



# ADMISSIONS POLICY

## **Introduction**

Ashton Sixth Form College currently has a student population of around 2000 full time 16-18 students per year and also offers a range of part time courses for adult students (19+).

A core value of the College is to **'always act in the best interest of the students'** a principle which underpins all our Information, Advice and Guidance (IAG) and guides our approach to admissions. The purpose of this policy is to ensure transparency, fairness and consistency in relation to our admissions procedures and to provide clarity for our stakeholders.

### Full time (16-18) students

Our full time students are typically 16-18 year old school leavers who must be under 19 years on 1 September of the year in which they first enrol. Students who are younger or older than this are only admitted as full time students in exceptional circumstances.

Full time students have access to a wide range of courses at Level 2 and Level 3 dependent upon their prior qualifications and aptitude, interest and career plans.

### Part time (19+) students

The College also caters for around 1000 part-time adult students per year on courses from Level 1 to Higher Education. Part-time courses for adults are run on site from late afternoon or in the evenings or at community venues and out at employer premises during the day. For admissions to Adult courses, please refer to our Admissions Policy Adults Education (19+).

## **Our commitment**

The Admissions department is committed to providing a high quality service to all prospective students which includes:

- Providing accurate and appropriate advice and guidance about our provision and services through the prospectus, course leaflets, open evenings, taster days and High School liaison events.
- Providing clear details about entry criteria and application procedures for admission.
- Providing an initial guidance interview and at least one further opportunity to visit the College prior to enrolment.
- Ensuring all students are enrolled on appropriate courses in light of their examination results and career plans and providing impartial guidance where the student's first choice of course may not be appropriate.

## Admissions procedures

### 1. Applications from Year 11 students

Those who are in Year 11 studying at a Tameside school or school outside of area can apply to the College using an online application from August onwards.

Those who apply by the application deadline are guaranteed an interview at the College. Subject to overall capacity, the College is likely to offer places to all students who make an application by the deadline, attend and have a satisfactory interview and are on track to qualify for the course they intend to study.

Back up courses are given for all students offered a place. Offers are made within two weeks of the interview and are subject to GCSE Results. Any offers made guarantee the student a place at the College although the exact programme of study cannot be confirmed until enrolment once GCSE results are known.

The College does not offer provision below Level 2, so where a student has not achieved the entry criteria for a Level 2 programme, the College would not be able to honour the offer of a place. Appropriate guidance would be given in this situation.

### 2. Late applications

Year 11 pupils studying at a Tameside school or school outside of area who apply after the application deadline will be placed on a waiting list. Late applications must be accompanied by a covering letter which states the reason why the application is late. Applications on the waiting list will only be considered if places become available. If a place becomes available applications from feeder Secondary Schools will be prioritised followed by applications from pupils in Year 11 from schools out of the area.

### 3. Applications from students not currently in Year 11

We occasionally receive requests from students who already study at another Sixth Form College/FE College and wish to join Ashton Sixth Form College. These students fall in to 3 categories:

#### i. **Those currently completing an A1 year elsewhere who wish to transfer to Ashton Sixth Form College for their A2 year at Ashton Sixth Form College**

This arrangement will only be allowed in exceptional circumstances, but where such requests are made, the student must fill in an application form with a covering letter. An offer of a place will be subject to the normal admissions criteria for Ashton Sixth Form College and on receipt of a supportive academic and pastoral reference from the other institution. Students should provide the College with details of the examination specifications currently being taken, so that the College can confirm that a transfer of examination board (where applicable) is acceptable.

#### ii. **Those studying at another college who wish to restart an A1 year at Ashton Sixth Form College**

Applications from students who could continue at their current institution will not normally be considered. The College will also not normally be in a position to offer places to students who have left their current institution before completing their course of study and then reapply to Ashton Sixth Form College. This arrangement will only be allowed in exceptional circumstances, where a satisfactory reference is received from the other institution and good

reason is given for a restart. Where such requests are made, the student must fill in an application form with a covering letter and satisfy the following criteria:

- Entry requirements met for the course applied for
- A good record of workrate and meeting of deadlines
- At least 90% attendance to all lessons, support sessions and tutorials.
- A good record of behaviour, effort and attitude.

**iii. Those wishing to return to education after a short time away from study**

Applications from students in this category will be considered on an individual basis. Any offer would be based upon a student's ability to succeed on their chosen programme and will depend upon individual circumstances, a supportive reference and availability of places. Students who would turn 19 years before the start of the course, should read our Adult Education (19+) Admissions Policy (fees section).

**iv. Students who have been in the country less than 3 years**

The College strictly adheres to guidance from the UKBA and the YPLA Funding documentation. Applications will be considered from students currently residing in the UK but who have been in the country for less than 3 years. The normal application procedure should be followed and the application deadline met.

Where a student's passport is from outside of the EU:

- A copy of all documentation must be made available to the College including passport, visa details, parents' visa and passport details (if student is a dependent) and examination certificates (where required).
- The visa should cover the full duration of the course. If the visa expires prior to the completion of the course then admission will not normally be considered.
- If examinations have been taken in another country then original certificates must be provided and must meet the equivalency guidelines.
- Where the student does not meet the criteria set out by the YPLA funding eligibility guidance and the UKBA then fees will be charged for tuition/examination costs.

Where a student has a valid EU passport:

- A copy of the passport must be made available for the College to keep on file alongside any other supporting documentation.
- Original copies of examination certificates must be provided if taken in another EU country. The qualifications must meet equivalency guidelines.

Applications from students from overseas will not normally be considered unless the student is moving to Tameside prior to the start of the course and has a visa which is valid for the duration of the course. Students from overseas may have to pay course and tuition/exam fees (see fee policy).

**v. Progression from Level 2 to Level 3**

Ashton Sixth Form College students following a Level 2 programme, will be able to progress to Level 3 if they meet the following criteria:

- An application form has been submitted by the deadline to the Admissions department

- The new course is agreed by the student's Senior Tutor and Pastoral Manager/Assistant Principal in consultation with members of Quality Group and Heads of Department.
- Pastoral records indicate that the student meets college standards in terms of attendance, punctuality and behaviours and that the student will be able to cope with the demands of a Level 3 course.

The specific requirements as communicated to Level 2 students are:

- A good record of workrate and meeting of deadlines
- The achievement of at least a Merit grade in the Level 2 course in order to progress to a Level 3 Extended Diploma
- At least 90% attendance to all lessons, support sessions and tutorials.
- A good record of behaviour, effort and attitude.
- Level 2 students will not normally progress on to AS Levels. Students expressing an interest in the AS pathway will be invited to discuss this prior to application, with their Senior Tutor.
- Students will be fully supported through the application process by their Senior Tutor. The range of courses on offer will be discussed within group tutorials and individual tutorial discussions.
- Level 2 students who are not offered a place on a Level 3 course will be fully guided and supported in planning their next steps.

#### vi. **Progression from A1 to A2**

Progression in to the A2 year is not automatic. The College has 4 general requirements. They are:

- That a student has at least 90% attendance overall, and in each subject/course. Genuine and fully authorised absences should not affect progression, but unauthorised absence may affect progression chances.
- That the College is satisfied with the levels of effort, conduct and progress shown by a students during their A1 year.
- That students need to have attended, and prepared for, all of their timetabled examinations.
- AS students must achieve pass grades (A\* - E) in **at least three** of their AS subjects. Most students will pass at least four AS subjects, so it must be stressed that for A2 progression, three AS passes is an absolute minimum.
- Vocational students whose courses are entirely assessed by coursework must be fully up to date with all A1 coursework. A1 coursework must be of a satisfactory standard in order to progress in to the A2 year.
- Cases will be considered on an individual basis.

#### vii. **Current Ashton Sixth Form College students who wish to change course and reapply**

The College will not normally be in a position to offer places to students who leave the College before completing their course of study and then reapply. Exceptional cases will be considered and former students in this position should contact the College at an early stage before following the normal application procedure.

It is not customary to allow current students to repeat an A1 year at Ashton Sixth Form College, either on the same course or a different Level 3 course. It is unlikely that students will be permitted to restart an A1 course, unless there are exceptional circumstances.

## **Interview procedure**

Ashton Sixth Form College interviews take place on a first come first serve basis during October – January for admission the following academic year. The main purpose of the interview is to provide advice and guidance about the courses applied for and any alternatives that could or should be considered. Interviews also provide an opportunity for applicants to find out more about the College.

Information regarding learning difficulties, disabilities, social, attendance or other issues which may affect a student's progress will be sought from the previous school of applicants via the ALS or Admissions Team, as well as being requested from the student at the point of application and enrolment. The objective is to discuss the needs of such students so that we can put into place a suitable package of support.

## **Offers**

Offers will normally be made within 2 weeks of interview. For Level 2 students (studying at Ashton Sixth Form College) decisions will be made during May once the College has assessed the student's suitability to progress, taking in to account attendance, effort, progress and behaviour. Students following a Level 2 programme are advised to make alternative applications as a back up option.

## **Appeals**

Any applicants who have been declined a place at Ashton Sixth Form College have the right to appeal this decision following the procedure below:

- A letter outlining the reasons for the appeal should be sent into College within
  - 4 weeks of the decision, for all new applicants/applications to restart/Level 2 to 3 applications.
  - 1 week for all A1-A2 progression students
- The letter should be addressed to the Admissions Department Appeals Panel.
- The Appeals Panel will consider the appeal, the outcome of which will be communicated to the applicant within three weeks of receipt of the letter of appeal (within one week for appeals relating to A1-A2 progression).

## **Enrolment**

All student places are conditional on the grades received on GCSE Results day. Proof is required by each student that they satisfy the entry criteria. Students who need to change their course as a result of their GCSE grades will be advised about alternative subjects/courses at this stage. Places on any course changes are subject to availability. Full guidance will be given to students during the enrolment process. The College's enrolment donation is £20.

Enrolment dates are well publicised and communicated to students at interview. Applicants are expected to be available to attend enrolment on the dates stated. If this is not possible, the applicant should contact the College at the earliest opportunity to arrange an alternative enrolment time if a

place/course choice is to be guaranteed. Any late enrolments should take place before the start of term.

### Current entry requirements

To study an AS programme the entry criteria is:

- 5 x grade C at GCSE one of which must be English Language. (This does not include GCSE equivalents, such as BTEC Diplomas)
- If one of your chosen AS subject has been studied at GCSE then a minimum of a grade C must have been achieved in that subject, for example if you have taken GCSE in Business Studies and wish to take AS Business, you need to achieve at least a grade C at GCSE.
- Additional subject specific entry requirements are listed in the table below.

Subject	Additional Entry Criteria
Accounting	Grade B in GCSE Maths and one other grade B at GCSE.
Applied Science (Medical)	CC in GCSE Science or Applied Science Grade C in Maths
Art and Design	Art and Design GCSE preferable but not essential
Biology	Separate sciences - Grade B in GCSE Biology <b>or</b> BB in <b>Core and Additional (not Applied)</b> Science and if achieved BC to have individual IAG from Biology team Grade C in GCSE Maths
Business	Grade C in GCSE Maths
Chemistry	Separate Sciences – grade B in Chemistry <b>or</b> BB in <b>Core and Additional (not Applied)</b> Science. If achieved BC to have individual IAG from Chemistry team Grade C in GCSE Maths
Classics	Grade B in GCSE English or History Overall GCSE profile of A/B
Computing	Grade B in GCSE Maths
Dance	Audition
Drama	Audition
Economics	Grade B in GCSE Maths
English (all courses)	Grade C in GCSE English Literature
Further Maths	Grade A in higher tier GCSE Maths
Geography	Grade C in GCSE Maths Grade B in Geography preferred
History	Average score of 5.00 in GCSEs overall
ICT	Grade C in GCSE Maths
Maths	Grade B in higher tier Maths
Modern Foreign Language (MFL)	Grade B at GCSE chosen language (French, German or Spanish)
Music	GCSE Music/BTEC or grade 4 theory required Audition
P.E.	Grade C in GCSE Science
Philosophy	Mix of As, Bs and Cs at GCSE / 5.6 GCSE score overall
Physics	Separate sciences - grade B in GCSE Physics <b>or</b> BB in <b>Core and Additional (not Applied)</b> Science and if achieved BC to have individual IAG from Physics team Grade B in GCSE Maths
Politics	Overall GCSE profile of B/C
Psychology	B in either GCSE English or Maths or Science

To study a Level 3 Extended Diploma the entry criteria are:

- 4 x Grade C at GCSE (or **at least a MERIT** grade in a Level 2 qualification in the same subject)

Additional subject specific criteria are listed on the table below.

<b>Course</b>	<b>Additional Vocational Criteria</b>
Business Management	Grade D in English or Maths
Children and Young People's workforce	Grade C in English
Forensic Science	Grade C in Science and either Maths or English
Health & Social Care	Grade C in English or Maths
ICT Practitioners	Grade C in Maths GCSE
IT (Advanced Diploma)	5 grades C at GCSE including English and Maths
Media Production	Grade D in English or Maths
Music Production	Grade D in English or Maths
NHS Multi Professional Cadet Programme	A grade C in Science and English (Maths preferred but not essential) Separate interview as only 20 places available
Performing Arts	Grade D in English or Maths
Public Services	Grade D in English or Maths
Public Services (Advanced Diploma)	5 grades C at GCSE including English and Maths
Society, Health & Development (Advanced Diploma)	5 grades C at GCSE including English and Maths
Sport	Grade D in English or Maths

**To study a Level 2 Diploma the entry criteria is:**

- Minimum 3 x grade D at GCSE (including minimum E in Maths or English)

### **Re-sit courses in Maths /English Language**

Students who have not achieved a GCSE Grade A-C in Maths or English Language will be expected to enrol upon an appropriate Maths/Numeracy and English Literacy programme at level 2. The relevant department will make an assessment as to whether a GCSE re-sit is the best option for that student, or if an alternative qualification would be more appropriate

### **Staff responsibilities relating to admissions**

<b>Senior Manager with responsibility for 16-18 admissions and returning students</b>	Lisa Richards
<b>Management of 16-18 (full time) admissions</b>	Sarah Kerrigan
<b>16-18 (full time) Admissions and course enquiries</b>	Alison Bridge Phong Vy Lay
<b>Management of information regarding Additional Learning Support needs from prospective students</b>	Nigel Rennison