

ADMISSIONS POLICY 2023-2024



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives

Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	12th September 2023
Review Date:	September 2024
Accountability:	Governing Body
Responsibility:	Governing Body

ADMISSIONS POLICY

Shooters Hill Sixth Form College welcomes applications from students aged 16 to 18 years of age on 31st 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 our 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.

Application Process

- Applicants are asked to complete an application form to indicate an interest in joining the college. Application forms are available on 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, applications received after the last interview event in June will result in the applicant being invited to open enrolment in August.
 - Students who apply are invited to an interview, successful applicants will receive a conditional offer. Unsuccessful candidates will be offered alternative courses or directed to other institutions.
 - The college endeavours to run all courses offered but it reserves the right to withdraw a course that is no longer viable to run, applicants will be contacted and offered alternative courses in such an event.
 - In the case that a course becomes full but that other courses are available, we shall offer the candidate an alternative option.
 - Internal candidates will have their place confirmed before they break up for summer, in some cases they will need to wait until they receive their August results.
 - External candidates' places are confirmed in person when they present themselves and any required results at enrolment at the end of August.
-

Guidance, Equality of Opportunity and Widening Participation

- The College will provide a range of events, including open days and experience events, to provide wealth of information opportunities for potential applicants.
- All Study Programme information on our website 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 published Study Programme information will 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 teacher.
- All students who have not yet achieved a 4 in GCSE English or Maths will be enrolled on to a suitable English and/or Maths programme.
- 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 a reference. Where an applicant has received an unsatisfactory reference but have demonstrated a commitment to the Study Programme and met the published entry guidelines, the College may elect to mandate that their offer is subject to successful completion of a taster experience event.
- 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.

International students and recent arrivals

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.

Shooters Hill Sixth Form College is not currently able to sponsor, support or facilitate applicants who are applying as international students through CAS (Confirmation of Acceptance to Study) or on a student visitor's visa. Students who already have leave to remain can make application to the college.

If an interviewer identifies that an applicant has a low level of English, the applicant will be required to take a diagnostic assessment and a vocal assessment as part of the enrolment process.

International students are encouraged to provide the college with a statement of comparability for any international grades. Those who cannot do so will only be eligible for Level 1 qualifications and the international GCSE programme at enrolment. Students who show significant progress or ability before the end of the first 42 days may be considered for a move to a high-level programme.

Education Health and Care Plan (EHCP) and Supported Students

All applicants with an EHCP and/or moderate to severe learning difficulties and/or disabilities will be required to have a formal consultation (those with an EHCP) or attend a support interview.

Applicants with EHCPs will be sent information informing them of the process and the possible outcomes. The Local authority will have a response, following formal consultation within the statutory guidelines.

- For applicants with EHCPs, 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 for 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 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 Head of Learning 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.

Over-subscription

After the admission of applicants with EHCPs, where Shooters Hill Sixth Form College is named on the Plan and where the college 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.
-

Previously Enrolled Students

We welcome the applications of those students who were previously enrolled. Students who did not completed their course but subsequently applied again will have their applications reviewed based on the reasons for withdrawal. Each case will be considered individually but will typically fall into the categories below:

Withdrew before 42 days of college to study elsewhere – Applications will be considered by Head of Department

Withdrew due to physical or mental illness – Applications will be considered by Assistant Principal

Withdrew due to low attendance – Applications will be considered by the Assistant Principal

Withdrew due to exclusion – Applications will be not be considered by the Principal

Criminal Convictions

We welcome the applications of those young people with criminal convictions. However, disclosure of the offence must be communicated with the college via the application form. The College Safeguarding leads will assess the application and determine the outcome.

Appeals

Unsuccessful applicants for places at the College will be informed of their right of appeal. Full information and the reasoning will be given to any applicant who is unsuccessful in application. In this case there is a right of appeal via the appropriate Assistant Principal. Appeals must be made within 10 working days of an interview outcome. A decision from the Assistant Principal will be provided within 10 working days of receipt.