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Originator	Louise Dale-Barron
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A Introduction

A.1 The College allows students to begin BTEC and A Level courses at age 17 (and in exceptional cases when they are older) if there is clear evidence that students have the skills, qualifications and commitment required for success on an appropriate course and that there are sound educational and progression reasons for that enrolment.

A.2 No student is entitled automatically to a new enrolment at 17 after an earlier year of study at this College or at another provider.

A.3 Students who have completed a Level 2 programme at another provider, and those who have not been in full-time education in the previous year, are treated as normal school leavers.

B Entry requirements

B.1 All students are required to meet published entry requirements.

B.2 There are five groups of students where the College will consider such an enrolment, and this document sets out the normal requirements in each case:

- Group 1: students who identify that they should have enrolled onto a BTEC programme during their first year with the College;
- Group 2: students who request a BTEC enrolment after unsatisfactory progress/achievement in the first year of an A Level programme with the College;
- Group 3: external students applying for a place at the College after a year studying at Level 3 with another provider.
- Group 4: students with GCSE retakes or Level 2 programmes or one-year apprenticeship/work experience.
- Group 5: students who leave the College in-year due to ill-health and wish to return.

B.3 Group 1: a student must be able to show a record of discussions with his/her Academic Coach and Progress Manager during the first year which sets out individual conditions for the enrolment onto a BTEC course. The student must meet these pre-set requirements before referring to the Principal for approval. Records of these discussions will be kept in pastoral notes on the student's record.

B.4 Group 2: a student can only be considered for a place to start on a BTEC course if there is evidence of:

- a) Satisfactory attendance during the previous year, normally at least 90%;
- b) An appropriate commitment to study during the previous year, with normally no 'live' behaviour contracts;

- c) Progress and key assessment results which show a capacity for Level 3 study on a mixed internal and external assessment course.

B4.1 A student who meets the above criteria must be interviewed by his/her Progress Manager or Assistant Principal who will require information/reference (verbal or written) from the student's Academic Coach. If the student has taken a subject directly related to the proposed BTEC, the Progress Manager or Assistant Principal will also require information/reference from the relevant Curriculum Leader.

B4.2 Any place on a BTEC courses offered to a student in these circumstances is subject to a probationary period and must be reviewed at the end of the first four weeks. This will be set out in a letter to the student, copied to the parents/guardians. If the Curriculum Leader can show that attendance, punctuality and homework are not satisfactory after four weeks, the Progress Manager or Assistant Principal can end the enrolment subject to the normal appeal process, or may opt to place the student on a Behaviour Contract. After six weeks of study, the College will assume that probationary commitments have been met and normal commitment and disciplinary processes will apply.

B.5 Group 3

B5.1 The College will aim to offer external applicants who want to join the College after a year in another institution the same options as internal applicants wishing to restart A Levels. Unless there are exceptional circumstances such as family relocation from outside of the local area or serious illness, this means that external applicants will not usually be offered A level places. The only programme we could usually explore and consider is BTEC Level 3. However, if through formal interview and reference, they demonstrate the prior knowledge and skills required they may be considered for an A Level restart programme in Year 12 at the discretion of the College.

B5.2 External applicants who have applied to the College in-year because they are not happy at their other provider will be treated as Group 1.

B5.3 The College is not able to consider applications for transfers into Year 13 on an A Level programme. A Levels are designed for study over a two-year period before examination and therefore students enrol at their chosen centre for two years. Colleges have greater freedom to plan the two-year courses and we choose the order of topics and set a pace of study that is appropriate for our learners. This means that each College has their own individual and unique plans for delivering linear courses, so a move midway through a two-year course is unlikely to be possible. Usually the only programme we could explore and consider with a student who leaves mid-way through their A Level course at another provider is a BTEC Level 3 course restart. However, if through formal interview and reference, they demonstrate the prior knowledge and skills required they may be considered for an A Level programme transfer at the discretion of the College. Students must meet the College and subject entrance criteria (see College website).

B5.4 The College is not able to consider applications for transfers into Year 13 on a BTEC Level 3 programme. BTECs are designed for study over a two-year period and therefore students enrol at their chosen centre for two years. Colleges choose the specific units and their sequence which is appropriate for their learners. This means that each College has their own individual plans for delivering BTEC courses, so a move midway through a two-year course is unlikely to be possible unless the same units have been completed with a minimum grade of merit in each. An assessment will be made on the applicants' suitability for this programme and acceptance would be at the discretion of the College. Students must meet the College and subject entrance criteria (see College website).

B5.3 External applicants who have not followed the published Application Procedure because they have applied well after the deadline will be considered entirely at the Principal's discretion with no further appeal. Special circumstances will be considered only by the Principal. It should be noted that evidence should be provided by the previous institution to support any such special circumstances.

B.6 Group 4

The College is able to consider applications into Year 12 from students who have spent the year since finishing school retaking GCSEs; those studying a Level 2 programme at another institution; those who will be aged 17 but just completing Year 11 or those who have spent the year working either through an apprenticeship, paid employment or voluntary work experience. An assessment will be made on the applicants' suitability for their chosen programme and acceptance is at the discretion of the College. Students must meet the College and subject entrance criteria (see College website).

B.6 Group 5

The decision to allow return to study will be made by the Vice-Principal who may consult appropriate professional colleagues. The Vice-Principal must be assured of fitness to study, compliance with any conditions imposed, regulatory requirements and the availability of external support on return. (Ref: Health, Wellbeing and Fitness to Study policy.) Such students may attract full funding due to special circumstances.

B.7 For all five groups, detailed notes of the enrolment interview and conditions of enrolment will be recorded in pastoral notes on the student's record.

B.8 These guidelines are subject to immediate and retrospective review by the Principal if funding arrangements are changed or enforced which would mean that any of the groups would no longer be funded at viable levels. Such a review would be brought to the attention of the Local Governing Body at the earliest opportunity but may be applied prior to approval. The College would aim to make any changes fair and timely but cannot be held responsible for late or retrospective changes instigated by funding agencies.