

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 2020 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 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.

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 2020. 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, as well as 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. 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.

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

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 PS16 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. 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 containing a combination of specific courses that will meet individual needs and is offered at the College.

There are four 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.
- Finally, all applications must be fully complete with a validated evidence base, failure to disclose personal information as requested in the application documentation constitutes an incomplete application

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 and achievement.

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 Year 11 students with eligibility for continuing education with public funding as a 16-18 year old. Students who are applying for a place at a level that is higher than the one they are predicted to achieve. These are considered standard applications for the purpose of this policy.

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 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.
3. 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. A proven level of achievement
 - b. A sound educational reason for this programme to be offered
 - c. An appropriate rationale and suitability to operate in a primarily 16-18 environment (may include completion of a risk assessment)
 - d. funding eligibility and availability for the full duration of the course
4. 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 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
5. Applications from students already following Post 16 courses at this College or elsewhere wishing to restart will be considered only in exceptional circumstances. Priority for places will be firstly provided to those students who have not previously attempted study at the level at which they are applying.
6. 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. In certain circumstances the College may at our sole discretion undertake our own assessments.
7. 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.
8. 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 academic performance provides a suitable basis for progression to a course or pathway offered at the College. Students who have an appropriate rationale, a clear intention and potential to make progress, as part of a coherent study progression plan will also be offered an interview.

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 interview encourages applicants to ask questions about College life as well as discussing the level and 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 at a particular level.

OFFERS OF PLACES (Prior to 31st January 2020)

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 PS16, 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. However, at this stage the College will only consider this subject to available capacity on programmes and courses, the criteria in place and published at that time, and this will be at the College's 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 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. Typically, clear and validated evidence would need to be provided in circumstances where an exception may be considered.

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 conditional offer at the appropriate level.

All offers are for a place at the College, at a particular level rather than for a specific course or combination of courses. The College will aim to make available sufficient teaching and other resources to allow for all choices indicated by students following an offer. 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. 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 2020)

The College reserves the right to change and re-publish College and subject entry criteria after 31st January 2020, depending on the number of applications received prior to 31st January 2020.

Conditional and provisional offers may be made, subject to availability.

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 31st January 2020. This is assuming they meet the College entry criteria and have validated evidence of the reasoning for their late application.

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.

Applicants must fulfil all entry criteria to support a place of study at the level offered. 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 above that originally offered, subject to places available and validation of evidence required.

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

Associate Principal Students and Welfare
Autumn 2019

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 2020 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 2020, 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 2020, 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 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 and these should be considered alongside the criteria for receiving an offer to the college overall, as well as any subject specific criteria.

The College will use appropriate discretion about the consideration of other non GCSE Level 2 courses followed by individual applicants as part of meeting these criteria, 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

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