



# Admissions Policy (16-19)

<b>This policy applies to :</b>	Students/ Parents/Staff
<b>Author/Department:</b>	Student Recruitment Manager
<b>Area/Person responsible:</b>	Vice Principal: Achievement & Quality
<b>Date approved:</b>	3/10/24
<b>Related Documents/ Policies:</b>	Admissions Procedures (16-19)
<b>Date of Next Review:</b>	October 2026

<b>Date of most recent review:</b>	October 2024
<b>Changes made:</b>	General rewrite of old document for better layout Added text for: <b>Overseas Applicants</b> <b>Applications from Students not in Year 11 or returning students</b> <b>Late Applications</b>

### The Equality Act 2010: The Equality Duty

The College has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

<b>Does the policy promote the aims of the Equality Duty?</b>	<b>Yes</b>		<b>No</b>		<b>N/A</b>	
<b>If no, please state which groups may be affected and complete a full equalities impact assessment</b> (guidance and forms available on the intranet)						
<b>Impact Assessment Reference:</b>						
<b>Initial Impact Assessment Completed</b>			<b>Date</b>			
<b>Review of Policy</b>			<b>Date</b>			

## Revision History

<b>Version</b>	<b>Date</b>	<b>Changes</b>
Original	July 2015	1. Rewrite of old document 2. Adoption of new template
Rev 1	July 2016	1. Date of review/next review
Rev 2	July 2017	1. Date of review/next review
Rev 3	June 2018	1. Date of review/next review
Rev 4	May 2019	1. Reflected formation of Stamford Park Trust and subsequent changes to obligations in admissions as an academy.
Rev 5	October 2022	1. Change to reflect no Level 2 provision
Rev 6	October 2024	1. Rewrite

## Introduction

Ashton Sixth Form College is dedicated to upholding a core value: acting in the best interest of students. This principle informs all our Information, Advice, and Guidance (IAG) efforts and shapes our approach to admissions. The aim of this policy is to guarantee transparency, fairness, and consistency in our admissions procedures, providing clear guidance to all stakeholders.

The College focuses on delivering full-time education primarily for individuals over compulsory school age, but under 19 years old as of August 31st of the academic year.

The number of students admitted is determined by several factors, including the curriculum offer, the level of funded student activity allocated by government agencies, and the number of continuing students enrolled in the College.

## Aims

Our goal is to provide clear, comprehensive advice and guidance throughout the admissions process, ensuring that applicants are fully informed and equipped to make the best choices for their future. This process includes at least one guidance interview and opportunities to visit the College.

The College's admissions team offers information and advice to prospective students and parents/carers, including entry requirements and course options through various channels, such as course leaflets, the college website, open days, taster days, and school liaison activities.

Key aims include:

- Offering potential applicants all necessary information to make informed choices and submit appropriate applications.
- Providing clear details about entry criteria and application procedures.
- Ensuring that all applications are handled in a timely and professional manner.
- Treating all applicants equitably throughout the admissions process.
- Providing at least one guidance interview and additional opportunities to visit the College before enrolment.
- Engaging with schools to support vulnerable learners through the transition to College.
- Ensuring students are enrolled in appropriate courses based on their qualifications and career plans, with impartial advice provided if a student's first-choice course is unsuitable.
- Collaborating closely with schools and external partners to provide up-to-date information about courses and entry requirements.

## Policy Actions

To achieve these aims, the College will:

- Maintain a clear strategy to ensure the implementation of the admissions policy through specific action plans developed in collaboration with the Senior Leadership Team and the Local Governing Body.
- Continuously review and improve the admissions process to meet the needs of prospective students and to adapt to any changes in educational policy or student requirements.
- Monitor and report on the effectiveness of the admissions process to ensure fairness, transparency, and consistency across all applications.

## **Context**

Our full-time students are typically 16-18 years old and must be under 19 as of August 31st of the academic year in which they first enrol.

Students have access to a wide range of Level 3 courses, which are based on their prior qualifications, interests, and career aspirations. The centralised Admissions department processes all applications, and our experienced team ensures that students are given appropriate information and advice throughout the admissions process.

Offers are made based on an evaluation of various factors, including predicted grades, personal circumstances, and other relevant materials. It is the applicant's responsibility to inform the College of any changes in their educational, domestic, legal, or medical status that may affect their application.

## **Admission Procedures**

The College does not impose any quotas that could advantage or disadvantage specific applicant groups. We uphold a commitment to treat all applicants fairly throughout the admissions process. Additionally, the College welcomes applicants from diverse backgrounds, providing support to students with learning difficulties and disabilities as outlined in our equal opportunities policy.

All applicants are expected to be studying at GCSE level or equivalent, or have completed these qualifications at the time of application. Course enrolment depends on a student's GCSE achievements and future plans, and individual cases are considered carefully.

All applicants who apply by the published deadline are guaranteed the offer of a Guidance interview.

The offer of a place is initially for one year and does not automatically extend to subsequent years. Progression to further years of study is conditional on meeting course requirements, such as maintaining appropriate attendance, behaviour, and academic achievement.

In certain cases, where an applicant's progress may be affected by significant health or other issues, the offer of a place may be subject to medical or other professional confirmation to ensure that full-time study is safe, healthy, and appropriate for the student.

The College reserves the right to withdraw an offer if any significant changes in the applicant's educational, domestic, legal, or medical circumstances mean they no longer meet the entry criteria.

## **Overseas Applicants**

As a state-funded institution, Ashton Sixth Form College is not authorised to sponsor international students. As a result, all students must have the legal right to reside in the UK before commencing their studies. Evidence of this right is required at the point of application. If an applicant holds qualifications from outside England or Wales, they will need to provide a NARIC Statement of Comparability. This statement will be used to determine their eligibility for a conditional offer.

## **Applications from Students not in Year 11 or returning students**

Current students wishing to restart Year 12, as well as students applying from other post-16 institutions (who are 16-18 years old and under 19 as of the 31<sup>st</sup> August in the enrolment year) will only be considered where there are exceptional circumstances. In such cases, the College will require a completed application

form detailing the reasons for the application, along with any other supporting documentation which will then be considered by The Admissions panel.

The college does not allow a student to restart where they have already completed Level 3 qualifications.

Students aged 18+ can access the Art Foundation Programme as part of their progression from Level 3.

### **Late Applications**

For students applying later than the published deadline, their applications will be classified as "late," and they will be placed on a waiting list. Interviews and offers will depend on the availability of places in the desired subjects and at the discretion of the Admissions Panel. Any exceptional circumstances detailing the reason for the late application should be clearly detailed in the application.

### **Appeals Process**

If an applicant wishes to appeal a decision regarding their admission, they may do so in writing to the Vice Principal: Quality & Achievement within two weeks of the decision. The Vice Principal: Quality & Achievement has the final authority to hear appeals and make decisions regarding admissions.

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### **Contact Information**

For further inquiries regarding the admissions process or to request a full copy of the admissions procedures, applicants can contact the College directly at:

**Phone:** 0161 330 2330

**Email:** [admissions@asfc.ac.uk](mailto:admissions@asfc.ac.uk)