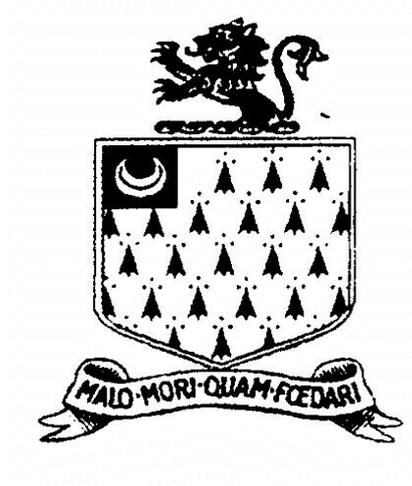


# Strode's College Egham



## Admissions Policy (16-18 Students)

Reviewed by Quality & Curriculum Committee: March 2016

Updated June 2016

Approved by the Corporation:

Next review date: 2019

# **Strode's College Egham Admissions Policy (16-18 students)**

## **1. Policy Statement**

- 1.1 Strode's College is a designated state-funded sixth form college governed by an independent corporation (the Board of Governors). The College is its own admissions authority and is thus entirely responsible for the admission of students to the College.
- 1.2 The College is committed to the principle of equal opportunity in education. It welcomes applications from students irrespective of any protected characteristic. In addition, none shall be disadvantaged by conditions or requirements other than those of a genuine educational nature or that are imposed by external agencies.
- 1.3 The College is committed to ensuring that the recruitment of students is undertaken in a fair and non-discriminatory manner.
- 1.4 The College is committed to providing applicants with initial advice and guidance that is thorough, honest, impartial and is judged to be in the best interests of the applicant. We are also committed to training staff and regularly updating them regarding local and national curriculum developments, labour market information and changes in Higher and Further Education.
- 1.5 The College welcomes applications from students with medical conditions and learning difficulties and/or disabilities and in its admissions process identifies how related needs can best be met. Where the College judges it is unable to make the necessary adjustments or provide the support required, it will make every effort to provide applicants with information about alternative provision. The College is committed to improving the ways in which information about courses can be accessed by a wide range of groups in the local community, particularly those with medical conditions and learning difficulties and disabilities.
- 1.6 The aim of the admissions process is to provide all students with a suitable study programme in which they can be successful, in the light of prior achievements, strengths, interests, effective progression, career and further and higher education aspirations. Places are offered to 16-18 year olds for full-time study on a suitable programme agreed with the College. Only in very exceptional cases will offers be made for study on a part-time basis. Priority is given to full-time students who are progressing immediately from Level 2 study. The College will consider applications from students wishing to re-sit or retake subjects previously taken at another provider. Specific criteria are operated in relation to these applications and these are set out in Section 9 below. Applicants in this situation who are considering applying to the College should contact the Admissions & School Liaison Manager in the first instance.
- 1.7 In making decisions about admissions, the College will recognise the full range of prior learning and experience and achievement. The College recognises that it has a role as a provider of a second chance to students who have had a difficult or unhappy school or other provider experience, but it reserves the right not to offer a place, withdraw an existing offer of a place or attach specific conditions to any offer, if circumstances suggest this is the best course of action for the College and all individuals involved. For example, where a reference or voluntary disclosure indicates a serious concern such as involvement in

criminal activity or a safeguarding issue related to the applicant.

- 1.8 The College reserves the right to operate waiting lists for College places and individual programmes and courses when circumstances warrant, and to close the applications list when it judges that there is no realistic chance of applicants gaining places.
- 1.9 The Principal, operating within the framework set out above, has the ultimate authority to accept or reject any student application.
- 1.10 All offers of a place at the College are made subject to the student agreeing to subscribe to the College's policies and abide by its Student Code of Conduct.

## **2. Scope**

- 2.1 This policy applies to students from the European Economic Area EEA (or those who qualify for home status as defined by the College's funding bodies<sup>1</sup>) aged 16-18 on 1 September in the year in which they intend to start at College. Students applying from outside the EEA should contact the Admissions & School Liaison Manager in the first instance.  
There are separate admission arrangements for adult learning.
- 2.2 Students who are 15 years of age may be accepted for entry in certain circumstances, if they have completed Key Stage 4 of the secondary curriculum, subject to approval and funding from the relevant government agency.
- 2.3 The general admissions criteria also applies to those students who are already at College who wish to progress from one programme of study to another (e.g. from Level 2 to Level 3).

## **3. General Criteria for Admission to the College**

- 3.1 All offers of places at the College for 16-18 study programmes will be made subject to the following general criteria:
  1. There is a suitable course (or courses) available which individually or together constitute a full-time study programme.
  2. Any entry criteria for the level of study, programme or individual courses are met (a "conditional" offer may be made in respect of these). Entry criteria are set out in the prospectus which is published annually.
  3. The student is seriously committed to continuing with post-16 study and can demonstrate this at interview.
  4. The application is supported by the school or college the student is currently attending (usually in the form of a satisfactory school report with predicted grades and/or a supportive reference).

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<sup>1</sup> EFA Funding Guidance for Young People 2015-16. Section 3 (pages 12 – 20).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/459535/EFA\\_Funding\\_guidance\\_2015\\_to\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459535/EFA_Funding_guidance_2015_to_2016.pdf)

## **4. Priority Places**

- 4.1 Applications open on 1 July in the calendar year prior to entry. Students attending the 11-16 secondary schools in the Surrey boroughs of Runnymede and Spelthorne (The Magna Carta School, Jubilee High School, The Matthew Arnold School, Thomas Knyvett College, Thamesmead School Sunbury Manor School and Philip Southcote School (the College's seven partner schools) who apply by the advertised Priority Place deadline, and who meet the College's general entry criteria (set out in section 3 above), will have a guaranteed offer of a place at the College. The Priority Place deadline is 31 October in the year prior to entry.
- 4.2 Priority places may be offered at the discretion of the College to individual students with medical problems, looked-after children, students with learning difficulties and/or disabilities or other significant individual needs.

## **5. All Other Applications**

- 5.1 The College guarantees the offer of a place to any student who attends a school with no sixth form and who meet the College's general entry criteria (set out in section 3 above).
- 5.2 Applications open on 1 July in the year prior to entry. From this date, applications will be dealt with and places offered, subject to the availability of places at College and on individual courses, in the order determined by the date of receipt by the College.
- 5.3 Applications received after the Priority Place deadline from students at the seven partner schools (listed in 4.1) will be treated in the same way as all other applications (alongside all other applications) and dealt with in order of the date received, without any priority being exercised.

## **6. Waiting Lists**

- 6.1 If the number of places available is fewer than the number of applicants, the College will offer places based upon the availability of spaces on courses.
- 6.2 Once all places have been offered, a waiting list will be created. Students whose applications were received on or before the Priority Place applications deadline 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 in which they were received by the College
  2. Spaces on specific courses
  3. Date on which the application was received by the College where this is after the Priority Place deadline.

The College reserves the right to change these criteria in exceptional circumstances.

## **7. Fees**

- 7.1 Students aged 16-18 from the European Economic Area (EEA) or who qualify for home status as defined by the College's funding bodies are not charged tuition fees.

## **8. Applications to progress from a one-year Level 2 Programme at Strode's to a Level 3 Programme**

- 8.1 The application process for students already at Strode's on a Level 2 Programme and who wish to apply for a Level 3 Programme is managed by a Guidance Team Leader and/or relevant Director. Normally, progression would be onto a Level 3 BTEC programme. References and recommendations are obtained from the student's current teachers and tutor. The Guidance Team Leader and/or Director makes the final decision on whether or not to offer a place for the following September. If an offer is to be made, a provisional course will be normally be agreed by the end of June. This offer will be conditional upon successfully completing all aspects of their current programme, meeting the general admissions criteria in 3 above and having a good attendance and behaviour record.

## **9. Applications to restart**

### **9.1 Restart students from other providers**

The College when considering restarts<sup>2</sup> will consider EFA funding guidance about re-sits and retakes<sup>3</sup> as well as judgments about what is educationally wise for a student and the limits of the College's curriculum offer.

The College will operate the following specific criteria:

- Students cannot normally repeat the exact same set of courses as those undertaken at a previous college or school but must chose **at least one new course** out of a total of three / four. This is to ensure that a student's motivation is maintained for the full term of their programme of study.
- A Guidance Team Leader (GTL) or a senior leader will interview each student considered for a restart who will be treated as a new student.
- The offer of a place is usually contingent on a detailed reference from the previous provider. Students without a reference must be referred to an Assistant Principal for approval.
- An offer may also have other conditions attached to it, which are specific to each case.
- We will not normally allow re-start students to take Maths, Languages or Science courses at Level 3 if there has been a significant time gap from their previous study.
- Re-start students will be placed on Probation and progress reviewed regularly.
- Restart applicants will have access to good Information, Advice and Guidance (IAG) and should be advised of different pathways, e.g. vocational as opposed to A levels and the benefits of choosing alternative types of courses if they have been unsuccessful in a

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<sup>2</sup> Most students requesting a restart apply to the Year 1 of a two-year programme. Applications for transfer into Year 2 are considered below.

<sup>3</sup> EFA guidance. [www.gov.uk/efa](http://www.gov.uk/efa). Section 109.

previous provider. Sometimes this may mean signposting applicants to other Colleges.

## 9.2 Restarts for students who have already studied a year at Strode's College

- Students who have already studied for a year at Strode's College and sat exams will not normally be allowed to restart on a programme at the same level unless there are 'good educational' reasons.<sup>4</sup> These reasons will include medical or other health reasons or personal circumstances. This is in line with EFA funding guidance about re-sits and retakes at the same provider.
- The Assistant Principal for Guidance will make a decision about what will be considered 'good educational reasons' and requests for these restarts will be formally agreed and recorded between a GTL and the Assistant Principal for Guidance.
- Any restart students once a programme has been agreed for them, will be treated as a 'new student' to the College and will attend new student induction with other new students. They will not normally need to attend an enrolment interview but will be required to attend the enrolment process.

## 9.3 External applications to transfer into Year 2

- The College does not normally take students from other schools or colleges into Year 2 of an A level or BTEC programme as experience shows that students who do this are most often unsuccessful.
- Applicants in this situation who are considering applying to the College should contact the Admissions and School Liaison Manager in the first instance to discuss their situation.

## 10. Appeals and Complaints

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.

## 11. Monitoring and Review

- 11.1 The effectiveness of the policy will be monitored by the designated senior leader who will report to the Senior Leadership Team should any amendments be required.
- 11.2 This policy will be reviewed every three years (or earlier if required) taking into account any changes in legislation.

## 12. Related Documents

- 12.1
  - Position Statement on Restarts at Strode's College 2015-16
  - Complaints Policy
  - Disclosure Policy (Students)
  - Equality & Diversity Policy
  - Special Educational Needs (SEN) Local Offer
  - Care ,Guidance and Support Framework
  - Instrument and Articles of Government

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<sup>4</sup> This applies to requests to restart Year 1 as well as to repeat Year 2

