

Policy Reference Number	T02
Version	3
Originator	Louise Dale-Barron
Approved	Senior Leadership Team - August 2019
Issue Date	August 2019
Review Date	Subject to changes in College policy/at least every three years

1 The College aims to recruit students in a fair, open and efficient manner and will publish annual information about how to apply in the College Prospectus and on the College website.

2 The College provides only full-time, full-year courses with a single point of entry in September each year. Places are primarily available for two years following completion of Key Stage 4 at school. The College will offer GCSE re-take opportunities in English Language and Mathematics for eligible students as published on the College website. Students wishing to resit a GCSE graded 4 or above to achieve a higher grade should refer to the centre where the GCSE examination was taken. The College does not provide re-take opportunities or accept older students except in extraordinary circumstances at the discretion of the Principal. Students are funded through the appropriate Government agency and there are no private fee-paying places.

3 The range of courses offered is designed to offer exciting opportunities for advanced level study, preparing students for higher education and post-18 employment. The curriculum will be set out annually in the Prospectus and on the College's website. All courses are offered conditionally, subject to satisfactory recruitment of students and staff, are dependent on financial viability, and are subject to timetable combination constraints which are not available until final enrolment.

4 The College aims to provide places which meet the requirements of applicants from Solihull and surrounding localities. Where the College recognises a school as a 'partner school', for instance through membership of the Summit Learning Trust, it is acknowledging significant responsibility for delivering appropriate sixth form study for students from that school. Any detailed arrangements for managing over-recruitment will aim to ensure that students from those schools are given priority. A list of partner schools is published in the Prospectus and on the College website.

5 Applications to the College will be managed through arrangements set out each year in the Prospectus and on the College website. Students must complete an application form fully and accurately, and submit this form before the annually published deadline. A reference from the school is expected as part of the application but may be provided separately by the school. Applications after the deadline are considered at the discretion of the Principal.

6 The College aims to recruit students on to courses which meet their needs for progression. Entry requirements for the College and for each course will be set at levels which ensure students have a strong chance of success. All applicants who show evidence that they are likely to meet the entry requirements will be offered an interview.

7 Places will be offered subject to achievement of entry requirements and on other conditions designed to ensure that students are prepared for and serious about study at the

College. These conditions will be set out in detail to each student in an offer letter after they have been interviewed.

8 The College uses information drawn from student interviews to plan staffing and timetables for the following year. Once places on specific courses have been accepted the College cannot guarantee that places will be available on any alternatives, although every effort is made to meet student need.

9 An offer of a place does not guarantee that a course will be offered the following September, or that all subject combinations will be available within timetable constraints, as courses are still subject to the viability issues set out above. Where courses or combinations have to be withdrawn at any stage, the College will work with students and parents to identify appropriate alternatives.

10 Interviews of applicants will assess their suitability for advanced level study at the College and explore course options to identify appropriate choices. Parents are welcome at the interview. Where references, predicted grades or other evidence indicates that a student will not be able to succeed at the College, a place will not be offered.

11 In accordance with the Equality Act 2010, reasonable adjustment will be made to support any individual student who has additional needs to ensure that they can consider a place at the College. Whilst significant support needs can be met, the College cannot guarantee to meet the needs of all applicants, and all students must show that they have a strong chance of success on the courses offered.

12 All students accepting a place at the College will be expected to sign an Enrolment Contract which commits them to the standards of work and behaviour required to be effective members of the College. The College's supportive disciplinary processes will be used to address any issues, and in extreme cases these can lead to cancellation of enrolment through permanent exclusion. If behaviour of applicants breaks these standards of behaviour before enrolment, the College may withdraw an offer.

13 Final enrolment will involve a second interview post-GCSE results which will review and confirm subject choices and check entry requirements have been met. Students who are unable to attend during the Enrolment Interview and Induction period will not normally be accepted as students. All students are required to establish their membership of the College through full attendance in the first four weeks of their enrolment, and students who do not do this may have their enrolment withdrawn.

14 The College does not recognise the right to any family holidays outside the published holiday periods or to extended periods of absence for whatever reason.

15 All elements of this policy are subject to retrospective change if funding or regulatory arrangements outside the control of the College are imposed at short notice. In such cases, every effort will be made to keep applicants and parents fully informed.

16 Applicants who follow the application arrangements set out in the Prospectus and on the College website are able to appeal against decisions taken within this process. The appeal should be made in writing to the Principal. Appeals will be heard by the Principal and will take place as quickly as possible after receipt. Consideration of any appeal from applicants who have not followed published arrangements is entirely at the Principal's discretion.

17 Supplementary documentation:

- Application process from the Prospectus
- Enrolment at 17 plus
- Offer letter
- Criteria for progression from year 12 to year 13