POLICY NAME: ADMISSIONS POLICY

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.

Responsible Senior Leader	Associate Principal (Curriculum and Progression)
Policy Owner	Marketing, Admissions and Student Services Manager
Approved by	The Corporation
Approval date	October 2026
Next approval date	October 2027
Policy location	WQE Website

Equality Impact Assessment by	The Corporation and Executive Leadership Team							
Intended Audience	Staff	X	Governors		Students	X	External	X
Added to College website by	Communication & Equalities Officer				Date	October 2026		
Added to Staff intranet by	Communication & Equalities Officer				Date	October 2026		

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 2027 ENTRY

1. CONTEXT

1.1 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.

1.2 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.

1.3 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 2027. Applications received after this date will be considered, where the College has capacity and where there are exceptional circumstances disclosed.

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

1.5 All courses offered are taught full-time and face to face. Delivery is carefully planned to ensure that students build on their prior learning to support success completion of course assessments. Prolonged periods of physical absence are highly unlikely to be conducive to good progress and successful course completion. The college does not offer programs via remote learning.

2. APPROACH 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 suitable, full programme 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.

- It is the responsibility of the applicant to ensure that any further information requested by the college following review of the application is received within four weeks of the college's request. If the stipulated information is not received within this timeframe, the college will normally consider your application incomplete and withdraw it from the admissions process. Consequently, the college will not be able to offer a place and will not be entitled to appeal.
- It is the responsibility of applicants to communicate and work with existing/previous providers in relation to providing the necessary reference information and detail needed to suitably assess the application in a timely way.

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 the specific entry requirements for enrolment onto their level of study, pathway and courses for which the application and any associated offer is based.

APPLICATIONS

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

Application method

All applications to be made through PS16 application platform, unless otherwise separately agreed in advance by the College at our sole discretion.

Application information

Application received after 31st January 2027 will be processed in strict order of receipt. This process may still result in offers of places being made, but these will be subject to remaining capacity at the College, as well at the most appropriate level of study relevant at the time of application and within appropriate courses.

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

Applications from students with a significant learning difficulty, disability or medical condition may 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 appropriately explore the College's suitability to meet specific needs. This may lead to the applicant receiving a conditional offer or an offer for provision that is adjusted to meet needs appropriate to the application made in general (at the appropriate level.)

Transparent disclosure of individual circumstances, such as learning difficulty, disability or medical conditions known at the time of application (or to communicate any subsequent change during the admission cycle up to the point of enrolment) is an important principle and element of assessing the College's ability to meet needs suitably. Failure to do so may result in the College reassessing whether it is able to meet need and the college therefore

reserves the right at our sole discretion to vary or withdraw the offer a place in such circumstances.

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

The college reserves the right to ask applicants to attend a meeting should an application require further exploration.

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 level 3
- Non-standard applicants from other groups (see descriptor below)

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 program from those who have taken their first year elsewhere are not normally considered. If the college is able to consider such an application, applicants would be required to produce evidence of a successful first year of study including but not limited to 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. 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 standard application 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 and

only where the College can be confident that this would not be to the detriment of offers to those applying on completion of key stage 4. Students are not permitted to complete course(s) at a particular level and then reapply at the same level. The college does not normally offer restarts to students in year two of a Level 3 program. Restart applications should be made in writing via email to the ELT Assistant and addressed to Associate Principal (Curriculum and Progression) by Friday 14th May 2027. 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.

OFFERS OF PLACES (Prior to 31st January 2027)

a) In exceptional circumstances, the Associate Principal responsible for admissions may use their discretion in making offers to individual applicants for whom there are 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 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 protocol and procedures 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 31st January 2027)

The College reserves the right to change and re-publish College and subject entry criteria after 31st January 2027, depending on the number of applications received prior to 31st January 2027.

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 medical reasons) will be considered ahead of other students, applying after the 31st January 2027. This is assuming they meet the College entry criteria and have validated evidence of the reasoning for their late application.

Applications received after 31st January 2027 will only be considered if the College has capacity and 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, late applicants do not have the right to an appeal but are able to request an administrative review, such as to check the timing and detail of application, as relevant to this decision.

CONFIRMATION OF PLACES

Applicants holding offers of provisional places at the College will have these places confirmed at enrolment in August 2027; 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.

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.

Failing to disclose information on your application form, which later comes to light may result in the College withdrawing your offer or place as all offers are made on the basis of full disclosures of applicant information having been made.

Furthermore, it is the responsibility of the student and in the spirit of working productively with the College to disclose any change in circumstances during the admissions cycle, allowing the college to assess appropriately and any failure to do so may result in the withdrawal of an offer or place or a cancelled enrolment.

The College reserves the right to cancel an offer of a place or withdraw a place at the College, if information regarding a student (which goes against out Student Guidance and Intervention Policy, College values or Student Charter) comes to light following the offer of a place or enrolment.

Risk assessment procedures will be used in these circumstances.

Appeals Process

An appeal is a formal request for a selection decision to be reviewed by the Principal (or delegated individual) 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.

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:	Associate Principal Curriculum and Progression
Date when this policy will be reviewed:	Autumn 2027

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 31st January 2027 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 2027, 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 2027, 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.

Level 2 places will be allocated at the College's discretion to students who have held a Level 3 offer (within the current admissions cycle) but have narrowly missed meeting the stipulated criteria at enrolment. Places for Level 2 will be offered, only if the College has capacity, on an appropriate programme. The decision will also be based on the student capacity to successfully complete an academic level 3 programme.

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 Pathways (see notes above RE process of gaining place at this level, cannot be directly applied to through application process).	1 transition year, with up to 2 further years at advanced level.	At least two grade 4s and three grade 3s including English Language.
ESOL/Progression Support	The College offers a small range of ESOL provision to enable advanced level progression. The following criteria apply: • Reference from 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, alongside GCSE predicted/achieved profile • Aptitude demonstrated through WQE ESOL assessment • Recent international new arrival (usually within the last 2 years)	