BHASVIC

ADMISSIONS POLICY

For entry in September 2027 only

Last Updated: OCTOBER 2026
Review Date: ANNUAL

BHASVIC

ADMISSIONS POLICY
September 2027 Entry

1. POLICY STATEMENT

1.1. Brighton Hove & Sussex Sixth Form College (BHASVIC) is a public sector, 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.

2. SCOPE

2.1. This policy applies to all:

a) State funded 16 to 18-year-old students who are applying for a full-time, daytime, two-year Study programme. In this policy, such applicants are referred to as 'mainstream' applicants or students.

b) State funded 15 to 24-year-old students with a current Education and Health Care Plan, or 15 to 24-year-old young people who intend to or are in the process of applying for an EHCP.

c) State funded English for speakers of other languages. In this policy such applicants are referred to as 'ESOL' applicants or students.

d) 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 enrols students who are 16 or 17 years of age on 1st September of the year in which their study programme commences at the college.

2.3. The college does not normally enrol students who are 18 years of age or older and will only consider applications by this age range in the following circumstances:

a) 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.

b) Students with an Education, Health and Care Plan which would be in place by the time they would start at the college 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 the named college on the plan.

c) 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.

2.4. 19-year-olds will not be considered for enrolment.

2.5. 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 priority date.

2.6. This policy does not apply to students who are taking evening language courses at the college and such applicants should contact the College directly or follow procedures on the college's website:

2.7. For information on study programmes, courses, courses and qualifications available at BHASVIC, along with relevant entry requirements, please refer to the Admissions and Courses sections of the college's website.

2.8. Please be aware that the paper prospectus does not provide definitive entry requirements or policy and the college's website should always be referred to prior to finalising an application or making any decisions through the applicant's admissions journey.

3. MAKING AN APPLICATION

3.1. Applications are made to the college by completing an online application form, available from the website.

3.2. The college will only consider offers of places to students who have made an application

3.3. Applicants who meet our **priority application date of the first Friday in December** will be priority applicants.

3.4. Those who apply after this date will be added to a non-priority waiting list and are unlikely to gain a place as the college is routinely oversubscribed.

3.5. Students who have a current EHCP and BHASVIC as their named place of study do not need to meet the application priority date, as the national EHCP process overrides the college's own admissions policy rules. However, students in this position are asked to complete the college's online application form and notify the Admissions Department of their EHCP within the application form – this will enable swifter and more effective support to be established for the student through their decision-making and transition to college.

3.6. Students who do not have a current EHCP and are in the process of applying for an EHCP are strongly advised to follow the processes set out in this Admissions Policy, including meeting our priority date, so as not to risk their offer of a place at BHASVIC. If the application for an EHCP is unsuccessful and the student had not applied to the college by our application priority date of the first Friday in December, they will be a non-priority applicant and there would be significant risk that they would not be offered a place at the college.

3.7. **Information, Advice and Guidance:** BHASVIC provides pre-enrolment information, advice and guidance to help students choose appropriate courses, including:

- A summary of the application process can be found on the college's website, the Admissions section.
- The 'Courses' page on the college website provides important information about each qualification offered. Events and activities include
- A "Taster Days" for Year 10 students late in the summer term (apply from the website)
- Schools visits, assemblies, talks and parent information evenings at the end of year 10 in July or at start of Year 11 in September (depending on school invitations the college receives)
- Open Evenings in mid-November
- an applicant interview for priority applicants after their application and before Easter
- a 'Moving On Day' for Year 11 students after GCSE exams have finished
- a post-GCSE results advisory service in August
- an enrolment interview in late August before the college timetable starts

3.8. **Entry Requirements:** Applications should be made with consideration to the College's Entry Requirements for study programmes and for individual courses. Meeting the college's entry requirements also applies to students with an EHCP.

3.9. **Accepted Qualifications:** BHASVIC accepts GCSEs and iGCSEs. All other Level 2 qualifications which are GCSE equivalents will not automatically be accepted. Level 1 qualifications and short GCSE courses are not accepted. Qualifications and grades gained by students are recorded at enrolment and then these are verified post-enrolment. Students will be removed from courses if it transpires that they did not gain the correct entry requirements, even if this occurs after a student has started the course. The prior grades we require to study our courses are set at the *minimum* for entry.

3.10. **Oversees Qualifications:** For applicants who have not studied UK qualifications, a **UK ENIC Statement of Comparability** official certificate will be required. This explains how your international qualifications compare to UK education levels, helping with job, study, or professional registration applications. If there is no ENIC, then you will be asked to provide very thorough and legible school reports, with quantifiable records of achievement (usually progress grades, marks or percentages) and an explanation of standards or scale (such as an explanation of scores which enable us to determine exceptional, high, average, low and unmet performance expectations). The college does not and cannot provide its own entry tests to determine ability level and suitability for entry to courses, as entry is GCSE standard which is a significant and demanding examination process. If the applicant is not able to provide robust information, which the college can verify (school information or qualification websites in English) the college is unlikely to be able to offer a place.,

3.11. **Full-time study:** The College will only accept applications for full-time study programme and students studying at the college agree a contract to remain on a full time study programme throughout their time at the college. Reasonable adjustments to this requirement can be agreed for students with very significant extenuating personal circumstances or those with Special Educational Needs and Disabilities, to best suit their particular needs and future success.

3.12. **Accord:** BHASVIC operates a common application process with Varndean College, as part of the college's Brighton and Hove College's Accord (membership also includes Brighton MET). All applicants should complete only one application form for BHASVIC or Varndean College. If an applicant has submitted to both colleges, the application will be suspended until it is ascertained which college the student wishes to apply to.

Why is this so? Although applicants would prefer to have the choice to apply to both colleges and decide which one they wish to enrol at a later stage, this would lead to sub-optimal experiences for students once enrolled. Primarily, this would mean less certainty about course choices and places, due to challenges both colleges would face in planning the correct number of teachers and specialist accommodation for courses, due to uncertainty of student numbers. If the applicant also has an EHCP, they may apply to both colleges through the EHCP process. However, one college must be named by 31 March in the plan, so that the other can college remove the young person, as there would be no valid reason to hold both applications open.

3.13. **Offers of a place:** The College will annually determine the total number of places available for new admissions.

3.14. Priority for places will be to students whose applications are received by the first Friday in December; the college's Application priority date. Such applicants are referred to as 'Priority Applicants'. The application priority date is published in the college's prospectus, on the college's website and at all key events and in promotional materials.

3.15. The college will continue to accept applications after the Application priority date. 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 non-priority 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.

3.16. Applicants will receive confirmation of their completed application via email. The online application system will also record the time and date of submission with the college admissions team.

ESOL Provision

3.17. The college offers full-time study programmes for ESOL students, which comprise English qualifications, Maths, Business and IT qualifications and an array of personal development and enrichment activity. This provision is specifically for asylum seekers, refugees and members of the local community whose first language is not English.

3.18. ESOL application forms are available from the college's website > Courses > ESOL.

Special Education Needs, Additional Learning Support 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. **Additional Information:** in this section of the application form, applicants should inform the college of additional support needs, so that an appointment can be made with an appropriate member of staff to explore and understand these needs, allowing timely support and aiding transition.

3.19. All relevant supporting documentation (e.g. medical reports, EHC Plans, school information, etc.) should be forwarded to the Admissions Department (admissions@bhasvic.ac.uk) as soon as this is available, giving the applicant's name and any other contextual information that will be important. If the applicant is invited to interview, it is important to send this information in advance, to enable the best support for the applicant.

3.20. **Exam Access Arrangements (e.g. extra time) evidence:** 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. Form 8s and Form 9s should be acquired from the previous place of study and provided to the college for re-application.

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 about the reasonable adjustments that can be made to meet the applicant's specific needs.

3.22. Students with an EHCP in place and BHASVIC as their named institution should refer to the college's SEND policy and the guidelines and procedures of their Local Authority, as well as this policy.

4. OFFERS OF PLACES

4.1. 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:

a) to have the ability to cope with and benefit from one of the study programmes that the College offers;

b) The college will make reasonable adjustments where appropriate. However, applicants must be able to attend lessons onsite and in-person and participate in programmes delivered through the college's normal curriculum, timetable and pace of learning.

c) to have met the entry requirements for both their study programme and the courses they have chosen. Predicted or on-course grades from the applicant's school will be used to make offers and the college will not make an offer for a course or study programme where predicted grades are not at (or higher than) the minimum entry requirements;

d) to have chosen courses which the college will be delivering;

e) to have demonstrated an understanding of and interest in courses chosen and agreed at interview;

f) to demonstrate (through references, reports and attendance data from their current or previous school) a willingness to adopt a positive attitude to learning;

g) to have met targets or conditions laid out in any relevant action plan set at interview.

h) **EHCPs only** - for applicants who have a current or pending EHCP, or applicants who seek an EHCP after an offer has been made, offers of places are course to the college, health, social and local authority services being able to meet the applicant's needs whilst studying at BHASVIC, and any relevant additional funding and reasonable adjustments to have been assured. The consultation process with the Local Authority overrides the college's own admissions processes. For example, if an offer of a place at BHASVIC has been made through the routine admissions process, but subsequently the college has rejected an EHCP consultation, the EHCP decision supersedes the normal college admissions processes and decision.

4.2. **Accepting the offer:** If given an offer of a place at the college following interview, applicants must accept or decline their place at the college within the timeframe given in the offer.

4.3. Applicants who have not responded to their initial offer within the timeframe given 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 waiting list.

4.4. Applicants are asked to withdraw, by notifying admissions, if they no longer wish to take up their place in September. This enables other applicants to have greater certainty about a place at the college.

4.5. Applicants who may not achieve the entry requirements for their chosen study programme and courses, 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 *may* be 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 interviewer 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 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 course 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, the Manager in charge of Admissions 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 resolved 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.

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 onsite. 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 before the student goes onto Year 11 GCSE Exam study leave and will be agreed as part of an Admissions Action Plan. 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.

4.8. **No Offer:** 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 college manager.

4.9. **Educational Interests and the College's Ability to Meet Need:** The support available to students is determined by the resources and facilities reasonably available to the College. While the College is committed to supporting students to achieve their potential, there may be circumstances in which enrolment at BHASVIC is not considered to be in a student's educational interests.

For the purposes of this policy, educational interests refers to the student's overall educational needs, development, wellbeing, and, in particular, their likelihood of successfully engaging with and completing their chosen study programme within the College environment.

Decisions regarding a student's educational interests will be made by appropriate College staff, taking account of all relevant information available. This may include the student's views and aspirations, information provided by parents or carers, previous educational records, professional or medical advice, and any relevant statutory documentation, including Education, Health and Care (EHC) Plans. While such information will be carefully considered, the College will make its own professional judgement regarding whether it is able to meet the student's needs and whether admission would be in the student's educational interests.

4.10. **Reasonable Adjustments to study programmes**:

a) The college ***is*** able to consider adjusted timetables or reduced study programmes.

b) The college is ***not*** able to offer remote learning, phased starts, deferred commencement of study, or the extension of courses/schemes of work beyond their standard duration.

Offers of places when oversubscribed

4.11. If the number of places available at the college is fewer than the number of 'priority applicants' who are likely to enrol, offers will be made following the rank order of applicant category listed below.

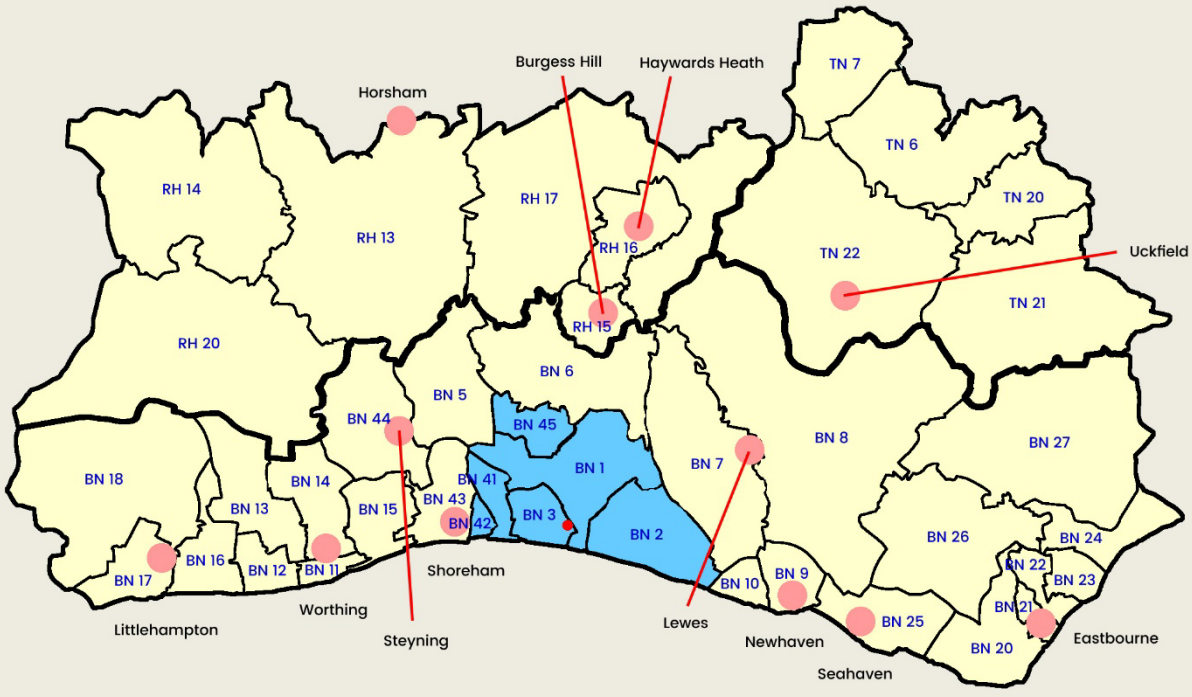
4.12. When the space available at the college cannot meet demand from priority applicants, the college will make offers to students within the Sussex Applicant Category based upon the availability of spaces in courses the applicant has agreed at interview.

4.13. 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 (i.e. a lottery system).

4.14. Applicants who met the application priority date but who have not received an 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 courses chosen by the applicant.

4.15. The college reserves the right to change these criteria, categories and procedures in exceptional circumstances.

Applicant Category	Criteria
SC	Special Consideration Applicants who **do not** live in BH (blue) category postcodes and who are determined by BHASVIC to have significant extenuating personal circumstances (please see detailed explanation below)
B&H	Applicants who are living in postcodes BN1, BN2, BN3, BN41, BN42 and BN45 (blue) Applicants who hold an EHCP, BHASVIC is their named provider and the college has accepted the Local Authority consultation
Sussex	All other applicants living in Sussex or moving into area (yellow)



Special Consideration Admissions Category

4.16. Applicants who live **outside** the B&H Applicant Category (blue), by postcode, (ie in the Sussex Category) may be considered for the Special Consideration Admissions Category and receive an offer of a place.

4.17. The criteria below will be used by the college to determine Special Consideration status – this information is not a decisive factor but will be *considered* in the college's decision to change applicant status from Sussex or non-priority to SC. If an applicant has not been offered a place, and has been added to the Priority Waiting List, they may appeal this position. Although the criteria below do not guarantee in applicant status, they have been listed by the college as important considerations in making these decisions. The list can therefore be used as a guide for making an appeal. The college will always attempt to make offers for students who meet one or more of these criteria, but this cannot be guaranteed. The criteria are listed in priority order:

a) Children who are, or have been, in the care of any Sussex local authority (looked-after and previously looked-after children).

b) Teenage parents

c) Applicants from households in receipt of Universal Credit, or who received free school meals in Year 11

d) Applicants with significant extenuating personal circumstances, supported by appropriate independent evidence (for example, confirmation from a Head of Year, medical professional, social worker or other relevant professional). The circumstances must be exceptional, beyond the applicant's control, and of such severity that the College considers additional priority to be justified in fairness to all applicants. Examples may include the death of a parent, carer or sibling, a serious illness affecting the applicant, or a major safeguarding incident that has had a substantial impact on the applicant.

e) Young Carers (for the purposes of this policy, BHASVIC uses the Carers.org definition of Young Carer: A young carer is someone aged 25 and under who cares for a friend or family member who, due to illness, disability, a mental health problem or an addiction, cannot cope without their support).

f) 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 priority date (for this purpose, "sibling" means a whole, half or step-sibling or an adopted young person resident at the same address). **NB**: category can only be considered if the college is informed on the application form.

g) Applicants who are the children of current BHASVIC staff members.

h) Applicants who have made an exceptional contribution to their school or local community (as evidenced via a reference from their Headteacher). The manager responsible for admissions will make a judgement as to the appropriateness of the case and verifiable evidence will need to be provided before the February Half Term Holiday, following the December application priority date. The college can only accept a maximum of two applicant appeals from any single school.

NB: For the avoidance of doubt, this provision does not alter or waive the College's published entry requirements in terms of GCSE grades required, all of which must be met.

4.18. Non-priority applicants (those who did not meet the college's priority application deadline), who the college determines to have met any of the criteria above, will be placed on the college's Priority Waiting List. This is to avoid the college not having enough spaces on courses for those students who have already received an offer of a place.

4.19. BHASVIC can frequently be oversubscribed from year-to-year, though not always. As such, we strongly advise applicants outside the BH (blue) Applicant Category to include any information in the Additional Information section of the application form. This should outline any of the special consideration criteria above, and the applicant should bring evidence to their interview (such as, for example, up-to-date confirmation of receipt of Free School Meals).

4.20. The Senior Leader responsible for admissions will implement and monitor necessary procedures to ensure this Special Consideration policy is followed correctly, consistently and fairly to all applicants and to ensure that the College is compliant with Health & Safety, Child Protection and Equality

legislation. The Quality and Curriculum Committee shall receive regular overview reports on the exercise of discretion.

Proof of Address

4.21. The address shown on the application form will be taken as the student's home address.

4.22. The college will consider an applicant to be living in the relevant postcode category if this is their home address at the application priority date of the first Friday in December. Applicants moving into area will be categorised as Sussex and should ensure they have applied to study at another provider, in case BHASVIC is oversubscribed. The college will not accept moving into area or a change of address as an acceptable reason to move to a higher priority category.

4.23. In the event of any uncertainty, the College will require confirmation of the student's normal home address from the student's current school.

Priority for Course Choices

4.24. There are strict limits on places for some courses.

4.25. If a course is oversubscribed, the college will endeavour to put on additional teaching groups in those courses. Where this is not possible due to staffing, rooming, resource or financial constraints, priority will be given to students in the following order:

a) Course requested on application form, received by the Application Priority Date.

b) Course agreed at interview.

c) Course change request by chronological order of priority, after interview.

d) Students who need the qualification for career progression.

4.26. A 'course waiting list' will operate for students who cannot currently be given a place on an oversubscribed course.

4.27. 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 at the college.

5. ADMISSION FOR CURRENT BHASVIC STUDENTS INTO THEIR NEXT OR FURTHER YEARS OF STUDY AT THE COLLEGE

5.1. Enrolment into the second year of study is dependent on the student meeting conditions for progression. The criterion taken into consideration are:

a) passing the end of A1 year exams and assessments;

b) meeting normal college expectations, especially with regard to attendance;

c) passing any final support plans;

d) having two A Levels or equivalent to continue with and gain at the end of the study programme;

e) having a full-time study programme;

f) having no outstanding charges or unreturned resources.

5.2. All conditions are outlined to students as part of their first-year tutorial programme. The college will communicate with parents and carers regarding any high risks of, or concerns about not meeting these criteria.

Applications for transfer into the second year of study from another school or college

5.3. BHASVIC does not accept students transferring part way through a year or transferring from another institution into the second year of study – the college only admits into the first year of a two-year study programme.

5.4. For students starting their first year of study who wish to continue with an A-level which they started at school, the college normally does not allow this, for a wide range of educational reasons which can be explained at interview/enrolment. 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. Normally, 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 by the student and should include documentary evidence of circumstances. The Assistant Principal, Student Support and Experience, 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 study fully. This is outlined in the college's Sustainable Study guide. 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.).

Requests to transfer an application from another post-16 provider to BHASVIC

5.7. Students who have applied to and/or attended an interview at Varndean Sixth Form College will sometimes wish to transfer to BHASVIC and vice-versa. In these circumstances, BHASVIC will only accept a transfer request before the February Half Term holiday. Varndean and BHASVIC operate a 'College Accord', which is detailed on the Admissions pages of each college. We operate an Accord and do not accept dual applications or late transfers because each college needs to plan its student numbers and curriculum offer carefully, ensuring we can accommodate places on courses for our priority applicants and offers. A student wishing to transfer their application should:

Before February Half Term holiday:

a) Contact Varndean College and discuss your reasons for requesting a transfer to BHASVIC with them.

b) If Varndean College agrees with the transfer, Varndean College should send your application to BHASVIC Admissions.

c) Our Admissions team will contact you and discuss your application and transfer – at this point, your application will remain with Varndean College.

d) If our Admissions Team agree to consider the transfer, you will be interviewed.

e) If we offer you a place, at this point your application will transfer from BHASVIC to Varndean.

f) If we do not offer you a place, your application and offer of a place will remain with Varndean College.

After February Half Term:

a) BHASVIC will not accept a direct transfer. If you wish to request a transfer, BHASVIC will add you to our Non-Priority Waiting List, but you will remain an applicant of Varndean College.

b) We strongly advise you **do not** withdraw your place from Varndean College, as we will not be able to guarantee you a place at BHASVIC and you may be without a college place in September (unless you have a back-up place at a third educational institution).

5.8. Students who did not apply to BHASVIC by our application priority date of the first Friday in December, and who wish to transfer their application to BHASVIC from another provider that is not Varndean College, do not need to 'transfer' such an application. The student can simply apply to BHASVIC. However, we strongly advise all such students to retain their application/offer with the other provider: as a frequently oversubscribed college, BHASVIC is likely to place late applications on our non-priority

waiting list and there is a considerable risk that we will not be able to offer a place at BHASVIC for September.

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 charged for some other items such as trips and certain materials. **Visual Arts and Geography have associated charges.**

6.2. Information about charges is available 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 Priority Application deadline has closed Priority Applicants will be invited in for interview in line with policy outlined at Section 4.

7.2. BHASVIC will aim to offer an interview appointment to all Priority Applicants, but this cannot be guaranteed.

7.3. Interviews for prospective students will be held at the college between late November and Easter. We aim to complete most interviews before Christmas and set aside two days in the final week before the Christmas Holiday to conduct the majority of interviews.

7.4. Although attending the college interview does take the applicant out of school, the experience is an important and developmental one, which prepares students for their employability skills and adulthood. We normally interview students without their parents present.

7.5. Prospective students should bring their most recent school report with them, which should include predicted grades, attendance and progress. They are also asked to provide a full year 10 attendance report.

7.6. At interview, course choices will be discussed but please note that final courses can only be confirmed at enrolment.

7.7. Where an interviewer has any concerns about an applicant's suitability to study at the college, an offer may ***not*** be made or an Admissions Action Plan may be set which the applicant is responsible for completing.

7.8. Students who disclose Special Educational Needs or a Disability will be seen by a member of the college's Additional Learning Support Department, either at the interview or at a later date. This will help the college prepare to meet their needs and support transition.

7.9. **Applicants with an EHCP** – normally, the college will follow the EHCP consultation process above the college's own policy and procedures. This means that an applicant may not receive an interview, having applied to the college, because the EHCP consultation has been rejected. In these circumstances, it may be that the primary point of contact with the applicant is not the college, but someone within the local authority. We will endeavour to ensure we have communicated with the applicant but this is not always possible, due to the point in time and the amount of time allocated to the EHCP consultation process.

8. POST-OFFER PROCEDURES and ENROLMENT

8.1. If, **after receiving an offer** and confirming an acceptance of a place, a student wishes to change any of their provisional courses, they should email admissions@bhasvic.ac.uk as soon as possible. The request will be noted but we cannot guarantee the change will be made as the next significant phase of course numbers planning takes place after Enrolment and at the start of September.

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 courses 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 course or Study programme. 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 courses cannot be guaranteed to students who enrol after these days unless by prior arrangement.

8.5. Prior to the enrolment interview, students must upload a photograph/screen grab of their official examination results slips (from the school, exam board or DfE app) in order to confirm their Study programme and chosen courses.

8.6. Students will only be enrolled at the college if the following conditions have been met:

a) to have met the entry requirements for both their Study Programme and the courses they have chosen;
b) to have the ability to cope with and benefit from the Study Programme and the courses that the College can offer at enrolment;
c) to have a full time Study Programme consisting of courses which the student has demonstrating an understanding of and interest in.

8.7. Students who are unable to attend an enrolment day appointment:

a) We will endeavour to hold places on students' chosen courses but cannot guarantee this and their place will be a lower priority than students who did attend their enrolment interview on our main enrolment days. To guarantee availability for enrolment appointments, please refer to the BHASVIC website calendars and term dates, or the parent/carer calendar section of the website.

b) If unable to attend the enrolment interview, please contact admissions@bhasvic.ac.uk and the department will arrange a late enrolment interview. These cannot be later than the first few days in September.

8.8. **GCSE remarks and enrolment**: The college is not able to hold places on its courses for students who did not gain the necessary GCSE results, even if requesting a remark from the school or exam board. We are not able to accept school recommendations to hold places. We recognise that for students affected in this way, this will be disappointing, but we will provide guidance and support to enrol on an alternative Study Programme. The reasons we are unable to accommodate such request are:

a) GCSE remarks come at a point which is too late to change course at BHASVIC

b) We do not have space on courses for students to begin study without having achieved the entry requirements but who have requested a remark.

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 team. You will receive an acknowledgement of your appeal within five working days.

9.2. Appeals by students with an EHCP and BHASVIC as the named institution should follow the Local Authority EHCP procedures to make their appeal.

9.3. If you would still like to pursue your appeal, having received a response from the Admissions team, the Communications & Student Recruitment Manager, who is responsible for college admissions, will investigate and respond within five working days.

9.4. A final appeal can be made to the Principal, whose decision is also final.

9.5. 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
- SEND Policy
- Student Attendance Policy
- Student Charges Policy
- Student College Contract
- Student Financial Support Policy

11. GLOSSARY

- **18+ students** – see sections 1, 2 & 3
- **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.
- **Applicant Waiting List** – applicants who missed the Application Priority Date or who did not accept their offer of a place within two weeks of receiving the offer email.
- **Application Priority Date** – the first Friday in December.
- **Course –** One course choice, leading to a qualification (for example, A level Sociology; BTEC Law, Double BTEC Sports Science, GCSE Maths Retake, Extended Project). Some educational institutions, particularly Secondary Schools, refer to Courses as 'Courses'.
- **EHCP** – Education and Health Care Plan. EHCPs are organised by the Local Authority in which the young person lives.
- **Entry Requirements** - Each Study programme and course the College offers has entry requirements; please see the Admissions section of the College's website for this information.
- **ESOL** – Courses for students with English as a Second or Other Language. See section 2
- **Full Time** – the College only offers full time Study Programme (see Study Programme in this glossary)
- **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.
- **Mainstream applicant** – see section 2
- **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.
- **Non-Priority Waiting List** – applicants who missed our application priority date will be placed on our waiting list if the college is oversubscribed (it usually is each year). See section 4.
- **Priority Applicant** – applicants who applied by the College's Application Priority Date.
- **Priority Waiting List** – applicants who applied by the priority date but who were not offered a place following the implementation of oversubscription procedures in section 4.
- **Study Programme** – the complete package of courses/qualifications, tutorial and additional courses a student studies at the College. Study Programme are full-time and normally involve for 3 A Levels or equivalent across two academic years. Each Study Programme the college offers has entry requirements; please see the Admissions section of the College's website for this information.
- **Course** – a single qualification and course area (for example, A Level French or BTEC Double Award in Business Studies). These make up a Study Programme. Courses are referred to at BHASVIC as Courses (see above).

- **Course Waiting List** – used for oversubscribed courses (see section 4)