

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.

ADMISSIONS POLICY 2017 ENTRY

The College will admit applicants who have the potential to achieve success through the curriculum offered. The procedures set out in this policy will be used to make an appropriate offer of a place to study.

This policy is updated annually and will be published on the College's website **www.wqe.ac.uk**. Potential applicants are advised to visit the College on its Open Day in November, or to obtain detailed information of course requirements from the website and UCAS Progress before completing an application.

CONTEXT AND CRITERIA FOR ADMISSIONS¹:

The College offers a wide range of advanced (Level 3) courses. With the introduction of linear A levels, it is anticipated that most students will follow a 3 A level (or equivalent) programme. It is therefore important that offers of places are made only to students who can reasonably be expected to progress to advanced level study.

There are two criteria for receiving an offer and subsequently enrolling.

- The first of these is an applicant's predicted GCSE profile. This will reflect the applicant's suitability for undertaking an Advanced Level programme.
- The second is a reference from their school or college which indicates a good record of attendance, punctuality, general demeanour, attitude to study and aptitude for the proposed programme of study. Issues raised in the reference may also be discussed at interview and may lead to the College seeking additional information before a place is offered

Please note that in addition to these general criteria some courses also have specific entry requirements; these are detailed on Course Information Sheets and on the website. Applicants must meet the specific entry requirements for enrolment onto those courses. The range of courses available to applicants who have not achieved the basic requirements in English and/or Mathematics is relatively limited. This requirement will vary for each course.

APPLICATIONS

Applications to be made through:

¹ The main body of this policy and procedures relates to applicants in Year 11 who are due to achieve GCSE or equivalent qualifications in the year of entry. The way in which the College deals with other applications is set out in Appendix 2 : Non-standard Applications.

- UCAS Progress: all applicants from publically funded Leicester City schools and Leicestershire County schools where this is being used
- The College's online application form: all other applicants.

Priority for places will be given to applicants who have made their application by 31 January 2017. Applications received after this date will be considered and offers of places may be subject to availability.

INTERVIEWS

Interviews will be offered to applicants whose existing predicted GCSE performance provides a suitable basis for progression to Advanced level courses at the College.

Before interviews are arranged the College will make contact with any applicants whose predicted GCSE performance suggests that an offer of a place is very unlikely, and will liaise with their school as appropriate. This *may* provide an opportunity for such applicants to revise their choice of college and/or course at an early stage in the application cycle. Equally it *may* provide information about extenuating circumstances which have significantly affected the level of predicted achievement.

The guidance interview gives applicants the opportunity to ask questions about College life and discuss the courses that they might pursue (were they to come to the College). The interview focuses on impartial guidance, exploring aspects of the application wider than just course choice. Provisional subject choices are recorded, which may differ from those on the application form.

At the end of the interview process a recommendation is made, by the interviewer, as to whether an offer should be made to the applicant.

OFFERS OF PLACES

Applicants not initially offered a place on the basis of their predicted grades may request that their application be re-considered when enrolment takes place in August if their achieved grades exceed those predicted and are in line with the entry criteria.

In exceptional circumstances, the Vice-Principal may use her discretion in making offers to individual applicants for whom there are extenuating factors and their ability to 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.

Applications from those with a significant learning difficulty, disability or medical condition will be considered on an individual basis. Such applicants will be invited for interview with the Head of Academic Support to explore specific support needs. This may lead to the applicant receiving a discretionary offer.

All offers are for a place at the College, rather than for a place on a specific course. The College will aim to make available sufficient teaching and other resources to allow for all choices indicated at interview. However, places cannot be guaranteed for specific courses – 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 course is oversubscribed. The College will attempt to meet the demand for subjects. At the enrolment stage this availability may reduce for late applicants.

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.

The College will also offer places on a four A level (or equivalent) programme to a small number of 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 all A*/A grades and grades 8/9 in English and Maths, suggesting they may be suitable for such a programme.

Member of College staff responsible for this policy:

Date approved:

Date when this policy will be reviewed:

Related documents:

Vice Principal (Student and College Services)

Autumn 2016

Summer 2017

College prospectus and website

Course information sheets

Single Equalities Scheme and Action plan

Progression Policy

APPENDIX 1: ENTRY REQUIREMENTS

The College curriculum comprises academic courses, almost wholly at Advanced Level. In order to enrol onto such courses with a good prospect of success students must have a sound basis of achievement on academic courses at GCSE level or above.

We will normally expect applicants to achieve a minimum of grade 4 in GCSE English Language and at least grade 3 in GCSE mathematics along with good GCSE passes in at least five other subjects; usually four at grade C and one at grade B as a minimum.

Other Level 2 courses

The College will count this as one grade only towards the predicted entry requirements. GCSE-equivalent qualifications will not be counted in addition to a GCSE qualification in the same subject. The College will use discretion about other courses followed by individual applicants.

In making the decisions about offers, the College relies on the predicted grades given on the application form. For applications received through UCAS Progress, schools have a responsibility to check applications for accuracy and to verify predicted grades. Unless there are exceptional circumstances, only grade predictions current at the time of application, verified on the application form, will be considered. For applications received via the College's online application form, the College will request confirmation of the applicants predicted grades and a reference from their current school/college.

APPENDIX 2: NON-STANDARD APPLICATIONS

The majority of the College's applicants are from Yr 11.

Other applications will also be considered as follows:

- 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 unconditional offer of a place may be made.
- Applications from young people below the age of 19 on 31 August in year of entry who have completed their compulsory education but are in full or part-time education at level 2 (GCSE level): 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 will be set on an individual basis after the applicant has been interviewed.
- Applications for Year 2 courses from those who have taken their first year elsewhere: applicants would be expected to meet the normal admissions criteria and the progression requirements for Year 2. Such applications will be considered on an individual basis.
- Applications from students already following A level (or equivalent) courses to restart will be considered only in exceptional circumstances.
- International applicants will be considered on an individual basis; the procedures in this policy will apply as far as appropriate. Where applicants are seeking admission with non-standard qualifications (for example, applicants with overseas qualifications), the College will consider the extent to which these qualifications are equivalent to those set out in this policy.
- 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 courses.
- The College does not normally offer places to students applying to start their courses aged 19 years or over on 31 August in the year of entry.
- The College does not enrol students for part-time study.