



# Admissions Policy (16-19)

<b>This policy applies to :</b>	Students/ Parents/Staff
<b>Author/Department:</b>	Marketing, Admissions & Liaison Manager
<b>Area/Person responsible:</b>	Assistant Principal (Student Services)
<b>Date approved:</b>	August 2015
<b>Related Documents/ Policies:</b>	Admissions Procedures (16-19)
<b>Date of Next Review:</b>	August 2018

<b>Date of most recent review:</b>	August 2017
<b>Changes made:</b>	Change to Equality Act info.

### 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.

Does the policy promote the aims of the Equality Duty?	Yes		No		N/A	
<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>	
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<b>Date</b>	
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<b>Review of Policy</b>	
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<b>Date</b>	
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## 1 Introduction

1. A core value of the College is to **‘always act in the best interest of the students’** a principle which underpins all our Information, Advice and Guidance (IAG) and guides our approach to admissions. The purpose of this policy is to ensure transparency, fairness and consistency in relation to our admissions procedures and to provide clarity for our stakeholders.
2. As a Sixth Form College institution, operated under regulations relevant to the Sixth Form College sector, admissions to the College are arranged in accordance with the relevant provisions of the 1992 Further and Higher Education Act, and subsequent changes in legislation and other procedures and policies laid down by the Department for Education and its relevant agencies. The College will admit students in line with the College Mission Statement and the Admissions Policy. The College is a designated Sixth Form College and will primarily focus on provision for full time 16-19 year old students – who will normally be aged 16 upon entry.
3. The target number of students the College will admit will depend upon the nature of the proposed student programmes, the target level of units of activity and funded students allocated to the College by the relevant Government agencies and the number of students continuing on programmes within the College.

## 2 General Policy Statement

### 2.1 Mission Statement

1. The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are enabled to make an informed choices. The College’s website and printed publications provides clear information and guidance on all entry requirements, grades and course provision
2. We operate an admissions policy which ensures equality of opportunity to all applicants.

3. There are no admissions quotas which advantage or disadvantage any group of applicants and Ashton Sixth Form College is committed to treating all applicants within the admissions cycle fairly.

## 2.2 Context

1. Our full time students are typically 16-18 year old school leavers who must be under 19 years on 1 September of the year in which they first enrol. Students who are younger or older than this are only admitted as full time students in exceptional circumstances.
2. Full time students have access to a wide range of courses at Level 2 and Level 3 dependent upon their prior qualifications and aptitude, interest and career plans.
3. We operate a centralised Admissions Department for all 16-19 applications. Our Admissions team (Marketing, Admissions & Liaison Manager, Admissions Officer and Admissions & Guidance Assistant) are experienced in processing applications from learners with a wide range of qualifications. In order to ensure we place our Students on the right course to get them where they need to be we provide Information, Advice and Guidance throughout the admissions process from Application through to Enrolment.
4. We prioritise applications from school leavers. There is a process in place to deal with non-school leavers and internal progression is managed by the Senior Tutor team.
5. All places are offered based upon an assessment of the evidence available, which can include predicted grades, school references and a range of other material.
6. It is the responsibility of applicants to inform College as soon as possible (via the Admissions dept.) if there is any change in educational, domestic, legal or medical circumstances which may affect their application to study at college.
7. The offer of a place upon a course of study is for one year, and does not automatically guarantee the offer of a place upon a course of study in subsequent years. Progression onto all further years of study is conditional upon fulfilment of course requirements, including appropriate attendance and achievement
8. In a few of cases where the progress of applicants may be affected by significant health (mental or physical) or other issues, the offer of a place may be made conditional upon the provision of appropriate medical or other confirmation that full-time study at the college is a safe, healthy and appropriate route forward for an applicant.
9. The College reserves its right to withdraw the offer of a place of study in cases where changes in an applicant's educational, domestic, legal or medical circumstances mean that they no longer fulfil the requirements laid down in the college admissions policy and entry criteria.

## 2.3 Aims

1. To provide accurate and appropriate advice and guidance on all aspects of recruitment, selection and admissions including our entry requirements and course information through our Admissions Officer, Admissions & Guidance Assistant, School Liaison & Events Officer, external advertising, course leaflets and prospectuses, college website, open evenings/days, taster days and various school liaison activities.

2. To give potential applicants with as much information as possible to enable them to make informed choices and an appropriate application.
3. To give applicants clear details about entry criteria and application procedures for admission.
4. To ensure that all applications are dealt with in a timely and professional manner.
5. To treat all applicants fairly and equitably in their application to the college.
6. To provide an initial guidance interview and at least one further opportunity to visit the College prior to enrolment.
7. To ensure there is a dialogue with schools to support 'vulnerable' learners with their transition to college.
8. To ensure all students are enrolled on appropriate courses in light of their examination results and career plans and provide impartial guidance where the student's first choice of course may not be appropriate.
9. To work closely with schools and external partners to provide up to date information about college provision and entry requirements.

### 3 Policy Actions

To ensure that the college has in place a robust strategy outlining how the aims of this policy are met through the delivery of clear action plans in agreement with the Senior Leadership Team and Corporation.

**For a full copy of our Admissions procedures, please contact the college on 0161 330 2330 or at [admissions@asfc.ac.uk](mailto:admissions@asfc.ac.uk)**