

Barton Peveril Sixth Form College

Student Admissions Policy

Admission & Progression 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.

Admissions

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/4 (or equivalent) or higher
 - For Level 2 study, students must have 4 GCSEs at Grade D/3 (or equivalent) 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.
 - Students who achieve an grade 2 or below in English Language will not usually be offered a place
 - A few courses may have other, non-academic entrance requirements such as a Disclosure and Barring Service (DBS) 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
- it does not have the specialist facilities to meet the needs of the student
- if it is oversubscribed (see below)
- Students must be 18 or under on 31 August of the year in which they start their course. Any over this age will have to be considered as adult students.
- 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/college
 - 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
 - If the College cannot attract adequate funding for the student to take their planned course

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
- For whom this is their first attempt at post 16 education

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. Priority will be given to first year students wishing to take first year programmes such as AS levels or the first year of an A level course.

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
- References

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.

If, as a result of Brexit, EU students are no longer able to secure the necessary visas to study in the UK, the College will require the applicant to pay the appropriate course fees in full.

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.

Progressors

(of existing First Year Barton Peveril students into the Second Year)

Progression describes the movement of students from the first year of a two year programme into the second year of their course.

Progression from the first year of a course into the second is not an automatic right, though in most cases students' progress without issue. To progress,

- Students must continue all the courses they signed up to in their learner agreement throughout their first year
- Students must pass all their courses in the end of year assessments

Any student failing to meet these criteria will have their place reviewed by their Student Progress Advisor (SPA) who will take into account the reports and views of their teachers in the first year, their exam results and the student's future plans. In addition, the guidelines in the admissions policy above apply.

Successors

(Those who apply for a further course at the College following the successful completion of their previous level 2 course at Barton Peveril or another school sixth form or post 16 college)

The College encourages students to progress from level 2 courses to level 3 courses. The admissions requirements above will apply. Students must meet the normal entry requirements for the course. In addition, the College requires them to achieve merit grades or the equivalent in level 2 vocational courses taken in the previous year. Students whose achievements in the sixth form at level 2 have predominantly been in a vocational field will normally be expected to continue at level 3 on a predominantly vocational programme.

Restarters

(Barton Peveril Students and those from other school sixth forms and post 16 colleges who wish to start the level again at Barton Peveril)

Students wishing to start a level 3 course again after their first year are considered on their merits by SPAs. They will be treated as new applicants and in addition to the requirements above they will have to convince the College of the educational and personal rationale for starting afresh. This will take into account their potential achievement, fundamental changes to career plans, past level of commitment, any relevant health issues, views of College staff, contribution to the College community and whether adequate funding is available.

Students wishing to resit the second year of their programme or start a new level 3 programme having already completed one will not normally be allowed to do so. In exceptional circumstances this may be allowed following a meeting with

the SPA if they can convince the College of the educational and personal rationale for a repeat of the year or a new level 3 programme. This will take into account their potential achievement, fundamental changes to career plans or career choice, past level of commitment, any relevant health issues, views of College staff and contribution to the College community. The admissions requirements above will also apply.

All students in this category will be on conditional places (see below).

Admission of students of other schools and colleges into Year 2

Applications for admission/transfer into relevant courses will be considered from students who have taken 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 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.

Admission to Full time Foundation Diploma in Art and Design

Students are made a **conditional offer** dependent upon the following criteria:

- To be fully funded by the EFA. Alternatively, they must pay the full course fee.
- Students must be under 19 on 31st August of the year they start the course
- Students must present a portfolio of practical work at interview which in the opinion of the interviewer shows evidence of practical research skills, independent work and a strong work ethic. The interviewer must also be satisfied that the applicant has a clear rationale for taking a Foundation course and is suited to the course the College is offering. The portfolio and interview has primary importance in the decision to admit a student on the Foundation Diploma
- Successful candidates will be expected to have a minimum of 96 UCAS points through success in three A Levels or vocational equivalents, one of which must be in a relevant creative subject
- Applicants must meet the deadlines specified (eg for providing a reference; for accepting a conditional offer; for providing evidence of results in August)
- Applicants must present a satisfactory reference from their current school supporting their application
- The College reserves the right to reject applications made after the

- closing date
- In the event of application numbers being too high for the places available the College will give priority on a first come first served basis

In August on receipt of results the College will confirm places. Any student failing to meet the grades required in the conditional offer will have their application reviewed by the Director of Art and/ or the Subject Leader for Foundation Diploma Art and Design.

Admission to Full time Higher National Certificate

Students are made a **conditional offer** dependent upon the following criteria:

- They must pay the full course fee, which is payable in two instalments. To be considered for a conditional offer, students must have (or be expected to achieve) 96 UCAS points through success at A level and/or a Distinction profile from the BTEC/Cambridge Technical Level 3 Diploma course; GCSE English and Maths (at grade C or equivalent or above) are also required. However, relevant sports industry experience may be considered in lieu of formal entry qualifications.
- All applicants are required to attend an interview. The interviewer must also be satisfied that the applicant has a clear rationale for taking, and is suited to, the course. The interview has primary importance in the decision to offer a place on the Higher National Certificate course and any conditions which may be attached
- Applicants must meet the deadlines specified (eg for providing a reference; for accepting a conditional offer; for providing evidence of results in August)
- Applicants must present a satisfactory reference supporting their application
- The College reserves the right to reject applications made after the closing date
- In the event of application numbers being too high for the places available the College will give priority on a first come first served basis
- Applicants should be aware that the Higher National Certificate will not run in a particular year if application numbers are too low. Applicants who are offered a conditional place will be informed of the date by which a decision will be taken if the course will not run in the following academic year.

In August on receipt of results the College will confirm places. Any student failing to meet the grades required in the conditional offer will have their application reviewed by the appropriate Director of Department and/ or the appropriate Subject Leader.

Conditional Places

The College reserves the right to offer students a conditional place. Usually, but not exclusively, this is for the first half of term of the academic year. The purpose is to ensure that the student is meeting our code of conduct and

admission requirements. A conditional place will involve careful monitoring of behaviour, attitude and performance. When students fail to meet the College expectations they will be deemed to be at the final stage of the 'warning' process and may be asked to leave without further warnings.

Appeal Procedure

1. **Informal** - Please contact the Assistant Principal (Schools and Community) 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