

# ADMISSIONS POLICY 2022 - 2023



**SHOOTERS HILL**  
SIXTH FORM COLLEGE

*Inspiring Young People*

## Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	<b>December 2021</b>
Review Date:	<b>September 2022</b>
Accountability:	<b>Governing Body</b>
Responsibility:	<b>Governing Body</b>

## ADMISSIONS POLICY – SIXTH FORM COLLEGE – SEPTEMBER 2022

Shooters Hill Sixth Form College welcomes applications from students aged 16 to 18 years of age on 31<sup>st</sup> August at the start of the academic year.

Shooters Hill Sixth Form College will endeavour to abide by the principles and aims of the Admissions Policy and to ensure that all students are given the opportunity to achieve their potential. The College is committed to valuing diversity, and promoting and implementing equality of opportunity in all its activities. The College seeks to recruit students from a diverse community and welcomes applications from motivated individuals from all backgrounds.

Whilst we aim to offer provision for all applicants, we recognise that for some students, the College, its courses or facilities will not be the most appropriate option. Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices.

The Admissions Policy aims to be fair and impartial to all applicants and to ensure the College meets the obligations reflected in current legislation, government priorities and College policies.

Due to Home Office legislation, applicants who identify themselves as either:

- Not a resident in the EEA for the last three years
- Not a British or EU citizen

must be referred to the College's MIS team where documentation / passports will be checked.

If an interviewer identifies that an applicant has a low level of English, the applicant will be required to take a diagnostic assessment in the Learning Resource Centre and a vocal assessment with designated members of staff. Applicants who are applying as international students through CAS (Confirmation of Acceptance to Study) or on a student visitor's visa should make enquiries to the Admissions at the College.

Our Core Values are:

- Celebrating diversity, mutual respect, inclusion and equality
- Establishing aspirational pathways for academic excellence to ensure consistent progress of every learner
- Inspiring leaders through succession planning, shared values and professional accountability
- Creating a healthy, safe and secure adult learning environment
- Designing an exciting and engaging curriculum
- Constructing a strong collaborative network of external partnerships.

## Application Process

In supporting this policy the College will strive to:-

### 1. *Ensure that applications are processed efficiently and effectively*

- Applicants are asked to complete an application form online or on paper, which will be available at a series of open events normally held in October, November, January and March each year. Application forms may also be obtained from the college website or by writing, telephoning or emailing the college.
- Applications can be made at any point in the year for the following academic year, though those received after 30<sup>th</sup> April are considered late applications which could be a consideration if certain courses were full; applications received after normally the last Friday in June will result in the applicant being invited to open enrolment in August.
- Predicted grades for all applicants are then sought. The college endeavours to run all courses offered but it reserves the right to withdraw a course that is not viable due to an insufficient number of applicants choosing it.
- In the case that a course becomes full but that other courses are available we shall offer the candidate an alternative choice.
- Internal candidates will have their place confirmed when they receive their August results.
- External candidates should confirm in person their GCSE results and acceptance of a place following notification of results by 27<sup>th</sup> August 2020.

### 2. *Match prospective students to the most appropriate Study Programme for them:*

- The College will provide a range of events, including open days and taster events, as a portfolio of information opportunities for potential applicants.
- All Study Programme information is accurate and clear and will include sufficient information on the content for the prospective student to have a clear understanding of what the Study Programme will cover and of progression opportunities available.
- All Study Programme information leaflets contain clear entry guidelines which are reviewed annually.
- All prospective students will have the opportunity for an impartial guidance interview.
- All applicants for full time study programmes will have a one to one interview with a curriculum tutor.
- Prospective students who are unclear about their choices will be given the opportunity to have a further impartial guidance interview.
- Refusal onto a Study Programme will not be based on the grounds of one reference. Where an applicant has received an unsatisfactory reference, but have demonstrated a commitment to the Study Programme and met the published entry guidelines, a second reference may be sought.
- If a reference is required, but not available at interview, this will be recorded as one of the conditions of any offer made.
- The College will endeavour to offer appropriate information and support to both potential and enrolled students to enable them to make informed decisions and choices at relevant stages of the admissions cycle.

### 3. *Identify the support needs of prospective students:*

- For applicants with Education, Health and Care Plans, the college works closely with all main specialist feeder providers to support the transition of young people who wish to transfer to the college, and works with the young people and their families to identify appropriate study programmes and arrangements for support.
- Local authorities will consult with the college about placements young people with EHCPs. This runs in parallel to the young person applying and being interviewed like any student.
- In keeping with the SEND Code of Practice, the college will offer a suitable place to applicants with EHCPs based on their preferences and the entry requirements for a given study programme, unless exceptionally this would be 'unsuitable for the young person's age, ability, aptitude or SEN, or that to place the young person there would be incompatible with the efficient use of resources or the efficient education of others.'
- Prospective students' needs will be identified as soon as possible in the application process, this may include support for a learning difficulty or disability, a medical need for an issue relating to safeguarding.
- Opportunities will be given throughout the application process for prospective students to declare support needs and to discuss these with a member of the Additional Support team or the Safeguarding Manager.
- The Director of Student Support will ensure that the College makes all reasonable adjustments to accommodate an applicant's support needs.
- Applicants will be told whether or not their support needs can be met and provided with clear explanation of the provision / adjustments that can be made.

### **Admission Limit for External Applicants:**

As a significant number of our students move onto new programmes at the College, our number of external places available per year will be 850.

### **Entry Requirements**

Please refer to the College website for the most up-to-date entry requirements at

<http://www.shootershill.ac.uk/>

### **Over-subscription Criteria:**

After the admission of applicants with Education and Health Care Plans, where Shooters Hill Sixth Form College is named on the Plan and where SHC can best meet the needs of the applicant, conditional offers are based on predicted grades and admission is based on actual GCSE grades attained. If there are more applicants who have met the academic entry requirements than places available, places are allocated according to the over-subscription criteria in the order set out below:

1. Looked After Children or Previously Looked After Children;
2. Applicants with medical statements from a relevant professional body supporting their applications which identify a need to attend this College rather than any other. (Evidence must be submitted within the application in order to be considered under this criterion).
3. Geographical distance from the College, measured as a straight line from the front gates of the College to the front door of the applicant's place of residence. The applicant's place of residence is the home of the person who has parental responsibility for the applicant and where the applicant would normally be resident for all or the greater part of each week. In the

event of applicants being equal distance from the College, lots will be drawn to determine who is offered the place.

Unsuccessful applicants for places at a Post 16 centre will be informed of their right of appeal. All appeals against the decision to refuse a place in a Post 16 centre are considered by an independent appeal panel in accordance with the School Standards and Framework Act 1998.