

## **Admissions and Progression Policy and Procedures**

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Where the policy refers to the Governing Board, the Governing Board are currently replaced by an Interim Executive Board (IEB). The Chair of Governors will currently be Chair of the IEB.

# **Admissions and Progression Policy and Procedures**

## **Policy Purpose:**

This policy outlines the types of provision delivered at the Island VI Form (Medina College 11-19) and provides information regarding the standards required for entry and guidance relating to the admission of new students of all ages and circumstances across all of our available provision as well as requirements for progression and the circumstances under which we would not be able to offer a place or withdraw a place. The Island VI Form actively promotes Equity in all matters relating to admissions and will follow relevant policies on Equality, Diversity and Inclusion.

## **1. Introduction**

The Island VI Form is a successful organisation which specialises in Sixth Form Education at level 3 (A levels and their equivalent). We strive to meet the needs of the local and surrounding community. We therefore welcome and will give consideration to applications from all sources, and will aim to offer places to as many applicants as possible in line with entry criteria and funding regulations.

## **2. Types of provision delivered by The Island VI Form**

The Island VI Form offers a broad range of curriculum opportunities, each of which have bespoke variations to our admissions processes which reflect the type of provision to which members of our community are applying. We will publish entry criteria both online and in our prospectus to provide prospective students with the clear information.

For the purposes of this policy our admissions process focuses on Full-Time Study Programmes for students aged 16-19

## **3. General conditions relating to an offer of a place**

### **3.1 English language ability**

By their very nature, our courses require a certain level of ability in both spoken and written English. Students who do not speak English as a first language and have not been in the UK for very long, may be recommended to apply to other local colleges for a period of intensive English study. Depending on the outcome of their studies they can then re-apply in subsequent years.

Students' ability to speak and write English is assessed by the conversation at the interview, an initial assessment, and the exam results the student achieves before they enrol with us. We do offer additional support for students who do not speak English as a first language, but only in cases where their English ability is sufficient for them to enrol on one of our standard programmes of study.

### **3.2 Course suitability**

We offer a wide range of programmes which cater for the vast majority of students coming to us from local schools. In a small number of cases we may receive applications from students who need a programme we do not offer, and in this case we have to refer them to other local Colleges which specialise in those programmes.

### **3.3 Funding eligibility**

We will assess each applicant's eligibility for funding in line with the current financial regulations for funding qualifications.

Our assessment of each individual's eligibility for funding will take into account factors such as age, nationality, residency status and the programme of study they wish to undertake. Our assessment will be in accordance with current funding regulations set by the Education and Skills Funding Agency (ESFA) for all applicants. The Island VI Form is required to ensure that we appropriately assess each applicant eligibility for funding in accordance with the financial regulations set for us.

In a very small number of cases we may not be able to offer a place to a student if:

- a) They are not eligible for funding.
- b) They fail to provide the evidence we need to see to assess their funding eligibility.

Please note that while there are funds available to help students deal with financial barriers to their education (like travel), we are not allowed to use these funds to cover tuition fees.

### **3.4 Fees and full cost provision**

There may be some provision delivered by the Trust that is either unfunded or where individual circumstances for learners deem them ineligible for funding. In these cases, the learner may be charged a fee in line with our Charging and Remissions policy.

### **3.5 Criminal convictions / Safeguarding / other risks**

We will not offer a place to a student if we believe that they pose a risk to the welfare of other students or the condition of our buildings and facilities. This may be based on information received from the student, their previous school / college or other agencies.

We have a statutory duty under the 'Counter Terrorism and Security Act 2015' to have 'due regard to the need to prevent people from being drawn into terrorism'. Preventing terrorism also means challenging extremist views and intervening to stop people moving from extremist ideas into terrorism. As such we will refuse a place to any individual where we have reason to suspect they may hold extremist and/or highly discriminatory views which threaten to expose our students and staff to danger of any kind. This includes withdrawal of a place offer if concerns arise post interview.

Any applicant that declares some form of disclosure or safeguarding concern will be asked for further details; the decision to offer a conditional place at The Island VI Form will rest with the view of the Head of School.

The Island VI Form will consider applications from specific individuals who may have complex needs that may impact on their ability to learn or for other students' ability to learn within the VI Form learning community. The Head of School will consider any support that may be required to help that student achieve and make decisions about whether a place can be offered to an individual in line with the Equalities Policy.

### **3.6 Special educational needs**

While we cater for many students with learning difficulties or physical disabilities, we may be unable to offer a place to students who require highly specialised facilities or support. This will be discussed with students and the Local Authority after their application.

The Island VI Form encourages students with additional learning needs to apply. Students who disclose learning or medical difficulties/disabilities will have the opportunity to meet with our SENDCo. Together, they will discuss the student's needs and determine the appropriate support to be offered. In cases where the Island VI Form is unable to accommodate an individual due to the unique nature of their needs, the College will promptly inform the applicant and make efforts to provide guidance on potential alternative arrangements at other institutions.

If the Trust has confirmed that we can meet need, the student's application process will then align with the standard application process and student journey.

### **3.7 Previous conduct in a former institution**

In a small number of cases, we will not offer a place to a student if reports of their previous behaviour indicate that they will cause excessive disruption to other students, or that they have persistently failed to apply themselves to their studies.

Students who exhibit poor conduct during their interview or at other events prior to enrolment, may also not be offered a place or will have a place withdrawn prior to the start of their learning programme.

### **3.8 Fit to study**

All students will be assessed by whether they are fit to study. Students who are deemed not fit to study will not be offered a place or withdrawn from study for the benefit of their own health and well-being. In some cases students will be asked to provide medical evidence towards their ability to study. All 'Fit to Study' assessments and outcomes are at the discretion of the Head of School.

### **3.9 Admissions where there is medical need**

At The Island VI Form we are committed to inclusion and to ensuring all students are able to receive an education regardless of their medical requirements. To ensure that students can access our college and can be the most ambitious and successful versions of themselves we will consider each case presented to us to ensure that we can meet the need of the student and the student can progress in their education.

As such, our commitment is:

- We will consider the medical evidence presented to the college and treat each case uniquely in its own right
- We will baseline assess applicants to decide on the most appropriate programme of study for the student
- We may seek references from previous education establishments as to the applicants' ability, attitude to study and the impact health has had on their learning to ascertain what further support may be required to support the student

### **3.10 Failure to disclose information**

If information is falsified or omitted on a student's application form we reserve the right to withdraw our offer of a place.

## **4. Requirements of 16-18 Study Programmes**

Any students funded by the Education Funding Agency (all 16-18 students) must continue to study English and Maths until they have achieved a GCSE grade 4 or above. This is a reflection of the vital importance of English and Maths qualifications when looking for a job or a University place. Students do not have the option to refuse to study English and Maths.

Some students may be eligible for exemption, such as:

- Students with special educational needs and/or disabilities (SEND), who are assessed as not able to study either GCSE or stepping stone qualifications
- Students with overseas qualifications that are established as equivalent to GCSE grade 4 or grade C

All exemptions must be considered on a case-by-case basis. There is no blanket exemption. Further information on exemptions can be found here:

<https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-offunding#exempt>

The requirements of the "Raising the Participation Age" programme are that all students remain in full-time education or training until they turn 18 (usually school year 13). We therefore aim to guide all our students onto full-time programmes, with the exception only of students who need a lighter programme because of learning difficulties, disabilities or other health problems.

## **4.1 Entry Criteria**

The Island VI Form will make the conditional offer of place to applicants who can demonstrate on their application form and at interview that they will benefit from further study within our College.

Applicants will also need to achieve GCSE or equivalent grades in accordance with the VI Form entry requirements for each level of course. The entry requirements for each course are designed to help students make informed choices and to ensure that a student starting a course has a reasonable chance of success on that programme.

- For level 3 study, students must have at least 5 GCSEs at grade 4 or higher. Some courses have specific entrance requirements.

These may change. The most up-to-date requirements are available in the college prospectus which is available on our website. A few courses may have other, non-academic entrance requirements such as a Disclosure and Barring Service (DBS) check or certain health requirements.

## **4.2 Internal progression**

Once enrolled on to a full-time study programme each student's progress will be monitored and where appropriate, the individual will be supported to internally progress to either a second year of study on a Level 3 programme or to progress to higher level study within the confines of funding regulations.

In order for a student to internally progress they must meet the required standards and expectations set for students, including appropriate levels of attendance, completion of set work and evidence of progression in line with the academic requirements of the course. For progression to higher level study, achievement of a full qualification at the preceding level is required to confirm enrolment on to further funded study.

The Head of School has the discretion to allow a student to internally progress subject to appropriate funding regulations compliance where they deem it appropriate in line with the personal circumstances of each individual student. See also Section 7 regarding re-engagement and probationary periods.

## **4.3 Late Entry**

Students who apply after the start of term will be considered on a case by case basis, taking into account the available places on courses, the student's needs, how much teaching they have missed and how much disruption their late start will cause to other students in the class.

Students who are offered a provisional place but are then absent at the start of term may in some cases have their offer of a place withdrawn. Consideration will be given to students who are ill, but students who choose to take extended holidays and return to the UK after the start of lessons may forfeit their place for that year.

## **5. Reasons for changes to a programme of study**

Sometimes students obtain a place at college but have to amend their programme of study from what was agreed at the preliminary interview. This is necessary if:

- a) The student has failed to meet the entry requirements for a course.
- b) We are no longer able to deliver the course e.g. due to low numbers of students. This is rare and we endeavour to let applicants know in advance if a course is at risk of not running.
- c) The course is full by the time the student enrolls. While we endeavour to fill courses in order of application date, students who miss their preliminary or enrolment interviews without notifying us in advance, or who cannot attend enrolment at the normal time, or are otherwise unresponsive to our communications, will lose the benefit of an early application date.

## **6. Refusal of Applicants**

The VI Form reserves the right to refuse applicants if:

- a) an applicant submits their application after the published closing date
- b) in its judgement it does not have an appropriate course or level of study for an applicant;
- c) it does not have the specialist facilities to meet the needs of the student;
- d) it is oversubscribed
- e) students must be 18 or under on 31 August of the year in which they start their course;
- f) a student does not attend the VI Form Taster Day;
- g) a student does not meet the entry requirements for one or more of the course(s)/subject(s) discussed at their initial interview as the student's intended programme of study;
- h) a student does not attend their enrolment interview at the time given;
- i) a student does not accept the VI Form's offer of a place with the timescales given;
- j) if there are reasonable grounds to suspect that an applicant will not be able to meet the terms of the VI Form's Code of Conduct. A non-exhaustive list of examples might include:
  - Students who have not applied themselves satisfactorily at school/college
  - If there is evidence to suggest that a student will not benefit from the proposed course at VI Form
  - If there is a significant risk that their presence may adversely affect other students applying to or currently at the VI Form
  - If transition information from their previous school or college indicates that they may present a safeguarding risk to the VI Form community
  - Students who have behaved inappropriately whilst on the VI Form premises
  - If there is evidence that they might damage the fabric of the building or pose any threat to members of the college community
  - If the VI Form cannot attract adequate funding for the student to take their planned course

## **7. Appeals**

Where a place is not offered to a student, or provisionally offered and then withdrawn, or a programme of study has to be changed, it is possible for the student or parents/guardians to

seek a review of the decision by writing to the Headteacher within two weeks of the decision, explaining why they believe the decision was unreasonable.

The Headteacher will review the evidence upon which the decision was based, the reason for the appeal and any new information not previously available. The Headteacher will decide within 5 working days of the appeal being raised, to either:

- Uphold the decision
- Offer a place
- Offer a probationary place

The outcome will be communicated in writing at the earliest opportunity.

**Links to other policies:**

- Charging and Remissions Policy
- • Careers Education Information Policy
- • Data Protection Policy
- • Exams Policy