Barton Peveril Sixth Form College

ADMISSION AND PROGRESSION: POLICY AND PROCEDURES

Full-time Students aged 16-19

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1. Introduction

The college is a large and successful organisation which specialises in Sixth Form Education at level 3 (A levels and their equivalent). It is usually oversubscribed. It works closely with Eastleigh College (who provide a more applied, vocational provision, including at Entry, level 1, level 2 and T levels) to ensure that all students in the local area have access to a College place at 16 and 17. The College actively promotes Equity and in all matters to do with admissions will follow relevant policies on Equality, Diversity and Inclusion.

2. Admissions

The College offers places to students:

- who can demonstrate on their application form and at interview that they will benefit from further study at Barton Peveril;
- who are able to provide satisfactory references;
- who meet the generic entry requirements for the level of course.

For level 3 study, students **must** have at least **5 GCSEs at grade 4** or higher; this can include a vocational qualification completed at their school. The College requires such students to achieve at least a Merit in a level 2 vocational course. In addition, students must meet the specific entry requirements for the course/subjects that they wish to study:

a) Each course/ subject has specific entrance requirements. These may change. The most up-to-date requirements are always available on the College website. The entry requirements are designed to help students make informed choices and to ensure that a student starting a course has a reasonable chance of success on that programme.

b) Students who achieve a grade 2 or below in English Language will not usually be offered a place.

c) A few courses may have other, non-academic entrance requirements such as a Disclosure and Barring Service (DBS) check or certain health requirements. These are also available on the website.

3. Refusal of Applicants

The College reserves the right to refuse applicants if:

a) an applicant submits their application after the published closing date;

b) in its judgement it does not have an appropriate course or level of study for an applicant;

c) it does not have the specialist facilities to meet the needs of the student;

d) it is oversubscribed (see below);

e) students must be 18 or under on 31 August of the year in which they start their course;

f) a student does not attend the College Taster Day;

g) a student does not meet the entry requirements for one or more of the

course(s)/subject(s) discussed at their initial interview as the student's intended programme of study;

h) a student does not attend their enrolment interview at the time given;

i) a student does not accept the College's offer of a place with the timescales given;

j) if there are reasonable grounds to suspect that an applicant will not be able to meet the terms of the College's Code of Conduct. A non- exhaustive list of examples might include:

- Students who have not applied themselves satisfactorily at school/college
- If there is evidence to suggest that a student will not benefit from the proposed course at College
- If there is a significant risk that their presence may adversely affect other students applying to or currently at the College
- If transition information from their previous school or college indicates that they may present a safeguarding risk to the College community
- Students who have behaved inappropriately whilst on the College premises
- If there is evidence that they might damage the fabric of the building or pose any threat to members of the college community
- If the College cannot attract adequate funding for the student to take their planned course

4. Oversubscribed

The College agrees with its funding organisation the total number of students who will be funded each year. The College will admit applicants who meet the admissions requirements, up to this limit. Thereafter, the College reserves the right to place students on a waiting list or turn them away.

4.1 Priority will be given to applicants

- Who have applied by the application deadline published in the prospectus and on the website each year
- Who have attended their interview
- Who have accepted the college's offer of a place within the timescale given
- Who have attended the Taster Day
- Who have attended their enrolment interview at the time given
- For whom this is their first attempt at post 16 education

4.2 Programmes of Study and Availability of Courses

In some instances subjects and courses may become full. Except as set out in the Note below, students who have followed the guidelines above, who meet the specific and general entrance requirements and who have not changed their planned courses between first interview and enrolment, will be offered their agreed

subjects. Students who change their minds at the enrolment interview can only be offered places on their new choices where these are available.

It may be necessary, from time to time, to close or limit the size of a course that has previously been advertised and on which places may have already been offered, due to financial non-viability of the course or non-availability of teaching staff. In these circumstances, except as set out in the Note below, alternative courses will be discussed with the student(s) affected and, where an appropriate course, for which the student is suitably qualified, is available, a place on such alternative course will be offered.

Note: Whilst we will always endeavour to meet students' wishes, it may be necessary, due to financial constraints imposed by Government funding, to limit the size of a student's programme to a specified number of courses or hours of teaching time, notwithstanding a larger programme of study may already have been discussed and/or agreed with the student.

4.3 Late Applicants

If the application form is submitted after the advertised deadline, late applicants will be added to the Waiting List (see below). Barton Peveril may still invite late applicants to interview but cannot guarantee a place. We recommend that all late applicants ensure they have applied to other colleges.

4.4 Waiting list

When allocating students from our waiting list we will take into account the following factors:

- Date of original application
- Response to subsequent College communications
- Whether a student is part of the Eastleigh Consortium of 10 partner schools
- Whether there are spaces on the courses they wish to study
- Whether a student has moved into the area recently
- References

5. Overseas Students

It may be necessary, as part of the application process, for us to find out more information or conduct assessments, particularly if the applicant has non- standard qualifications e.g. they come from overseas. We reserve the right to ask a prospective student to sit any relevant assessments in order to assess whether they can benefit from a place at College and to ensure the College provides the most appropriate support and guidance for their studies. Any assessments would be treated sensitively and in accordance with Equality and Diversity Guidelines.

Applicants who are not termed to be 'Home' students at the start of their course will not normally be accepted by the College which is not registered with the Border

Agency.

EU students are no longer able to secure the necessary visas to study in the UK, the College will require the applicant to pay the appropriate course fees in full.

6. Equality, Diversity and Inclusion

The College will always operate within the terms of its Equality, Diversity and Inclusion Policy and according to appropriate legislation. In cases where applicants have additional needs we request that these are discussed with us at an early stage in the application process so that we can make all necessary arrangements to meet those needs by the start of the academic year.

7. Progressors

(of existing First Year Barton Peveril students into the Second Year)

Progression describes the movement of students from the first year of a two year programme into the second year of their course.

It is expected that all students will continue with the subjects and courses they embarked upon at the beginning of their first year. However, in some exceptional circumstances students will need to agree changes to their programme of study in order
to continue at Barton Peveril. If a progression interview is needed, it will be carried out by the relevant SPA and will take account of:

- Student performance in subject assignments and CAP results,
- Students' future plans / ambitions
- Curriculum options available
- Student adherence to the Code of Conduct

In cases where behaviour has clearly not met the Code of Conduct, the student Disciplinary Procedures are followed.

8. Students who have completed a level 2 course at another 16-19 college

(Those who apply for a course at the College following the successful completion of their previous level 2 course at another school sixth form or post 16 college)

Students must meet the normal entry requirements for their courses; their 5 GCSEs at grade 4 can include the vocational qualification completed at their current 16-19 College (assuming it is relevant to the intended courses). The College requires such students to achieve at least a Merit in level 2 vocational courses taken at their current 16-19 College and where relevant, grade 4 in GCSE English and/or Maths.

Students whose achievements at level 2 have predominantly been in a vocational field will normally be expected to continue at level 3 on a predominantly vocational programme. The College will not accept applications to restart a level 3 programme from students who have previously studied level 3 at another college except in exceptional circumstances e.g. they have recently relocated.

Restarters

(Barton Peveril Students who wish to start the level again at Barton Peveril)

9.1 Year 1 Students

A re-start can only be agreed by a Student Progress Adviser in consultation with a member of SLT. It is not an automatic right and, if granted, will be the exception. A re-start might only be granted if there is significant evidence that the student requesting a re-start has been able to overcome the previous barriers to learning and that we feel sure that they are able to meet attendance requirements and adhere to the college code of conduct. In addition we will consider a re-start request if there has been a significant shift in a student's career choice which requires fundamentally different qualifications,

Any student restarting year 1 must adhere to the following:

1. Re-starters must attend a full taster day; failure to do so means the offer of a re-start is withdrawn.
2. Once they re-start we will not be able to offer any further changes to their programme,;this includes changing subjects, qualifications or reducing the programme.
3. A re-start is a **trial place** at college. After the first 5 weeks of the start of term, SPAs will gather feedback from all teachers to see if the student is working as required. If the student has not achieved the set attendance target and/or they have not completed work their place will be withdrawn.

All students in this category will be on a conditional basis (see below).

9.2 Year 2 Students

Students wishing to resit the second year of their programme or start a new level 3 programme having already completed one will not normally be allowed to do so.

In exceptional circumstances this may be allowed following a meeting with a Student Progress Adviser if they, the student, can convince the college of the educational and personal rationale for a repeat of the year or a new level 3 programme. This will take into account their potential achievement, fundamental changes to career plans or career choice, past level of commitment, any relevant health issues, views of college staff and contribution to the college community. The admissions requirements above will also apply.

All students-re-starting year 2 will be on a conditional basis and they must adhere to

the following conditions:

1. Re-starters must be able to commence their Y2 studies following the May half term. Failure to do so means the offer of a re-start is withdrawn.
2. Once they re-start we will not be able to offer any further changes to their programme; this includes changing subjects, qualifications or reducing the programme.
3. A re-start is a **trial place** at college. After the first 5 weeks of the start of term SPAs will gather feedback from all teachers to see if the student is working as required. If the student has not achieved the set attendance target and/or they have not completed sufficient work their place will be withdrawn.

9.3 Admission of students who have already started to study elsewhere
Mid-year transfer requests or transfer requests into year 2 from local colleges will not be considered. Given the linear nature of Level 3 courses, to transfer after the first 6 weeks of year 1 would be detrimental to the educational progress of a student. Any student from another college or school who enquires about restarting at Barton Peveril College, having previously commenced a level 3 course at another college will be refused.

However, there is **one** caveat; we will consider any student who has moved into the area and who is unable to continue their studies at their previous school or college. In such a case, any decision to grant a transfer will be made by a member of SLT.

10. Admission to Full time Foundation Diploma in Art and Design

Students are made a **conditional offer** dependent upon the following criteria:

- To be fully funded by the EFSA. Alternatively, they must pay the full course fee;

- Students must be under 19 on 31st August of the year they start the course;

- Students must present a portfolio of practical work at interview which, in the opinion of the interviewer, shows evidence of practical research skills, independent work and a strong work ethic. The interviewer must also be satisfied that the applicant has a clear rationale for taking a Foundation course and is suited to the course the College is offering. The portfolio and interview has primary importance in the decision to admit a student on the Foundation Diploma;

- Successful candidates will be expected to have achieved Level 3 qualifications (A levels or equivalents) one of which will preferably be in a relevant creative subject, and have GCSE English and Maths at grade 4 or above. If they do not have GCSE English and/or Maths at grade 4 or above, they will be expected to study these alongside FAD.
- External applicants must present a satisfactory reference from their

current school supporting their application

- The college reserves the right to reject applications made after the closing date
- In the event of application numbers being too high for the places available the college will give priority on a first come first served basis

In August on receipt of results the College will confirm places. Any student failing to meet the grades required in the conditional offer will have their application reviewed by the Director of Art and/ or the Subject Leader for Foundation Diploma Art and Design.

11. Conditional Places

The College reserves the right to offer students a conditional place. Usually, but not exclusively, this is for the first half term of the academic year. The purpose is to ensure that the student is meeting our code of conduct and admission requirements. A conditional place will involve careful monitoring of behaviour, attitude and performance. When students fail to meet the College expectations they will be deemed to be at the final stage of the ‘warning’ process and may be asked to leave without further warnings.

12. Appeals Procedure

1. **Informal** - Please contact the Director of Students and Progress in the first instance if you are not happy with a decision about admissions.
2. **Formal** - Where a place is not offered, a student or their parents or carers may seek a review of the decision by writing to the Principal within two weeks of the decision, stating the reasons why they consider the College has acted unreasonably. The appeal will normally be conducted by the Vice Principal (Student and Progress) and decided within one week of receipt and confirmed in writing.
3. **Complaints** Policy link: Complaints Policy 2024