

# BSix Brooke House Sixth Form College

## BSix College Admissions Policy

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| Version identifier (date or reference)                                       | V2                                  |
| Effective start date for this version  | August 2023                         |
| Policy owner   | Vice Principal – Student Experience |
| Name of SMT sponsor (if different to owner)                                  |                                     |
| Corporation committee with policy oversight                                  | Standards Committee                 |
| Date of approval   |                                     |
| Next planned review date   | July 2026                           |
| Policy applies to these groups   | Students / staff / visitors         |
| Forms part of staff terms and conditions                                     | <del>Yes</del> / No                 |
| For publication on BSix website  | Yes / <del>Ne</del>                 |
| For publication on staff policies sharepoint                                 | Yes / <del>Ne</del>                 |
| Requires documented evidence of staff having read and understood this policy | <del>Yes</del> / No                 |

## **1. Introduction**

1.1. The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

1.2. The College is contracted by its funding body (ESFA) to admit full-time students only. Funding is extended to those who are aged 18 or under on 31 August immediately before the teaching year starts. Applications are therefore only accepted from applicants who are eligible for funding.

1.3 The College has an allocated adult education budget funding through the Greater London Authority (GLA) to admit those that are aged 19 and over on selected funded study programmes. Adult applications are therefore only accepted from applicants who meet the eligibility criteria for funding.

1.4 The College has a contract with the London Boroughs of Hackney, Islington and Camden to provide alternative provision (AP) to those applicants aged 14-16. Applications for alternative provision programmes are therefore only accepted via a referral from the relevant local authority provider.

## **2. The Application**

2.1. Applications should be made online using the BSix Sixth Form College Online Application system which is available via the College website <https://www.bsix.ac.uk/apply>

2.2. The online application form must be completed and submitted to be considered.

2.3. Applicants requiring advice or support when completing an online application can contact the admissions office by email [studentservices@bsix.ac.uk](mailto:studentservices@bsix.ac.uk) or telephone 0203 137 5320.

2.4. Once an application has been received, the College will request references from referee using a digital form.

2.5. Applications are encouraged from looked after young people/children (LAC).

## **3. Admission Interviews**

3.1. Applicants will be invited to interview if the following requirements are met:

3.1.1. Full completion of an online application form.

3.1.2. Receipt of a satisfactory reference or, in place of a reference, the contact details of an appropriate and verifiable referee from the applicant's current or most recently attended school/ college.

3.1.3. Fulfilment of the entry & residency requirements for the College.

3.2. Applicants who meet these requirements will be invited to an interview at the College. The written notification of the appointment will be sent by letter and/or email and a reminder sent by text.

3.3. Applicants unable to attend the appointment should notify the College as soon as they know they cannot attend and prior to the day of the appointment date wherever possible. Three appointments will be offered, after which, the application may be rejected.

3.4. A parent, guardian or adult sibling is welcome to accompany the applicant to the interview.

3.5. Applicants will be notified of the outcome of their application in writing at the end of their interview, or, in cases where an academic reference has not yet been received or further review is needed, as soon as we can follow the interview (subject to receipt of a satisfactory reference).

3.6. There is a specialist admissions procedure for students who identify themselves on the application form as having a learning difficulty/disability or a physical disability. These students are offered special arrangements for their interview where required. For students with specific learning needs a specialist teacher will conduct the interview during which students will be invited to identify and discuss their support needs.

#### **4. Offers**

4.1. A conditional offer of a place will be made if the applicant meets the minimum general entry requirements of a satisfactory academic reference and a satisfactory interview.

4.2. The offer of a place at the college is conditional on the following:

4.2.1. Maintaining a satisfactory academic reference for the remainder of the academic year. School referees are asked upon submitting the reference to notify the College of any substantial changes to their reference recommendations.

4.2.2. Meeting the entry requirements for the applicant's chosen course(s). Where entry requirements are not met, an alternative course will be offered if spaces are available (see 7.2.4.).

4.3. Applicants with additional learning needs or an Education Health Care Plan (EHCP) will have their application reviewed by the Inclusive Learning Support Team to ensure the College is able to meet their educational needs. The College must be consulted by the relevant local authority for all applicants with an Education Health Care Plan (EHCP) before a curriculum offer is made.

#### **5. Deferred offers**

5.1. Where an applicant does not meet the general College entry requirements of a satisfactory academic reference and/or satisfactory interview:

5.1.1. The application will be reviewed by a member of the senior management team who will make a decision on the application.

5.1.2. Where it is decided the reference falls marginally below what is deemed satisfactory, the application may be put on hold and a second reference requested towards the end of the academic year.

## **6. Unsuccessful Applications**

6.1. Applicants will be informed by post if their application is unsuccessful as a consequence of an unsatisfactory reference and/or interview.

6.2. The College will inform the relevant local authority where support needs cannot be met for those applicants with an Education Health Care Plan.

6.3. Applicants who wish to appeal the decision can do so by submitting a letter of appeal by email to [studentservices@bsix.ac.uk](mailto:studentservices@bsix.ac.uk)

## **7. Enrolment**

7.1. Prospective students holding a conditional offer will be invited to attend a nominated enrolment session during the weeks following GCSE results. Exam results (qualifications), age and residency documentation will be verified and entered on the College management information system.

7.2 Students will be provisionally enrolled to their chosen course/subject where:

7.2.1. Entry and residency requirements for the College and programme of study are met.

7.2.2. An acceptable reference has been provided (4.2.1) from the applicant's current or most recently attended school and there has been the satisfactory completion of Year 11 and also, where applicable, Year 12.

7.2.3. Satisfactory attendance at enrolment and production/verification of all required documentation.

7.2.4. The course applied for continues to be offered.

7.3 The College does not guarantee a place for students who miss their enrolment date or fail to meet the conditions of the offer of a place. If the student is unavoidably away during enrolment, they must notify the College in advance.

7.4. A prospective student who does not meet the entry requirements of their chosen course(s) will be counselled by academic or admissions staff and, subject to availability of space, may either be offered an alternative course of study or given appropriate advice.

## **8. Reservations**

8.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required, and this may affect the College's decision on whether to offer a place. The College reserves the right to:

8.1.1. Request references and/or school reports for applicants.

8.1.2. Require DBS checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer.

8.1.3. Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an

interview with the relevant College manager to assess the applicant's suitability to study at the College and taking account of its duty of care to students and staff.

8.1.4. Review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, the College will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place.

8.1.5. Review and refuse admission to an applicant/learner who has any outstanding debt to the College, until it's cleared in full.

8.1.6. Review and refuse admission to an applicant/learner who does not disclose criminal convictions at the point of enrolment.

8.1.7. Require that learners are funded by a government body

8.1.8 Cancel any unconditional and conditional offers at any time during the admissions and enrolment period. The College also has the right to withdraw a place on a Study Programme during the funding confirmation period, at which point learners will be sign-posted to alternative internal or external opportunities as appropriate.

8.1.9 Alter or withdraw any course owing to circumstances including (but not limited to) industrial action, change in College circumstances, withdrawal of funding and lack of demand.

## **9. Entry Criteria**

9.1 The College publishes on its website, entry criteria for all its courses. Entry criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the ability to achieve and succeed on their chosen course. In some cases, entry criteria may relate to a specific requirement for the profession into which the applicant wishes to progress.

9.2 Exceptions to the stated criteria may be made for applicants who are identified as being home schooled or Not in Employment, Education or Training (NEET). In these instances, assessment of core competencies displayed at interview will be used.

9.3 The College may also, where relevant, accredit prior learning either in the workplace or in education or qualifications achieved outside of the UK (original certificates checked through NARIC). These decisions will be made on an individual basis and are subject to approval by the senior management team.