



ADMISSIONS POLICY

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ADMISSIONS POLICY AND PROCEDURES FOR ADMISSION IN SEPTEMBER 2011

1. POLICY STATEMENT

- 1.1. Brighton, Hove and Sussex Sixth Form College (BHASVIC) is a state funded sixth form college which is governed by an independent corporation. The Corporation sets its own policies and is solely responsible for admission of students to the College.
- 1.2. BHASVIC welcomes applications from students irrespective of their disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender or sexual orientation.
- 1.3. BHASVIC is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students are not disadvantaged.

2. SCOPE

- 2.1. This policy applies to all students who are seeking admission to study during the day time at BHASVIC, including those who are already at the College who wish to progress from one programme of study to another (for example, from an intermediate programme to an advanced programme), but excluding adult students who are taking evening language courses.

3. KEY PRINCIPLES

- 3.1. The College will annually determine the total number of places available for admission for each of the categories of students identified below, in the light of the funding agreement with the Local Authority and the availability of accommodation and other resources:
 - 16 to 18 year old students
 - 19+ students
 - Asylum seekers and refugees (16 to 18 years old)
 - Members of the local ESOL community (including refugees) who are aged 19+ who are in receipt of a means-tested benefit and asylum seekers aged 19+ who have been in the UK for 6 months or more.
- 3.2. BHASVIC gives priority to 16 to 18 year old students who are applying for a full-time programme of study¹.
- 3.3. Priority for places will be given to students whose applications are received by the first Friday in December² (31 May for students applying for EIT courses³). Appendix 1 gives full details of the order in which applicants will be allocated places in the event of oversubscription to the College.

¹ A full-time programme consists of four courses or equivalent each year, plus Key Skills and Tutorial.

² Proof of posting will be required in the event of a dispute.

³ English and IT for asylum seekers and refugees

- 3.4. Subject to availability of places, BHASVIC will offer a place to students who meet the following two general conditions for admission:
- the student must have the ability to cope with, and benefit from, one of the programmes of study that the College offers and
 - the student must prove a willingness to adopt a positive attitude to all of his/her College commitments
- 3.5. The College also requires students to meet the entry guidelines for specific programmes of study (as shown in Appendix 3 and for specific courses. Full details of all courses, with their entry guidelines, are available in the College prospectus or on the College website – www.bhasvic.ac.uk. Alternative formats are available upon request via the College website or by phoning 01273 552200.
- 3.6. The precise composition of a student's programme will be determined by the individual needs of applicants, prior qualifications, career aspirations and operational considerations.
- 3.7. There are strict limits on places for some courses. Priority will be given to students who require the qualification for career progression. Students who apply for a course where oversubscription is likely will be contacted by the College to inform them of their position as soon as possible. Decisions are normally made in early April. A waiting list will operate for students who cannot be given a firm place on an oversubscribed course.
- 3.8. If a course is oversubscribed in September, the College will endeavour to put on additional teaching groups in those subjects. Where this is not possible due to staffing, rooming, resource or financial constraints, priority will be given to students who applied early and who need the qualification for career progression.
- 3.9. Where a course is undersubscribed, the College reserves the right to withdraw the course. In such cases, students will be offered advice on the availability of alternative courses, both at the College and at other local colleges.
- 3.10. BHASVIC does not charge tuition fees for students who are between 16 and 18 years old on 1 September at the start of their programme of study. However, in line with other colleges, students are charged a refundable deposit and are charged for some other items such as trips, postage and certain materials. Information about charges is available in the College prospectus or on the College website www.bhasvic.ac.uk. Students whose families are in receipt of certain state benefits may be exempt from some of these charges and may be eligible to apply for financial support. Students who are 19 or above on 1 September at the start of their programme will be charged tuition fees unless they are in receipt of certain state benefits. A full copy of the Student Charging and Financial Support Policy, together with the current charges, may be obtained from the Admissions Office.

4. PROCEDURES

- 4.1. BHASVIC provides an extensive pre-enrolment programme to help students choose appropriate courses. This includes taster days, Open Evenings, a pre-enrolment interview, tours of the College, a post-GCSE results advisory service and an enrolment interview.
- 4.2. BHASVIC operates a common application process with Varndean College and City College, Brighton & Hove. All applicants should complete only one application form (using either the paper version or the local on-line Common Application Process) and should send it to the Admissions Office at the College of their first choice¹. A second and/or third choice of College may be indicated on the form. Full details of the application procedure are given in the Guidelines that accompany the application form. These are available from the Admissions Department.
- 4.3. The College will acknowledge all applications within ten working days. Students whose applications are received on or before the first Friday in December will be given priority and are referred to as 'priority applicants' Students who apply in October or November may be called for an early interview but will not be informed of the outcome until after Christmas. Most priority applicants, however, will be called for interview in order of the criteria shown in Appendix 1. Students who apply after the first Friday in December will be offered an interview only if there are likely to be places available at the College.
- 4.4. **Students who attend one of the Brighton 11-16 schools (Dorothy Stringer, Longhill, Patcham and Varndean Schools)** should return the application form to their school by the school's deadline (usually late November). The school will attach a reference and send completed forms to BHASVIC by the first Friday in December (see footnote on previous page). Students from these schools who are also resident within the City are guaranteed an offer of a place at the college of their first choice, providing they have lived in the UK/EEA² for the past three years, have applied by the first Friday in December and have met the two general admissions conditions stated in section 3.4 of the policy. This will be assessed at interview and from information provided by the school.
- 4.5. **Students who attend any other school or college in the UK/EEA** (or who are currently not at school/college but who have lived in the UK/EEA for the past three years) should return their completed application form to the Admissions Office. Applications received by the first Friday in December will be given priority over those received later, subject to the criteria given in Appendix 1.
- 4.6. Interviews for all prospective students will be held at the College between mid November and Easter. Prospective students should bring their most recent school report with them, which should include details such as predicted grades, attendance and progress where possible. At interview, provisional course choices will be discussed. Provisional courses will only be confirmed in September.

¹ Applicants are urged to obtain a 'proof of posting' certificate from the Post Office (a free service). This may be required by the College in the event of a dispute over a missing or late application. If the application form is sent to BHASVIC directly from school, the school should ensure that they are dispatched in good time to meet the 'priority deadline' of the first Friday in December.

² The European Economic Area comprises the following countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland*, Irish Republic, Italy, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, Netherlands, Norway*, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland**, United Kingdom

* These countries are in the EEA, but are not members of the European Union

** An international treaty means Swiss nationals have a similar right to live in the UK as EEA nationals.

- 4.7. **Asylum seekers, refugees and local ethnic minority community:** The College offers courses at three levels in English and Information Technology (EIT) specifically for asylum seekers, refugees and members of the local community whose first language is not English. These courses are open to adults on a means-tested benefit as well as to 16-18 year olds. Applicants should complete an EIT application form which is available from the College's Admissions Office. Priority will be given to applicants who fulfil the two general admissions conditions stated in paragraph 3.4 and whose application forms have been received at the College by 30 June, using the criteria given in Appendix 2.
- 4.8. **Students with a disability, learning difficulty or medical need:** BHASVIC encourages applications from students who may need support because of a disability, learning difficulty or medical need and endeavours to ensure that information and guidance is in an accessible form. The College's Disability Statement (meeting your needs) is available on our website www.bhasvic.ac.uk. Alternatively, applicants may request a paper copy from the Admissions Office. The Admissions Office can also supply the Disability Statement in Braille, audio tape and large print versions if requested.
- 4.9. Applicants are advised to make any additional support needs known to the College at the time of application so that an appointment can be made with an appropriate member of staff. Students should ensure that they have completed the relevant section in the application form. Students whose application forms have been received by the first Friday in December will be offered an interview at the College. Students who apply after the first Friday in December may be offered an interview if it is possible that a place may be available. Students should bring their most recent school report with them to this interview, together with an Educational Psychologist's report if appropriate.

5. OFFERS OF PLACES AT BHASVIC

- 5.1. Subject to availability of places (refer to Appendix 1), applicants will be notified of the outcome of their interview from January onwards. Applicants will be made either a **firm offer** of a place at the College or placed on a **waiting list** or given a reason why the College is unable to offer them a place.
- 5.2. Applicants should accept or decline their place at the College within two weeks of receiving their offer, by returning the reply slip at the bottom of the offer letter¹. Applicants must not accept a place at more than one college or sixth form and should only accept their place at BHASVIC if they are certain that they will take up their place in September.
- 5.3. Applicants who have not responded to their initial offer within two weeks will be placed on the waiting list and will lose their entitlement to the offer of their place.

6. POST-OFFER PROCEDURES

- 6.1. If, after receiving a firm offer, a student wishes to change any of their provisional courses, they should contact the Admissions Office as soon as possible. All course choices remain provisional until enrolment in September and the College cannot guarantee to provide all courses that a student has requested.

¹ Students are advised to obtain a 'proof of posting' certificate from the Post Office.

- 6.2. All students who have accepted a place at the College are expected to attend the College's **Moving on to BHASVIC days**, which are usually held in late June or early July. It is important that students attend for both of these days, as they will attend lessons in their chosen subjects and start the enrolment procedure for next year. Course choices are subject to achieving the relevant entry guidelines at GCSE.
- 6.3. When GCSE results are received, students will need to contact the College if they have not achieved the required grade for a particular course or programme of study. As part of our Post-GCSE results advisory service, students may be required to come into the College for an early enrolment interview so that possible alternatives can be discussed. For students who do not meet the minimum entry standards for an intermediate or foundation level course, the College will work closely with City College and Connexions to find a suitable alternative course elsewhere.
- 6.4. All students who have accepted a place at BHASVIC must attend an interview in late August or early September, at which the enrolment process will be completed. Late enrolments are not normally possible and places on courses cannot be guaranteed to students who enrol after these days unless by prior arrangement.
- 6.5. At this enrolment interview, students must bring their official examination results slips in order to confirm their chosen courses. If not already paid, students should also bring sufficient money (cash or cheque) to cover the costs of the refundable deposit, postage fee for examination certificates and any other relevant charges. We will endeavour to accommodate course changes at this late stage but cannot guarantee that this will be possible.

7. APPLICATIONS TO PROGRESS FROM A ONE-YEAR INTERMEDIATE PROGRAMME AT BHASVIC TO AN ADVANCED LEVEL PROGRAMME

- 7.1. The application process for students already at BHASVIC on an intermediate course and who wish to apply for an advanced level course (one or two years in duration) at BHASVIC is managed jointly by one of the Senior Tutors and the Admissions Manager. References and recommendations are obtained from the student's current teachers, tutor and Senior Tutor. The Vice Principal makes the final decision on whether or not to offer a place for the following September, based upon the two general admissions criteria in section 3.4 of the policy. If an offer is to be made, a provisional course will be normally be agreed by the end of March. This will be conditional upon successfully completing all aspects of their current programme and having a good attendance record.

8. APPLICATIONS FOR TRANSFER TO A2 COURSES FROM OTHER SCHOOLS AND COLLEGES

- 8.1. Subject to the availability of places, the College may, occasionally, be able to accept students who have already completed their AS levels elsewhere and who wish to complete their A2 studies at BHASVIC. However, each Awarding Body has its own set of complex rules and regulations which must be satisfied. Prospective applicants should contact the Admissions Manager to discuss their individual situation. Students who are transferring to the College to start A2 courses must enrol at the College in mid-June in order to attend A2 classes.

9. APPLICATIONS FOR RETURNING AS A 'YEAR 3 STUDENT'

- 9.1. In exceptional circumstances, students may be considered to return to BHASVIC for a third year of advanced level study (ie having already followed a two year advanced programme at BHASVIC) in order to:
 - a) Complete an AS course begun in their second year
 - b) Improve their A level results by retaking course/s
- 9.2. For (a), there must be a place available on the A2 course and they must be recommended by the student's Senior Tutor to the Vice Principal in writing by the end of March. The Vice Principal and Assistant Principal (Curriculum & Quality) will make a decision by the end of April and inform the Admissions Manager if an offer is to be made. The Admissions Manager will send the student an offer letter, which is conditional upon the student passing their AS course(s).
- 9.3. For (b) above, students must arrange to see their Senior Tutor as soon as possible after the publication of their examination results in August. The Vice Principal will make the final decision in conjunction with Senior Tutors, who meet at the end of the Enrolment period to discuss requests for re-taking AS or A2 courses in the light of spaces and recommendations from Heads of Department.
- 9.4. The College does not normally take students from other schools or colleges for re-sit courses. Applicants in this situation who are considering applying to the College should contact the Admissions Manager in the first instance.

10. APPEALS AND COMPLAINTS

- 10.1. If you wish to appeal against a decision made by the College with respect to the admissions process, please write to the Admissions Manager at the College. You will receive an acknowledgement of your appeal within five working days.
- 10.2. If you are unhappy with any aspect of our admissions process, please contact the College for a copy of our Complaints Policy and Procedures or refer to the College website – www.bhasvic.ac.uk.

Appendix 1: Offers of places

1. The College will use the following criteria, in priority order, to allocate **firm offers** to students who have lived in the UK/EEA for the past three years, who fulfil the two general admissions conditions stated in paragraph 3.4 of the Admissions Policy **and whose application forms have been received at the College by the first Friday in December**¹:
 1. Students currently living in Brighton and Hove² (defined as postcodes BN1, BN2, BN3, BN41 and BN45) who currently attend a school without a sixth form
 2. Students whose parents are moving into Brighton and Hove³ (ie postcodes BN1, BN2, BN3, BN41 and BN45) on or before 1 September 2010
 3. Students currently living in Brighton and Hove² (ie postcodes BN1, BN2, BN3, BN41 and BN45) who currently attend a school with a sixth form
 4. Students with special considerations⁴
 5. Students living in postcodes BN5, BN6, BN10, BN42 and BN43 who currently attend a school without a sixth form⁵
 6. Students living in postcodes BN7, BN9, BN15, BN44, RH15, RH16 and RH17 who currently attend a school without a sixth form⁶
 7. All other applications by the date on which the application was received by the College

If the number of places available at any one time is fewer than the number of applicants in the next priority group (using the order of postcodes shown in the footnotes below as sub-groups within each priority group), the College will offer places based upon the availability of spaces on courses⁷.

2. Once all places have been offered, a waiting list will be created. Students whose applications were received on or before the first Friday in December will be placed on a 'priority waiting list'. All other applicants will be placed on the 'non priority waiting list. These lists will be reviewed on a regular basis, and if available, firm offers of places will be made using the following criteria:
 1. Students on the priority waiting list in the order above
 2. Spaces on specific courses⁷
 3. Date on which the application was received by the College
3. The College reserves the right to change these criteria in exceptional circumstances.

¹ Applicants are strongly advised to obtain a proof of posting certificate from the Post Office as this will be required in the event of a dispute. If application forms are handed into Reception during working hours, they will be logged by Reception staff. Application forms should not be left at the College out of working hours as it will not be possible to prove that they have been received.

² Students who have one parent currently living in Brighton & Hove but who live with another parent outside Brighton & Hove are considered not to live in Brighton & Hove. The address shown on the application form will be taken as the student's home address. In the event of any uncertainty, the College will require confirmation of the student's normal home address from the student's current school.

³ Proof of intended residency (eg letter from a solicitor will be required to confirm that a purchase or tenancy agreement is in progress before an offer is made). Students in this situation should indicate this in the special consideration section of the application form. All decisions are made at the discretion of the Vice Principal. Applicants who inform us that they and their parents are moving into Brighton & Hove after they have been interviewed will not be eligible for this category.

⁴ For example, 'looked after children' and applicants who are supported by Connexions or another external agency. Students in this situation should indicate this in the special consideration section of the application form. All decisions are made at the discretion of the Vice Principal.

⁵ Students in this category will be offered a place in the following order: BN5, BN6, BN42, BN43 and BN10. This is based approximately on distance to an alternative FE college.

⁶ Students in this category will be offered a place in the following order: RH15, BN15, BN44, BN9, BN7, RH17 and RH16. This is based approximately on distance to an alternative FE college.

⁷ If more than one student fits the profile of the spaces available, the place will be offered to the student whose name is chosen on a random basis.

Appendix 2:

The total number of places available for 16-18 year olds and students aged 19+ for the English and Information Technology (EIT) courses will be set annually by the College's Senior Management Team.

The College will use the following criteria, in priority order, to allocate a firm place on these courses for asylum seekers and refugees to students who fulfil the two general admissions conditions stated in paragraph 3.4 and whose application forms have been received at the College by 31 May. Once these places have been allocated, other suitable applicants will be placed on a waiting list which will be reviewed in early September and thereafter if spaces remain.

1. Students who currently live in Brighton & Hove¹:
 - a. 16-18 year old 'looked after children' whose first language is not English
 - b. 16-18 year olds from asylum seeker/refugee families
 - c. Other 16-18 year olds whose first language is not English
 - d. Asylum seekers who are aged 19 or more and who have been in the UK for at least six months. Refugees/local community members who are aged 19 or more on 31 August and in receipt of a means-tested benefit
 - e. EEA citizens (including spouses of UK passport holders) whose first language is not English and who are aged 19 or more on 31 August and who are in receipt of a means-tested benefit

2. Students currently living outside Brighton and Hove:
 - a. 16-18 year old 'looked after children' whose first language is not English
 - b. 16-18 year olds from asylum seeker/refugee families
 - c. Other 16-18 year olds whose first language is not English
 - d. Asylum seekers who are aged 19 or more and who have been in the UK for at least six months. Refugees/local community members who are aged 19 or more on 31 August and in receipt of a means-tested benefit
 - e. EEA citizens (including spouses of UK passport holders) whose first language is not English and who are aged 19 or more on 31 August and who are in receipt of a means-tested benefit

¹ Defined as postcodes BN1, BN2, BN3, BN41 and BN45

Appendix 3: Entry Guidelines for Programmes of Study for 2011

NORMAL ENTRY GUIDELINES FOR 16+ APPLICANTS

Foundation (Level 1) Programmes

Entry to a Level 1 programme will be via interview. Please see the College prospectus or website for qualifications needed

Intermediate (Level 2) Programmes

Students will normally be expected to take a minimum of four courses (or equivalent)

A vocational course counts as two courses; a GCSE counts as one course; a Sport Development course counts as one course; a day in the workplace counts as one course

COURSE	MINIMUM ENTRY GUIDELINES
Vocational Level 2 course	5 GCSEs or equivalent with 2 Ds and 3 E grades in at least three different subjects
GCSE and NVQ courses	5 GCSEs or equivalent with 2 Ds and 3 E grades in at least three different subjects

Specific grades may be required for certain courses. Please see the College prospectus or website for qualifications needed

Advanced (Level 3) Programmes

Students will normally be expected to take a minimum of four courses (or equivalent)

An AS counts as one course; an A2 counts as one course; a BTEC or OCR National Certificate or Award counts as two courses; a Diploma counts as three courses

COURSE	MINIMUM ENTRY GUIDELINES
Health, Society and Development Diploma, Business, Admin and Finance Diploma plus 1 AS level	5 C grades at GCSE or equivalent in at least three different ¹ subjects
Business L3, ICT L3, Sport L3 plus two non advanced courses	4 C grades at GCSE or equivalent in at least three different subjects ¹
2 AS levels plus two non advanced courses	4 C grades at GCSE or equivalent in at least four different subjects ¹
Business L3, ICT L3, Sport L3 plus one AS level and one non advanced course	5 C grades at GCSE or equivalent in at least four different subjects ¹ (these must include English Language or Maths)
3 AS levels plus one non advanced course	5 C grades at GCSE or equivalent in at least four different subjects ¹ (these must include English Language or Maths)
Business L3, ICT L3, Sport L3 plus two AS levels	6 GCSEs or equivalent with a mixture of A to C grades in at least five different subjects ¹ (these must include English Language and Maths)
4 AS levels	6 GCSEs or equivalent with a mixture of A to C grades in at least five different subjects ¹ (these must include English Language and Maths)

In exceptional circumstances, students who have achieved at least 6 A* with the remainder mainly A grades at GCSE can follow 5 advanced level courses.

¹ English Language and English Literature are two separate subjects, Double Science counts as two separate subjects; the Higher Diploma will normally count as two subjects.