

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity. We welcome applications from Looked After young people and young carers.*

## **ADMISSIONS POLICY 2023 ENTRY**

The College is a state funded sixth form college, governed by an independent corporation. The Corporation sets its own policies and is solely responsible for admission of students to the College.

The main body of this policy and the associated procedures applies to standard applications relating to those in Year 11 who are due to achieve Level 2 qualifications in the year of entry.

The College sets an admissions number plan annually and establishes parameters for places at each level of study within this. Priority for places will be given to applicants who have made their application by 31 January 2023. Applications received after this date will be considered and dealt with in strict order of receipt and may still result in offers of places being made, but these will be subject to remaining capacity at the College, as well as the most appropriate level of study relevant at the time of application and within appropriate courses.

In the event of likely over subscription the College will apply oversubscription criteria, as outlined in Appendix A.

### **CONTEXT AND CRITERIA FOR ADMISSIONS:**

It is important that those applying are suited and qualified for the level, pathway and specific courses for which they are applying. Overall entry criteria for levels and course types are set out in Appendix B. Offers of places are made only to students who can reasonably be expected to achieve success on a full programme at a suitable level and appropriate pathway.

There are two criteria used for deciding offer of places:

- The first of these is an applicant's predicted or actual GCSE profile. This will reflect the applicant's suitability for undertaking a proposed programme at a particular level and pathway/course type
- The second is a reference from their school or college which will indicate a good record of attendance, punctuality, general demeanour, attitude and commitment to study, as well as aptitude for the proposed programme of study and pathway/course type. The College may seek additional information before a place is offered or the application rejected.

Applicants who have previously studied at the College must demonstrate the capacity to study successfully at the next level from that previously studied, meet the appropriate criteria

for this level and to have demonstrated capacity to sustain this for the full duration of the proposed programme.

In addition to these general criteria and the entry requirements as set out in Appendix A relating to levels and pathways, most courses also have specific entry requirements; these are detailed on Course Information Sheets and on the College website. Applicants must meet all of the specific entry requirements for enrolment onto their chosen level of study, pathway and courses.

## **APPLICATIONS**

The College's primary mission is to enable progression from Key Stage Four through to level three study.

### **Application method**

All applications to be made through PS16 application platform.

### **Standard applications**

Priority for offer of places will be applicants who have applied within deadline in the following order:

- Progressing students already enrolled at WQE
- Year 11 students who are applying for a place at a level that is higher than the one they are predicted to achieve
- Non-standard applicants from other groups

The College will not normally make offers, or enrol students, for part time study.

### **Non-standard applications**

Applications may also be considered as follows for Non-standard applications and will also need to meet all other criteria in this policy:

1. Applications from young people below the age of 19 on 31 August in year of entry who have completed their education up to GCSE level and are no longer in full or part-time education: such applications will be considered on an individual basis. If the applicant meets the enrolment criteria and on the strength of application is suited to the College and its curriculum, an appropriate offer of a place may be made and this may be subject to specific conditions (this may include internal assessment tasks).
2. Applications from young people applying to start their courses aged 19 years or over on 31 August in the year of entry: if on the strength of application the applicant is suited to the College and its curriculum, they may be made a conditional offer of a place. The conditions may be set on an individual basis after the applicant has been interviewed.
3. Applications for year two of a level three course from those who have taken their first year elsewhere: applicants would be required to produce evidence of a successful first year of study, a reference that supports that application. In addition, the applicant must be able to demonstrate that the first year of study aligns well to the equivalent first year of each of the courses within the proposed programme at this college. An

offer will only normally be made where a full-time programme of study continues to be possible and is well aligned, based on the criteria above. The application deadlines for these students are the same as for standard applicants. Students who wish to restart their entire program following a period of study at the same level elsewhere are treated as new applicants and bound by the same deadlines.

4. Applications from students already following Post 16 courses at this College or elsewhere wishing to restart will be considered only in exceptional circumstances from students who have left college part way through the year due to significant and extenuating circumstances. Restart applications should be made in writing via email to the ELT Assistant and addressed to Associate Principal (Students and Welfare) by Friday 19<sup>th</sup> May 2023. Restart applications received after this time cannot be considered.
5. Overseas applicants must have legal entitlement to reside in the UK. Students must meet the entry requirements for the course they want to study by providing evidence of results of GCSE's, I GCSE's or International Baccalaureate. Students who have sat the exams of the residing country must provide a statement of comparability from UK ENIC. In certain circumstances the College may at our sole discretion undertake our own assessments. If ESFA funding is not forthcoming, fees for the whole programme will be payable and must be paid to the College prior to the applicant starting their programme of study.
6. Applications which identify that applicants have not previously been taught in English may be required to undertake assessments to determine their suitability for their chosen level, programme type and courses.
7. Applications for the courses delivered through the College's other Partner Organisations (currently BACA, LCPA, Studio 79): This process is set out by those organisations and is monitored and quality assured by the College. Partner organisations may only make recommendations to the College to make offers and enrol students and these are subject to agreement and confirmation at the sole discretion of the College and subject to the maximum number of funded places.

Applications from those with a significant learning difficulty, disability or medical condition will be considered on an individual basis and must disclose this at the time of application. Such applications will be considered by the Welfare & Skills Team to explore the College's suitability to meet specific needs. This may lead to the applicant receiving a conditional offer at the appropriate level.

Students with an EHCP must disclose this at the time of application. Applications can only be processed once the Local Authority have provided the consultation documents required.

### **Guidance meetings**

The offer of a guidance meeting will normally be reserved for those applicants whose application requires further exploration and is an opportunity for further clarification. Applicants who have clearly met the two entry criteria (above) will be automatically offered a place, usually without a guidance meeting.

Following the guidance meeting a recommendation is made, as to whether an offer should be made to the applicant at a particular level.

The College reserves the right not to offer a guidance meeting, and/or to make no offer, where it is clear from a desk review that key admissions criteria could not reasonably be met. It is the responsibility of the applicant, supported by their referees as necessary, to explain or address any potential gaps, exceptional circumstances or the basis for future progress through the application.

### **OFFERS OF PLACES (Prior to 31<sup>st</sup> January 2023)**

- a) In exceptional circumstances, the Associate Principal responsible for admissions may use their discretion in making offers to individual applicants for whom there are extenuating factors and where their ability to still be successful on College courses is clear. Such factors might include poor health or family circumstances which have had a negative impact on predicted grades, or commitments to elite performance in sport, the arts or some other field which have impacted on academic study. Typically, clear and validated evidence would need to be provided in circumstances where an exception may be considered and this process is not subject to appeal.

All offers are for a place at the College, at a particular level rather than for a specific course or combination of courses. Places cannot be guaranteed for specific courses, levels or pathways – for example, in cases where there is a timetable clash or a course is removed from the College's curriculum offer, or where a particular subject is oversubscribed. At the enrolment stage this availability may reduce for late applicants or those seeking late changes and as such a place can only be offered if there is availability on the courses requested and a clear future pathway.

On completion of a programme of study it will be necessary to apply for progression to a programme at a higher level. Internal progression processes will be used for this purpose. Progression to other levels, pathway or courses is always subject to evaluation of performance, attendance, punctuality, behaviour and commitment.

### **OFFERS OF PLACES (After 31<sup>st</sup> January 2023)**

The College reserves the right to change and re-publish College and subject entry criteria after 31<sup>st</sup> January 2023, depending on the number of applications received prior to 31<sup>st</sup> January 2023.

Conditional and provisional offers may be made, subject to availability. Late applicants (those after 31<sup>st</sup> January), may not be offered a guidance meeting where it is already likely from a desk based review that some of the key admissions criteria are likely not be met.

Students who were unable to apply within the original deadline but make a late application (e.g. due to a house move into the area or extreme medical reasons) will be considered ahead of other students, applying after the 31<sup>st</sup> January 2023. This is assuming they meet the College entry criteria and have validated evidence of the reasoning for their late application.

Applications received after 1<sup>st</sup> July 2023 will not normally be considered, except where there is clear evidence of exceptional circumstance, such as recent relocation to the local area and this will be at our sole discretion. If no offer is made because there are no places left on courses, then late applicants do not have the right to appeal.

## **CONFIRMATION OF PLACES**

Applicants holding offers of provisional places at the College will have these places confirmed at enrolment in August; applicants must normally have achieved grades in line with the criteria outlined in their conditional offer to enrol onto their preferred course at the level to which the offer relates. Where an offer of a place at a particular level is made and GCSE outcomes do not meet the requirements of the conditional offer the College may consider alternative options at a lower level, subject to availability and capacity following the first enrolment phase. In such circumstances, the College will offer remaining places to those considered most suited to the level and courses still available and these decisions will be at our sole discretion using a waiting list system.

Students are required to attend enrolment in person to have their place confirmed. Failure to do so will result in the offer of a place being removed and allocated to another student.

In the event of significant and extenuating circumstances students may be able to enrol remotely. Students must apply for remote enrolment to the Admissions team in writing at least two weeks prior to enrolment. It is the student's responsibility to ensure they have an agreement in writing from the Admissions team stating they are enrolling remotely. If extenuating circumstances occur within the two weeks prior to enrolment (preventing a student from attending), documentary evidence will be required and sent directly to Associate Principal Students and Welfare, the student may be able to enrol remotely.

All students must be able to attend lessons in the first week of teaching otherwise they cannot be enrolled.

During enrolment, at the sole discretion of the College and where the appropriate criteria are met, the College may offer a place at the level different that originally offered, subject to places available and validation of evidence required.

Confirmation of a place at the College is subject to:

- a) Meeting overall entrance criteria (appendix A)
- b) Meeting entry criteria for provisional subject selections
- c) Attendance at enrolment within published timeframe (funding and residential status must be confirmed alongside qualifications)

The College reserves the right not to enrol a student if they fail to complete all the stages above.

## **Appeals Process**

This process is for students who have not been offered a place following their application.

An appeal is a formal request for a selection decision to be reviewed and will only be considered where there are adequate grounds, and these are outlined as part of the Admissions Appeals Procedure that is available on request.

Following the communication of the application decision, an applicant can normally request an appeal of a decision within the timeframe stipulated in that communication or usually within 10 working days of the outcome of the application being communicated at the latest.

Member of College staff responsible for this policy:  
Date when this policy will be reviewed:

Associate Principal Students and Welfare  
Autumn 2023

## Appendix A: Oversubscription Criteria

Where the College receives applications from more students than the numbers within its admission plan for the admission year overall or for a particular level of provision, the criteria will be applied in the following order:

1. Students who apply before 31<sup>st</sup> January 2023 can apply using standard College entry criteria and will take priority for College places based on meeting all of those criteria. Within this, if there is a further need to prioritise offers of places, the following will be applied in the order outlined;
  - Students with evidence of exemplary attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students with evidence of good or better attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students who have the highest expected GCSE point scores above the standard criteria set by the College for the level of provision that is most appropriate to the application at the time of receipt. Expected GCSE point score will be calculated using actual or prediction of Best 8 GCSE's, including English and Mathematics.
2. Students who apply during February 2023, where they are expected to at least meet the standard College entry criteria for the level of study applied to. Within this, if there is a further need to prioritise offers of places, the following will be applied in the order outlined;
  - Students with evidence of exemplary attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students with evidence of good or better attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students who have the highest expected GCSE point scores above the standard criteria set by the College for the level of provision that is most appropriate to the application at the time of receipt. Expected GCSE point score will be calculated using actual or prediction of Best 8 GCSE's, including English and Mathematics
3. Students who apply during March 2023, where they are expected to at least meet the standard College entry criteria for the level of study applied to. Within this, if there is a further need to prioritise offers of places, the following will be applied in the order outlined;
  - Students with evidence of exemplary attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students with evidence of good or better attendance, punctuality, behaviour and evidence of commitment to study will take priority for places
  - Students who have the highest expected GCSE point scores above the standard criteria set by the College for the level of provision that is most appropriate to the application at the time of receipt. Expected GCSE point score will be calculated using actual or prediction of Best 8 GCSE's, including English and Mathematics.
4. Thereafter, the College reserves the right to further modify the College's standard entry criteria, programme level criteria, or subject criteria and in such circumstance will publish a revision to these to our website and these will apply for the remainder of the application cycle to new applicants only. All applicants after the date of publication of revised criteria will be considered in strict date order, against those criteria, based on the date the application is received, The College may, at our sole discretion, continue to make offers based on the original entry criteria to applicants who are able to clearly evidence that they have, or will by the start of the academic year, relocate to within the boundary of Leicestershire and Rutland, from outside that travel to learn area.

## Appendix B: Entry requirements by level and pathway

The College curriculum comprises a broad offer of both academic and vocational courses at a range of levels.

The College will offer places on a four A level (or equivalent) programme to suitably qualified applicants. This option may be made available to students who wish to extend their programme and whose GCSE outcomes profile would normally comprise of grades 7/8/9. Any student wishing to study Further Mathematics will do this as part of a four A level programme.

Programme	Duration	Entering with
A-Level and Vocational Level 3	2 years	Six GCSEs grade 9–4 including English Language.  (must include at least two GCSEs at 5 or above for A-Level courses)
Advanced Transition GCSE and Vocational Level 2	1 transition year, with up to 2 further years at advanced level.	At least two grade 4s and three grade 3s including English Language.
Progression Support	The College offers a small range of bespoke and ESOL provision to enable advanced level progression. For more information about this and the assessment process, please contact the Admissions Team directly.	