

ADMISSIONS POLICY 2019 ENTRY

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.

Member of College staff responsible for this policy:	Associate Principal Students and Welfare
Date when this policy was approved/last reviewed:	Autumn 2018
Provisional date when this policy will be reviewed:	Autumn 2019

POLICY INTRODUCTION

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

The College will normally admit applicants who demonstrate the potential to achieve success through the curriculum offered and have a realistic prospect of sustaining a programme to its completion and success. The procedures set out in this policy will be used to make an appropriate offer of a place to study.

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 GCSE or equivalent qualifications in the year of entry. The way in which the College deals with all other applications is set out in the section on non-standard applications below.

Priority for places will be given to applicants who have made their application by 31 January 2019. 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 available funding and remaining capacity at the college, including on appropriate courses.

The College will not normally make offers, or enrol students, for part time study. It is also necessary for the college to have confidence that an applicant is in a position to start a full programme of study that is appropriate to their needs, and can sustain this for the full duration of that programme.

This policy is updated annually and will be published on the College website www.wqe.ac.uk, along with entry criteria for particular levels, pathways and courses. Potential applicants are advised to visit the College on its Open Day in November, and/or to obtain the detailed information of course requirements from the College website and UCAS Progress before completing an application. Consequently, applications will not normally be accepted or considered ahead of the first college open day for the application year.

CONTEXT AND CRITERIA FOR ADMISSIONS

The College offers a wide range of courses at different levels and through different progression pathways, made up of related course types. It is important that those applying are suited and qualified for the level, pathway and specific courses for which they are applying. Guidance on this is available and will be offered at all stages of application and overall entry criteria for levels and course types are set out in Appendix A. 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 containing a combination of specific courses that will meet individual needs and is offered at the College.

There are three broad criteria for receiving an offer and being able to enrol at the college.

- 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. Issues raised in the reference will be discussed at interview and may lead to the College being willing, at our sole discretion, to seek additional information before a place is offered or the application rejected
- The third applies specifically to applicants who have previously studied at the College. These applicants must demonstrate the capacity to study successfully at the next level from that previously studied, meet the appropriate criteria for this level and 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

Applications method

All applications to be made through either:

- UCAS Progress: where this is in use by the applicant's current school
- The College's online application form: all other applicants.

Standard applications

The majority of applicants to WQE are from Yr 11 students with eligibility for continuing education with public funding as a 16-18 year old

Non standard applications

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

- 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 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 will be set on an individual basis after the applicant has been interviewed. Offers will be made on the basis of

- A proven level of achievement
 - A sound educational reason for this programme to be offered
 - funding eligibility and availability for the full duration of the course
- Applications for Year 2 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 and the applicant must be able to demonstrate that the first year of study aligns well to the first year of each of the courses within the proposed programme. An offer will only normally be made where a full time programme of study is possible based on the criteria above
 - Applications from students already following Post 16 courses at this college or elsewhere wishing to restart will be considered only in exceptional circumstances.
 - Where applicants are seeking admission with non-standard qualifications (for example, applicants with international qualifications), the College will consider the extent to which these qualifications are equivalent to those set out in this policy and will only make an offer where it is fully satisfied that equivalence is established.
 - 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.
 - 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.

INTERVIEWS

Interviews will be offered to applicants whose existing predicted GCSE performance provides a suitable basis for progression to a course or pathway offered at the College.

Before interviews are arranged the College will make contact with any applicant for whom the offer of a place is very unlikely, and will also 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 affected the decision.

The guidance interview gives applicants the opportunity to ask questions about College life and discuss the course or pathway that they might pursue (were they to enrol at the College). The interview focuses on impartial guidance, exploring aspects of the application wider than just course choice. Provisional subject choices, levels and pathways 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

In relation to the broad criteria outlined in the context and criteria section above, in making the decisions about offers, the College relies on an assessment of the following;

- a) The predicted grades given on the application form in relation to the level of study, pathway and specific courses for which the application relates. 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.
- b) The applicant's capacity to start a full programme of study, appropriate to their needs, and ability to sustain this for the full duration of that programme. Information relating to past attendance, punctuality, behaviours and commitment to continuing full time study in a mainly classroom based environment, typically through the reference(s) received, will be used for this purpose
- c) The applicant's potential to study at a level above that previously studied where an applicant has previously studied at the college based on actual or predicted outcomes.

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, though at this stage the college will only consider this subject to available capacity on programmes and courses and this will be at the colleges sole discretion without further opportunity to appeal.

In exceptional circumstances, the Associate Principal responsible for admissions or their agreed alternative Associate Principal may use their 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 relevant support manager 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, level or pathway. 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, 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. The College will attempt to meet the demand for subjects. At the enrolment stage this availability may reduce for late applicants.

Places are offered for a programme of study of a particular length; either one or two years. 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.

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 and meet all elements of entry criteria to support a place to study.

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 level and pathway/type of course for which an applicant is best suited is usually determined by their GCSE predictions. The information below outlines the entry requirements for each level and pathway.

The College will use discretion about other non GCSE Level 2 courses followed by individual applicants, but unless stated applicants should not assume other level 2 qualifications will be automatically considered as alternatives to the entry criteria published.

Advanced Level (Level 3) - A Levels

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. If any part of a programme contains A level learning the following criteria must be met.

Level 3 A level (3 options)	
Chosen programme	Entry requirements
A Levels	<p>We normally expect applicants to have achieved good GCSE passes in at least six subjects, these must:</p> <ul style="list-style-type: none"> ○ demonstrate the suitability for Advanced Level study ○ have been achieved at Grade 4/C as a minimum ○ include two at Grade 5/B as a minimum ○ include English Language - a minimum of grade 4/C <p>Mathematics - If not achieved within the scope of above should normally be achieved at a minimum of grade 3 (D). If mathematics is not achieved at grade 4 (C) then it will be a requirement to continue to study at the correct level until a grade 4 is achieved.</p> <p>Subjects with a mathematical content will require a higher grade.</p>

The College will 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 7/8/9 in subjects with numerical grading, suggesting they may be suitable for such a programme.

Any student wishing to study Further Mathematics will do this as part of a four A level programme.

Level 3/Advanced Applied programmes and learning – Level 3 Cambridge Technical Certificates and BTEC Level 3

In order to enrol onto such courses with a good prospect of success students must have a sound basis of achievement on their level two programme.

Level 3 Applied	
Chosen programme	Entry requirements
Hybrid A Level and Advanced Applied programme (BTEC and/or Cambridge Technical)	Students undertaking a Level 3 'hybrid' programme comprising at least one A level element are required to meet the A level entry criteria.

Full Advanced Applied programme (BTEC and/or Cambridge Technical)	A minimum of five GCSEs, at Grades A*-C/4–9, including English Language, from a mixture of GCSEs and equivalents
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Level 2 Programmes and Learning

In order to enrol onto such courses with a good prospect of success students must have a sound basis of achievement on appropriate courses at Level 1.

Level 2	
Chosen programme	Entry requirements
GCSEs	A minimum of five GCSEs at Grade D/3 including English Language
HyBrid GCSEs and Applied L2 (eg Btec) programme	A minimum of five GCSEs at Grade D/3 including English Language
Full Applied L2 (eg BTEC) programme	A minimum of five GCSEs at Grade D/3 including English Language, from a mixture of GCSEs and equivalents

Level 1 Learning

In order to enrol onto such courses with a good prospect of success students must have a sound basis of achievement on appropriate courses at Entry Level.

Level 1
A minimum of five GCSEs at Grade E/2 including English Language

Entry level

The College will advise applicants for whom entry level study is appropriate

Entry Level
Below Grade E/2 at GCSE