



**Budmouth College**



## **Sixth Form Post 16 Admissions Policy**

Governors' Committee responsible:	Strategic Advisory Committee & Personnel
Link Senior Leader responsible:	Mark Henman  (Ade Bungay)
Date reviewed by Governors :	2 <sup>nd</sup> November 2016
Next annual review date:	October 2017

*Working Together, Creating Opportunities*

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

## Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Sixth Form Applications

2. Upon whom will this impact?

16-19 year olds applying to Budmouth Sixth Form

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups			✓
Gender			✓
Disability			✓
Religion, Faith or belief			✓
Sexual Orientation			✓
Transgender			✓
Age <small>(N/A to pre-school and school children)</small>			Applicants must be 16
Rurality			✓

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		✓	
Gender		✓	
Disability		✓	
Religion, Faith or belief	✓		
Sexual Orientation	✓		
Transgender	✓		
Age		✓	
Rurality		✓	

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by: Mark Henman, Director of Sixth Form

Signed



.... Date: 20/10/16

Comment by Headteacher:

Date.....



**BUDMOUTH COLLEGE**  
**SIXTH FORM**  
Post-16 Admissions Policy

Policy Aims

- To ensure the highest possible education provision for all students at Budmouth College Sixth Form.
- To offer equality of opportunity.
- To provide transparent criteria for all applicants.
- To promote entry onto appropriate full-time post-16 courses in relation to an individual student's ability and needs.

Year 12 Recruitment

The College offers opportunities for post-16 study to students for whom suitable courses are available to provide for their academic, vocational and personal needs. All students should be offered Information, Advice & Guidance (IAG) to support them through the application process and allow them to make informed decisions.

To be offered a place a student must:

- Meet the Minimum Entry Requirements for that level
- Meet any specific course requirements.

Places are offered according to the above criteria and to ensure success it is advisable to apply as early as possible. Late applications received after the published deadline will be considered provided over subscription is not reached. Minimum Entry Requirements will be established for all courses and reviewed annually. The final decision will be made by the Director of Sixth Form in consultation with relevant staff.

Applications are welcomed from students studying elsewhere as well as Budmouth students.

If deemed appropriate, a student may be offered a place based upon a general Sixth Form Agreement or a specific Subject Agreement, which may require them to successfully complete a trial period.

In the event of over-subscription (i.e. more than 575 applicants meeting the entry requirements) places will be allocated according to the following priority order:-

- a) students who are looked after by the Local Authority \*1
- b) students who fulfil the entry criteria for courses which are not individually oversubscribed.
- c) students who completed their KS4 curriculum at Budmouth College
- d) students who will have a sibling(s) already attending the College at the time of admission \*2
- e) other students:

When the admissions number is reached within one of the above criteria, geographical proximity to the College will be used to differentiate between children with the highest priority being given to children living nearest to the College \*3

## FOOTNOTES

\*1. The term “looked after” specifically relates to children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989.

\*2. The term “sibling” means a full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household.

\*3. Distance will be measured as the shortest route, straight line measurement using a Geographical Information based system which identified an Easting and Northing for the home address and the College and calculates the distance between the two locations.

In the case of students who are affected by over-subscription, discussions will be held with them to explore alternative courses appropriate to their individual career plans.

The maximum capacity of the Sixth Form is 575 students.

### Appeal process

All students will have the right of appeal through the Governing Body Appeal panel, whose decision will be final. An appeal should be made by the end of the second week of the Autumn Term.

### Retention - Year 12 into Year 13

Retention of students from Year 12 into Year 13 is dependent upon students showing appropriate progress in terms of both their prior achievement and evidence of a positive, self-motivated approach towards their learning. The final decision will be made by the Director of Sixth Form in consultation with relevant staff.

### Year 13/14 Recruitment

An application to continue with post-16 studies that have been commenced at another Sixth Form or FE College will be dependent upon the above retention criteria and the compatibility of the Year 13 programme with the prior studies and achievement.

### Mid-year recruitment

An application for immediate entry to Sixth Form, which is received once an academic year has commenced, will be considered provided that the Sixth Form is not at maximum capacity. If this limit has not been reached, a place on a suitable combination of courses is available and the normal entry requirements are met, the applicant may be successful. However, it should be noted that an application received during or after the second half of the Autumn Term is less likely to be accepted. This is due to the pace of study on post-16 courses; by that stage such a large proportion of the course/s will have been covered that success may be highly unlikely.

The exception to this will be where an applicant wishes to transfer from another Sixth Form or FE College where he/she has been studying the same or equivalent course/s, or has previously studied the work missed.

### Vision

Our vision is to provide a comprehensive 14-19 curriculum, which meets the needs of individuals, as well as the needs of the wider community within the Weymouth & Portland area.

We aim to offer our students opportunities for both academic and vocational progression, whilst assisting them in their development of the skills, personal qualities and maturity that will enhance success in their future careers.

We hope to raise all students' aspirations by encouraging and promoting the concept of lifelong learning. This is done through the programme of Information, Advice and Guidance (IAG), by guiding Sixth Form students onwards into Further/Higher Education or a work-based training programme; and by the Sixth Form students themselves acting as positive role models for the Lower College community.