



SALISBURY 6th FORM COLLEGE

ADMISSIONS POLICY 2017/18

Approval Body	Governing Body
Date of Approval	Approved
Approval Period	Annually
Review Date	Nov 2018

1. Introduction

This policy operates in line with The Equalities Act 2010 and applies to students seeking admission to the College's full time courses for 16-19 year old students.

Salisbury Sixth Form College offers full time courses to students at two levels:

- Level 2 courses for either resit Maths or English GCSE;
- Level 3 academic and vocational courses;

Most students will follow two year courses; others will follow a three year course. The needs of each individual student will be assessed by the College and discussed on an individual basis throughout the admissions process.

Salisbury Sixth Form College is open to all students who satisfy the criteria for admission as set out in the College prospectus on an annual basis. The College aims to meet the needs and interests of the local community, enabling young people in Salisbury and the surrounding area to access high quality post-16 provision whilst minimising long and difficult journeys to school or college.

2. The Equalities Act 2010

No student will be discriminated against because of their sex, race, religious belief or sexual orientation. Students who are pregnant, have recently had a baby or are undergoing gender re-assignment will also be free from discrimination.

Salisbury Sixth Form College is committed to ensuring that all reasonable adjustments to provision will be made to ensure that students with protected characteristics are not unfairly disadvantaged.

Salisbury Sixth Form College is committed to ensuring that young people with disabilities, including those with learning disabilities, are treated fairly. All reasonable adjustments to provision will be made to ensure that students with disabilities are not unfairly disadvantaged.

3. Application and Interview

Salisbury Sixth Form College will operate a sixth form for a maximum of 400 pupils. It has an agreed Published Admissions Number of 220 for admission in 2018/19 and will admit up to this number each year. Applicants with a statement of Special Educational Need (SEN) where Salisbury Sixth Form College is named on the statement will be admitted to the College.

The College will set a closing date for applications which will be published on the website and in the annual prospectus.

Young people in the care of the local authority who meet our minimum requirements will be offered a place without the need to attend an interview. We will still require to meet these candidates as we would like to find out more about their aspirations and how we can support them achieve them.

For other candidates, the interview will be used to further assess student's aptitude and attitude to assess to what extent the College is likely to add value in terms of making a difference to their future careers.

The Senior Leadership Team will consider first all those applications received by the published deadline. Applications received after this deadline will only be considered if space on courses is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

In all course categories students must meet the academic entry requirements for the course(s) stated. In exceptional circumstances an offer may be made to a student who does not meet the required criteria and where extenuating factors apply.

Applicants will be asked to select their subject choices in order of preference. All applicants' first choices will be satisfied wherever possible and subject to there being sufficient demand. Applicants will be informed and alternative subjects offered if we are unable to satisfy their second or third choices. If there is insufficient demand for a course to run it may be withdrawn from the curriculum for that year. The College reserves the right to make alterations to the curriculum offer based on student demand.

All applicants will be interviewed before an offer of a place is made at the College. An offer is likely to be conditional and based on GCSE achievement which meets the appropriate entry requirements for the course of choice.

In the case of students relocating to the area and unable to meet for interview, an offer can be made subject to references and meeting the entry requirements. At the first opportunity before the college year the student would then be interviewed to meet the young person and to begin to build a relationship before the start of term.

If the College is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

4. Over-subscription

In the event of the number of applications to the College exceeding the places on offer (220 per academic year) and individual courses being full, the Principal and Governing Body will consider applications with the following order of priority:

1. students with disabilities and any student with a protected characteristic, vulnerable students, FSM and looked after/care leavers;
2. applicants who applied by the published deadline;
3. students who completed Key Stage 4 at one of the feeder schools. (St Edmunds School, Wyvern College, St Joseph's School, Trafalgar, Stonehenge School and Leehurst Swan School);
4. students who accept offer of a place as their first choice;
5. students who live closest to Salisbury Sixth Form College, based on the post code of the student's home address;
6. international students who are eligible for study in the UK.

A tie-breaker will be applied in the case of oversubscription. It will be based on straight line proximity to the main entrance of the college from the main entrance of the student's home residence. This tie-breaker fits with the vision of Salisbury Sixth Form College, which is to provide quality sixth form education to match the needs of local students. In the event that this tie-break fails to reach a conclusion a ballot will be held.

5. Waiting List

It may be that some applicants do not receive their predicted grades, or decide not to attend Salisbury Sixth Form College for whatever reason. We will therefore establish a waiting list, with applicants prioritised in line with our over subscription criteria. The waiting list will operate up to the end of the first academic year. In year admissions will be subject the following (Section 6).

6. Mid-year entry and entry to Year 13

Entry for external students either part way through a year or into Year 13 will depend on compatibility as determined by examination board requirements, the courses to be followed, the availability of places within the groups and the applicant's results from the AS examinations taken in Year 12.

Only under extreme circumstances would a student be refused a place in Year 13 after completion of Year 12; such an occurrence is likely to be by mutual consent.

7. Admissions Appeals

Should an application to Salisbury Sixth Form College be unsuccessful, the parents of the student and / or the student him/herself have the right to appeal to an independent admissions panel. An appeal should be made in writing within twenty working days of receiving the letter indicating that a College place has not been offered. The letter should be addressed to The Clerk of the Governing Body.

Admissions Policy (Rev 6. Nov 2017)