STAMFORD PARK TRUST

ADMISSIONS POLICY (16-19) ASHTON SIXTH FORM COLLEGE

DOCUMENT REFERENCE:	000151/ASFC
THIS POLICY APPLIES TO:	Students/Parents/Staff
OWNER/AUTHOR:	Student Recruitment Manager/ Vice Principal: Achievement & Quality
ESTABLISHMENT LEVEL:	College
APPROVING BODY:	Senior Leadership Team
REVIEW CYCLE:	Annual
DATE APPROVED:	October 2024
LAST REVIEWED ON:	October 2025
NEXT REVIEW DUE BY:	October 2026
SUMMARY OF CHANGES:	Inclusion of text to clarify admissions offers and exceptional circumstances. Merging of two documents (Admissions policy and Admissions procedures) in to one document.
RELATED DOCUMENTS/POLICIES:	
LEGAL FRAMEWORK/STATUTORY GUIDANCE:	

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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.

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- Continuously review the college entry requirements and the admissions process to reflect the needs in the borough and 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 18 as of August 31st of the academic year in which they first enrol.

We operate across a regular academic year and therefore will only admit full time students at the start of an academic year. We do not offer mid-year starts.

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.

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. Students who attend and have successful Guidance interview will be offered a conditional place which will be confirmed at enrolment once GCSE results are known.

Students are enrolled initially for one year and progression to the second year 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.

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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 settled status in the UK before commencing their studies. As a condition of funding, any student who has lived in the UK for less than 3 years, will need to show evidence of their settled status in the UK 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 18yrs as of the 31st 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 a reference and 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.

The College recognises that students restarting Year 12 may require a structured and closely monitored programme of support. As such, the College reserves the right to place any student undertaking a restart on a specific Support to Study Plan (S2S), tailored to address areas for development and set clear expectations for attendance, engagement and academic progress. This plan will be subject to close monitoring during the first five weeks of the programme. Should a student's progress during this period be deemed unsatisfactory against the agreed expectations, the College will withdraw the student from their studies and they will be required to leave the College.
Given the exceptional nature of a Year 12 restart, any decision to withdraw a student under these circumstances will be final and negates the right of appeal. The final decision in regards to a restart student passing their Support to Study Plan (S2S) will sit at Assistant Principal- Engagement & Achievement level.

If, as the College would wish to see, a student passes their Support to Study Plan (S2S), then they will be subject thereafter to the sixth form's Positive Student Conduct and Behaviour Policy, in line with all other young people studying at the College.

Students who have chosen to leave college before completion of their course and have subsequently taken a year out, will be unable to return to complete their studies.

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.

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Offers

Offers of a place to study at ASFC are made to students at their Guidance meeting. Offers are conditional on achieving the minimum college entry requirements and any subject specific entry requirements. Students should ideally be undertaking 6 GCSE (inc. GCSE English Language and Maths) to be made an offer.

Students' individual personal circumstances and difficulties can be discussed at their Guidance Meeting, and will be given due consideration, however in all cases (including where an applicant holds an Education, Health and Care Plan - EHCP), the college's entry criteria must be met in order for a student to be enrolled
In some cases, and where we feel it is in the best interests of the student, we may feel that there are no suitable courses available for the applicant and the college will suggest alternative provision elsewhere.

The College reserves the right to consider any individual or exceptional circumstances that may affect a student's ability to meet the standard entry requirements Examples may include home schooled students or students unable to sit GCSEs but being awarded certificates of recognition. Such considerations will be made at the discretion of the Vice Principal: Achievement & Quality, whose decision regarding an applicant's eligibility for admission shall be final.

The College also reserves the right to refuse admission where previous behaviour, attendance, effort, achievement, or any other significant factor raises concern — even in cases where a conditional offer has been issued. Furthermore, the College may withdraw an offer if it is found that false or misleading information has been provided, or if the applicant engages in misconduct either on or off college premises, including criminal investigations.

Where criminal convictions or investigation are in place, the College reserves the right to refuse admission based on previous convictions or where the College is unable to meet specified bail conditions, during an investigation, or whilst awaiting a Crown Prosecution Service decision/outcome.

The College retains the right to cancel or withdraw a course if enrolment numbers are insufficient, or if changes to the national curriculum make the course unviable. In such circumstances, applicants will be notified prior to enrolment, and suitable alternative options will be explored where possible.

Enrolment

A student's place is conditional and only confirmed at enrolment once GCSE results are known. Proof is required by each student that they satisfy the entry criteria to follow their desired programme. All students are required to show appropriate ID as part of the enrolment process.

Students who need to change their course as a result of their GCSE grades will be advised about alternative courses at this stage. Course changes are not guaranteed and subject to availability and students meeting the necessary entry criteria.

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All students need to enrol before the start of the academic year and the published date that lessons will start. Students unable to enrol by the published lesson start date risk their college place.

Appeals Process

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

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

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