Border Agency.

Equal Opportunities

The College will always operate within the terms of its Equal Opportunities Policy and according to appropriate legislation. In cases where applicants have special needs we request that these are discussed with us at an early stage in the application process so that we can make all necessary arrangements to meet those needs by the start of the academic year.

Admission of New Students into Year 2

Applications for admission/transfer into A2 or second year of courses will be considered from students who have taken AS courses elsewhere on the following basis;

- If the student has moved into the area and is unable to continue their studies at their previous school or college.
- If the student meets the normal admissions criteria for the College and are recommended for progression to A2 courses by their former establishment.
- If the student provides the College with specific information about the examinations taken and if the College can confirm that the examination board transfer is acceptable (if appropriate). Please contact Student Services for more information.

Appeal Procedure

1. **Informal** - Please contact the Assistant Principal in the first instance if you are not happy with a decision about admissions
2. **Formal** - Where a place is not offered a student or his/ her parents may seek a review of the decision by writing to the Principal within two weeks of the decision, stating the reasons why they consider the College has acted unreasonably. The appeal will normally be decided within one week of receipt

Reviewed and Approved by SLT on 26 August 2009