

BHASVIC

ADMISSIONS POLICY

(for entry in September 2020 only)

Last Updated: JULY 2019

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ADMISSIONS POLICY

1. POLICY STATEMENT

- 1.1. Brighton Hove & 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 race, ethnic or national origin, religion, belief or lack of religion/belief, disability, family responsibility, gender, sexual orientation or transsexual status, marital or civil partnership status.

2. SCOPE

- 2.1. This policy applies to all:
 - 2.1.1. State funded 16 to 18-year-old students who are applying for a full-time, day time, two-year Programme of Study. In this policy, such applicants are referred to as 'mainstream' applicants or students.
 - 2.1.2. State funded English for speakers of other languages. In this policy such applicants are referred to as 'ESOL' applicants or students.
 - 2.1.3. BHASVIC students already studying at the college who aim to continue into their second or further years of study (see section 5).
- 2.2. The college is a 16-18 education provider and normally only enrolls students who are 16 or 17 years of age on 1st September of the year in which their programme of study commences. The college does not normally enroll students who are 18 years of age or older and will only consider applications in the following circumstances:
 - 2.2.1. 18 year-old applicants enrolling on an ESOL course, if the college continues to have space, having enrolled all 16 to 17 applicants to ESOL courses. 19 year-olds will not be considered for enrolment.
 - 2.2.2. 18 year-old applicants, up to the age of 25, with a Statement of Special Educational Need or an Education, Health and Care Plan and who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date. BHASVIC must be recorded as their preferred destination and the college must have suitable courses and resource to meet needs.
 - 2.2.3. 18 year-old students who have experienced significant extenuating circumstances or disadvantage and who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date. 19 year-olds will not be considered for enrolment.

In all cases, a college senior manager will make a professional judgement and verifiable evidence will need to be provided by the end of February following the December application deadline.

- 2.3. This policy does not apply to the following and such applicants should contact the College directly or follow procedures on the college's website:
 - 2.3.1. students who are taking evening language courses at the college.
 - 2.3.2. Non-state funded English for speakers of other languages.
- 2.4. For information on Programmes of Study, subjects, courses and qualifications available at BHASVIC, along with relevant entry requirements, please refer to the Admissions section of the college's website or our prospectus. Please be aware that the printed prospectus will not be as up to date as the website.

3. MAKING AN APPLICATION

- 3.1. The BHASVIC online application form is available through the college's website. Applications are made by completing an online application form.

- 3.2. Full details of the application procedure are given in the Guidelines that accompany the application form and are also available from the college's website.
- 3.3. Prospective applicants are required to read the college's prospectus (either in printed form or on the College's website).
- 3.4. BHASVIC provides pre-enrolment information, advice and guidance to help students choose appropriate subjects. This includes Taster Days for Year 10 students, Open Evenings, a pre-enrolment interview, school talks, tours of the College, a 'Moving On Day' and a post-GCSE results advisory service and an enrolment interview.
- 3.5. Applications should be made with consideration to the College's Entry Requirements for Programmes of Study and for individual courses and subjects.
- 3.6. The College will only accept applications for full-time Programmes of Study and students studying at the college agree a contract to remain on a full time Programme of Study throughout their time at the college.
- 3.7. BHASVIC operates a common application process with Varndean College and Brighton Metropolitan College. All applicants should complete only one application form for BHASVIC or Varndean College. A second and/or third choice of college may be indicated on the form.
- 3.8. The College will annually determine the total number of places available for new admissions.
- 3.9. Priority for places will be given to mainstream and 16 to 17-year-old ESOL students whose applications are received by the first Friday in December; the college's Application Deadline. Such applicants are referred to as 'Priority Applicants'. The application deadline is published in the college's prospectus, on the college's website and at all key events and in promotional materials.
- 3.10. The college will continue to accept applications after the Application Deadline. Such applicants are categorised as 'non-priority'. The Admissions Department will record the date on which the application was received, but these applications are likely to join the college's applicant waiting list and applicants are not guaranteed an interview or offer of a place at BHASVIC; they are therefore advised to have a firm alternative place to study for September.
- 3.11. Applicants will receive a copy of their submitted application form via a confirmation email. The online application system will also record the time and date of submission with the college admissions team.

ESOL Provision

- 3.12. The college offers ESOL courses in English, Maths and Information Technology (EIT) specifically for asylum seekers, refugees and members of the local community whose first language is not English.
- 3.13. ESOL application forms are available from the college's website or Reception.

Special Education Needs and Disability

- 3.17. BHASVIC welcomes applications from students who may require additional support and endeavours to ensure that information and guidance is in an accessible form.
- 3.18. Applicants should ensure that they have completed the relevant section in the application form regarding any additional support needs, so that an appointment can be made with an appropriate member of staff to explore these needs with the applicant.
- 3.19. All relevant supporting documentation (eg medical reports, EHC Plans, school information, etc.) should be provided at interview.
- 3.20. To comply with statutory regulations, students with specific Access Arrangements for examinations will need to re-apply for these on transfer to the college. Relevant evidence must be up to date (within the previous 12 months) and provided at interview.
- 3.21. Where applicants require additional support due to disability or special educational, health or care needs, the college will assess the additional support needs and consider the best endeavours to meet these needs. The applicant, parents or carers and other partners supporting the applicant will be consulted with on what reasonable adjustments can be made to meet the applicant's specific needs.
- 3.22. The level of support available is defined by the limits of the College's resources and not by what it takes to enable a particular student to study at the college and succeed. There may be cases where it is not in the educational interests of the student to study at BHASVIC. 'Educational interests' includes everything

to do with the student's educational development and needs but, centrally their likely success in their studies. The sole arbiters of 'educational interests' are the relevant college staff. In making judgements about educational interests, college staff will always be guided, but not determined in their judgement, by all other relevant parties' advice (for example, the student's assessment of their circumstances and what they would like, parent or carers views, medical evidence, statements of need, education, health and care plans, etc.).

4. OFFERS OF PLACES

- 4.1. Subject to availability of places, BHASVIC will offer a place to students who meet the following general conditions for admission. These conditions apply to all applicants, regardless of their circumstances:
 - 4.1.1. to have the ability to cope with and benefit from one of the Programmes of Study that the College offers;
 - 4.1.2. to have met the entry requirements for both their Programme of Study and the courses they have chosen. Predicted grades from the applicant's school will be used to make offers and the college will not make an offer for a course or programme of study where predicted grades are not at (or higher than) the minimum entry requirements;
 - 4.1.3. to have chosen courses which the college will be delivering;
 - 4.1.4. to demonstrate (through references, reports and attendance data from their current or previous school) a willingness to adopt a positive attitude to learning;
 - 4.1.5. to have met targets or conditions laid out in any relevant action plan set at interview.
- 4.2. If given an offer of a place at the college following interview, applicants must 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 letter. Acceptances must be recorded if posted or signed-in if submitted via the college's Reception. No acknowledgement will be made of the college's receipt of acceptance forms unless a stamped, addressed envelope is provided.
- 4.3. Applicants are asked only to accept their offer if they are certain that they will take up their place in September.
- 4.4. Applicants who have not responded to their initial offer within two weeks will have the offer of the place withdrawn. If, at a later stage, the offer is accepted, the applicant will no longer be a Priority Applicant and will be placed on the college's applicant waiting list.
- 4.5. Applicants who may not achieve the entry requirements for their chosen programme of study and subjects or who are placed on the college's applicant waiting list are strongly advised to have a back-up place of study at another provider.
- 4.6. **Action Plans:** In certain cases, the college interview team may not immediately offer a place to an applicant who *maybe* suitable to study the level 3 courses we offer. An applicant's school report, reference, attendance record and any other available information will be used to assess whether an offer can be made. If the interview does not have enough information to make a reasonable assessment, an offer will not be made until further information is provided, usually by the applicant's school and on headed paper or from a verifiable school email address. If the interviewer is uncertain whether an applicant has the required attitude to learning, study skills, organisation and/or ability to attend lessons punctually, consistently and regularly, they may set up an Action Plan instead of immediately making an offer of a place. An Action Plan will provide very clear actions that the applicant is required to carry out; there will be a clear timeframe for these to be completed and for evidence to be provided from the applicant's school – frequently a current attendance record, updated reference from Head of Year or new written reports from specific subject teachers. These must be provided on school headed paper or emailed from an appropriate school email address. All instructions will be provided within the Action Plan. Once the outcome of an Action Plan is received by the Admissions Team, a Senior Manager will assess progress and make a decision as to whether to offer a place or not. In all cases, the college very much hopes the applicant has overcome and improved on any concerns evident at interview and is able to offer a place. If evidence is not provided at the right time the application will be withdrawn. In rare cases, the interviewer may not make any offer of a place or set up an Action Plan with the applicant – such instances are always reviewed by a Senior Manager.
- 4.7. **Absence from school due to ill-health or other extenuating circumstances:** due to the nature of the courses offered and the methods of teaching and learning and resources available to the college, we will not be able to retain a student on roll who is unable to attend lessons regularly and consistently. Where an applicant is currently or has recently experienced ill-health or other chronic or acute factors

which have led to them not being able to regularly attend school, the college will require, as a condition of enrolment, an assessment from a suitable professional which indicates that they will be able to attend college fully from September. Such an assessment is usually required between June and enrolment and will be agreed as part of the interview and outlined in an offer letter. The applicant will be put in contact with one of the college's Guidance Managers, who will support the applicant and liaise with them, the family and relevant professionals prior to enrolment.

Interviews and Offers of Places if Oversubscribed

- 4.8. If the number of places available at the college is fewer than the number of 'priority applicants' who are likely to enrol, allocation of interviews and/ or offers will be made following the rank order of applicant category listed below:

Applicant Category	Criteria
SC	Applicants who are determined by BHASVIC to have Special Consideration (please see detailed explanation below)
1	Applicants who are living in postcodes BN1, BN2, BN3, BN41, BN42 and BN45
2	Applicants who are living in postcodes BN5, BN6, BN7, BN9, BN10, BN15, BN43, BN44, RH15, RH16 and RH17
3	All other applicants living in Sussex or moving into area

- 4.9. Where the cut-off point for the allocation of places falls within one of the applicant categories above, the college will allocate interviews/ make offers to students within that applicant category based upon the availability of spaces in subjects the applicant has put down on their application form.
- 4.10. 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.
- 4.11. Applicants who met the application deadline but who have not received an interview/ offer of a place following the implementation of the above will be placed on a 'priority waiting list'. This list will be reviewed on a regular basis and, if available, interviews or offers of places will be made based upon the availability of spaces in subjects chosen by the applicant.
- 4.12. The college reserves the right to change these criteria, categories and procedures in exceptional circumstances.

Special Consideration

- 4.13. The college considers the following criteria as relevant circumstances for applicant category 'SC'
- Looked After Children, in care of Brighton and Hove, East and West Sussex Local Authorities and Care Leavers
 - Teenage parents or Young Carer (a student who is the primary carer for an ill or disabled person)
 - Applicants whose sibling is studying at the college or whose sibling completed their studies at the college within two years of the applicant's application deadline
 - Children of current BHASVIC staff members
 - Applicants with other extenuating circumstances deemed by the college to warrant Special Consideration

In all cases, a college senior manager will make a judgement as to the appropriateness of the case and verifiable evidence will need to be provided by the end of February following the December application deadline.

Proof of Address

- 4.14. The address shown on the application form will be taken as the student's home address.
- 4.15. The college will consider an applicant to be living in the relevant postcode category if this is their home address at the application deadline of the first Friday in December and at enrolment the following September. In the event of any uncertainty, the College will require confirmation of the student's normal home address from the student's current school. The college will not accept moving into area or a change of address as an acceptable reason to move to a higher priority category.

Priority for Subject Choices

- 4.16. There are strict limits on places for some subjects.
- 4.17. If a subject is oversubscribed, 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 in the following order:
 - 4.17.1. Subject requested on application form, received by the Application Deadline.
 - 4.17.2. Subject requested at interview.
 - 4.17.3. Subject change request by chronological order of priority.
 - 4.17.4. Students who need the qualification for career progression.
- 4.18. A 'subject waiting list' will operate for students who cannot be given a place on an oversubscribed subject.
- 4.19. Where a subject is undersubscribed, the college reserves the right to withdraw the subject. In such cases, students will be offered advice on the availability of alternative subjects at the college.
- 4.20. All decisions are made at the discretion of the Senior Manager responsible for Admissions.

5. ADMISSION FOR CURRENT STUDENTS INTO THEIR NEXT OR FURTHER YEARS OF STUDY

- 5.1. Enrolment into the second year of study is dependent on the student meeting conditions for progression. These include:
 - 5.1.1. passing the end of A1 year exams and assessments;
 - 5.1.2. meeting normal college expectations, especially with regard to attendance;
 - 5.1.3. passing any final support plans;
 - 5.1.4. having two A Levels or equivalent to continue with and gain at the end of the Programme of Study;
 - 5.1.5. having a full-time programme of study;
 - 5.1.6. having no outstanding charges or unreturned resources.
- 5.2. All conditions are outlined to students as part of their first year tutorial programme. Parents and carers will be communicated with by the college over any high risks of, or concerns about not meeting these criteria.

Applications for Transfer to A2 Courses from Other Schools and Colleges

- 5.3. BHASVIC does not accept students transferring part way through a year or transferring from another institution into the second year of study.
- 5.4. For students wishing to continue with an A-level which they started at school, the college may occasionally be able to accommodate such requests. 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.

Applications for student to restart a year or return for a third year of study

- 5.5. BHASVIC does not accept restarts for the first or second year and does not offer a third year of study unless there are severe and exceptional circumstances which have affected a student's progress. Requests must be made to the relevant Guidance Manager, in writing, by the student and should include documentary evidence of circumstances. The Assistant Principal, Student Services, will make a decision about the request and the student's Guidance Manager will liaise with the student regarding the outcome.
- 5.6. Where approval has been given, due to exceptional circumstances, for the restart of a year or study for a third year, evidence will need to be provided that the student is ready and well enough to commence studies. There may be cases where it is not in the educational interests of the student to restart or continue study at BHASVIC. 'Educational interests' includes everything to do with the student's educational development and needs but, centrally their likely success in their studies. The sole arbiters of 'educational interests' are the relevant college staff. In making judgements about educational interests, college staff will always be guided, but not determined in their judgement, by all other relevant parties' advice (for example, the student's assessment of their circumstances and what they would like, parent or carers views, medical evidence, statements of need, education, health and care plans, etc.).

6. COSTS ASSOCIATED WITH ADMISSION INTO THE COLLEGE

- 6.1. BHASVIC does not charge tuition fees for State Funded students. However, in line with other colleges, students are required to provide a refundable deposit and are charged for some other items such as trips, postage of examination certificates and certain materials. **Visual and Performing Arts and some Sport subjects have associated charges.**
- 6.2. Information about charges is available in the college prospectus or on the college website.
- 6.3. Students may be entitled to financial support, depending on their circumstances. Full details are available from the college's website. The Admissions Office can provide guidance and help to find the appropriate information.

7. INTERVIEWS

- 7.1. Once the college has compared the number of applicants with the number of places available, students will be invited for interview in line with policy outlined at section 4.
- 7.2. 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 predicted grades, attendance and progress. At interview, subject choices will be discussed but please note that final subjects can only be confirmed at enrolment.
- 7.3. Where an interviewer has any concerns about an applicant's suitability to study at the college, an offer may not be made or an Action Plan may be set which the applicant is responsible for completing.
- 7.4. Students who disclose Special Educational Needs or a Disability will be seen by a member of the college's Study Support Department and their needs will begin to be assessed.

8. POST-OFFER PROCEDURES

- 8.1. If, **after receiving an offer** and confirming an acceptance of a place, a student wishes to change any of their provisional subjects, they should contact the Admissions Office as soon as possible.
- 8.2. All students who have accepted a place at the college are expected to attend the college's Moving On Day, which is usually held in late June or early July (once GCSE exams have finished). It is important that students attend as they will take part in lessons in their chosen subjects and start the enrolment procedures. Students who do not attend Moving On Day and who do not contact the college about this will have their place withdrawn the day after Moving On Day.
- 8.3. When GCSE results are received, students will need to contact the college if they have not achieved the required grade for a particular subject 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 to take up a place at BHASVIC, the college will provide guidance and signposting to find a suitable course elsewhere, if needed.
- 8.4. All students who have accepted a place at BHASVIC must attend an enrolment interview in late August or early September, at which the enrolment process will be completed. Late enrolments are not normally

possible and places on subjects cannot be guaranteed to students who enrol after these days unless by prior arrangement.

- 8.5. At this enrolment interview, students must bring their official examination results slips in order to confirm their Programme of Study and chosen subjects. If not already paid via Parent Pay, students should also bring sufficient money (cash or cheque) to cover the costs of the refundable deposit (£50), postage fee for examination certificates (£10) and any other relevant charges, as outlined within the college's prospectus and website.

9. APPEALS

- 9.1. If you wish to appeal against a decision made by the college with respect to the admissions process, please contact the Admissions Manager. You will receive an acknowledgement of your appeal within five working days.
- 9.2. If you would still like to pursue your appeal having received a response from the Admissions Manager, the Deputy Principal, who is responsible for college admissions, will investigate and respond within five working days.
- 9.3. A final appeal can be made to the Principal whose decision is also final.
- 9.4. Appeals will only be accepted on the grounds that the college has not acted within its policy or procedures.

10. RELATED DOCUMENTS

- Complaints Policy
- Equality and Diversity Policy
- Marketing Policy
- Memorandum of Accord
- Student Attendance Policy
- Student Charges Policy
- Student College Contract
- Student Financial Support Policy

11. GLOSSARY

- **Mainstream applicant** – see section 2.1.1
- **19+ applicant** – see section 2.1.2
- **ESOL** – see section 2.1.3
- **Programme of Study** – the complete package of subjects and qualifications types, tutorial and additional courses a student studies at the College. Programmes of Study are full-time and normally involve for 3 A Levels or equivalent across two academic years. Each Programme of Study the college offers has entry requirements; please see the Admissions section of the College's website for this information.
- **Subject** – a single qualification and subject area (for example, A Level French or BTEC Double Award in Business Studies)
- **Entry Requirements** - Each Programme of Study and Subject the College offers has entry requirements; please see the Admissions section of the College's website for this information.
- **Full Time** – the College only offers full time Programmes of Study (see Programmes of Study in this glossary)
- **Application Deadline** – the first Friday in December.

- **Applicant Category** – criteria on which the college prioritises applicants' places at the College when oversubscribed. Criteria is based on postcode; type of school (ie whether the school has a sixth form or not); people moving into the area and care status. See section 4.
- **Priority Applicant** – applicants who applied by the College's Application Deadline.
- **EHC Plan** – Education, Health and Care Plan outlining a young person's particular needs. EHC Plans are organised by the Local Authority in which the young person lives.
- **Applicant Waiting List** – applicants who missed the Application Deadline or who did not accept their offer of a place within two weeks of receiving the offer letter.
- **Priority Waiting List** – applicants who applied by the deadline but who were not offered a place following the implementation of oversubscription procedures in section 4.
- **Subject Waiting List** – used for oversubscribed subjects (see section 4.16)
- **Guidance Manager** – a manager responsible for the overall pastoral needs of students, similar to the Head of Year/ Head of House roles in secondary schools.
- **Moving On Day** – An important event for all applicants to attend who have accepted a place at the College. Held at the end of June/ beginning of July of the summer term after GCSE exams and before September Enrolment of the first year of study at the College.