



Admissions Policy (16-19)

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| This policy applies to : | Students/ Parents/Staff |
| Author/Department: | Marketing, Admissions & Liaison Manager |
| Area/Person responsible: | Assistant Principal (Student Services) |
| Date approved: | August 2015 |
| Related Documents/ Policies: | Admissions Procedures (16-19) |
| Date of Next Review: | August 2023 |

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|------------------------------------|--|
| Date of most recent review: | September 2022 (approved October 2022) |
| Changes made: | General review |

The Equality Act 2010: The Equality Duty

The College has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

| Does the policy promote the aims of the Equality Duty? | Yes | | No | | N/A | |
|--|------------|--|-----------|--|------------|--|
| If no, please state which groups may be affected and complete a full equalities impact assessment (guidance and forms available on the intranet) | | | | | | |
| Impact Assessment Reference: | | | | | | |

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| Initial Impact Assessment Completed | |
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| Date | |
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| Review of Policy | |
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Revision History

| Version | Date | Changes |
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| Original | July 2015 | 1. Rewrite of old document 2. Adoption of new template |
| Rev 1 | July 2016 | 1. Date of review/next review |
| Rev 2 | July 2017 | 1. Date of review/next review |
| Rev 3 | June 2018 | 1. Date of review/next review |
| Rev 4 | May 2019 | 1. Reflected formation of Stamford Park Trust and subsequent changes to obligations in admissions as an academy. |
| Rev 5 | June 2020 | 1. Date of review/next review |
| Rev 6 | August 2021 | 1. Date of review/next review |
| Rev 7 | Sept 2022 | 1. Date of review/next review |

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1 Introduction

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.

The College is an educational institution principally concerned with providing full-time education suitable to the requirements of persons over compulsory school at but under 19, at the start of the academic year (31 August).

The target number of students the College will admit will depend upon the nature of the proposed student programmes, the target level of units of activity and funded students allocated to the College by the relevant Government agencies and the number of students continuing on programmes within the College.

2 General Policy Statement

2.1 Mission Statement

We operate an admissions policy which is fair, objective and transparent and formulated in accordance with the Academy Trust’s legal power and duties in relation to 16 to 19 provision.

The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed choice. The College’s website and printed publications provides clear information and guidance on all entry requirements, grades and course provision

There are no admissions quotas which advantage or disadvantage any group of applicants and Ashton Sixth Form College is committed to treating all applicants within the admissions cycle fairly.

2.2 Context

Our full time students are typically 16-18 year old school leavers who must be under 19 years on 31 August 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.

We operate a centralised Admissions Department for all 16-19 applications. Our Admissions team are experienced in processing applications from learners with a wide range of qualifications. In order to ensure we place our students on the right course to get them where they need to be we provide information, advice and guidance throughout the admissions process from application through to enrolment.

All places are offered based upon an assessment of the evidence available, which can include predicted grades, school references, personal circumstances and a range of other material.

It is the responsibility of applicants to inform the College as soon as possible if there is any change in educational, domestic, legal or medical circumstances which may affect their application to study at college.

The offer of a place upon a course of study is for one year, and does not automatically guarantee the offer of a place upon a course of study in subsequent years. Progression onto all further years of study is conditional upon fulfilment of course requirements, including appropriate attendance, behaviour and achievement.

In a few cases where the progress of applicants may be affected by significant health (mental or physical) or other issues, the offer of a place may be made conditional upon the provision of appropriate medical or other confirmation that full-time study at the College is a safe, healthy and appropriate route for an applicant.

The College reserves its right to withdraw the offer of a place of study in cases where changes in an applicant's educational, domestic, legal or medical circumstances mean that they no longer fulfil the requirements laid down in the College entry criteria.

2.3 Aims

- To provide accurate and appropriate advice and guidance on all aspects of recruitment, selection and admissions including our entry requirements and course information through our Admissions Team, external advertising, course leaflets and prospectuses, college website, open evenings/days, taster days and various school liaison activities.
- To give potential applicants as much information as possible to enable them to make informed choices and an appropriate application.
- To give applicants clear details about entry criteria and application procedures for admission.
- To ensure that all applications are dealt with in a timely and professional manner.
- To treat all applicants fairly and equitably in their application to the college.
- To provide an initial guidance interview and at least one further opportunity to visit the College prior to enrolment.

- To ensure there is a dialogue with schools to support 'vulnerable' learners with their transition to college.
- To ensure all students are enrolled on appropriate courses in light of their examination results and career plans and provide impartial guidance where the student's first choice of course may not be appropriate.
- To work closely with schools and external partners to provide up to date information about college provision and entry requirements.

3 Policy Actions

To ensure that the college has in place a robust strategy outlining how the aims of this policy are met through the delivery of clear action plans in agreement with the Senior Leadership Team and Local Governing Body.

For a full copy of our Admissions procedures, please contact the college on 0161 330 2330 or at admissions@asfc.ac.uk