



**COLLYER'S**  
Founded in 1532

# **ADMISSIONS POLICY**

**February 2023**

Reviewed by SMT:	22 <sup>nd</sup> February 2023
Endorsed by F&GP:	14 <sup>th</sup> March 2023
Approved by Governing Body:	28 <sup>th</sup> March 2023
Next review:	Spring 2024 by SMT, F&GP then Governing Body

## **1. POLICY STATEMENT**

- 1.1 The College of Richard Collyer's Admissions Policy supports the college's mission which is to provide excellent education for the success of every student
- 1.2 Collyer's is a state funded sixth form college which has its own governing body. The governing body sets its own policies and is solely responsible for admission of students to the college
- 1.3 Collyer's is committed to ensuring that disabled people, including those with learning difficulties or medical needs are treated fairly. All reasonable adjustments to provision will be made to ensure disabled students are not disadvantaged

## **2. SCOPE**

- 2.1 Collyer's Admissions Policy applies to all students who are seeking admission to study during the day time, including those who are already at the college who wish to progress from one programme of study to another or one year to another but excluding adult students who are taking evening courses

## **3. KEY PRINCIPLES**

- 3.1 The college will determine annually the total number of places available for admission for each of the categories of students identified below, in the light of the college's strategic plan, funding agreement (including conditions of funding), the availability of accommodation (particularly specialist accommodation) and other resources including staffing:
  - 16-18 year old students, including those with special educational needs
  - students on the Post 19 Employability course and other students with significant high needs (max 12 places)
  - International students
- 3.2 Students who attend one of the following partner schools: Horsham Bohunt, Forest, Millais, Tanbridge House, Oathall Community College, Warden Park Secondary Academy, The Gatwick School, and St Oscar Romero Catholic School as well as those who live in Horsham District and wider locality but do not attend one of the partner schools are eligible for entry to Collyer's subject to the entry requirements in 3.11
- 3.3 Priority will be given to students who have siblings currently studying at Collyer's or siblings who have studied full time at Collyer's in the previous five years
- 3.4 Where there are places available, any other student, UK and EEA nationals with settled status, (except those specified below) will be accepted for entry if they meet the entry requirements for starting an appropriate course
- 3.5 Students who have already taken A Levels will be considered on their merit and suitable recommendation. Entry to particular courses will depend on the availability of places
- 3.6 Applications from students under 16 on 1<sup>st</sup> September of the year of their proposed admission will not be accepted as they do not meet the ESFA's Conditions of Funding<sup>1</sup>
- 3.7 Students who have been home educated must hold the GCSE profile required for all full-time advanced students
- 3.8 Students currently in year 11 will be considered for a Level 2 Transition programme in the academic year after they have completed their GCSEs
- 3.9 Overseas fee paying students will be considered on individual merit. Particular reference will be taken of qualifications gained in their own country and their competence in English.
- 3.10 Priority for places will be given to students whose applications are made on line or received by 31<sup>st</sup> January preceding the September entry
- 3.11 Subject to the availability of places, Collyer's will offer a place to students if there is a programme of study suitable for them for which they meet the entry criteria (e.g. a minimum average of 3.0<sup>2</sup> is required across all GCSE exams taken to qualify for consideration onto a Transition Programme) and if their latest school report shows they are suitable candidates for

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<sup>1</sup>This does not apply to international fee paying students

<sup>2</sup> The GCSE average must be calculated from a minimum of 5 GCSEs and must include the scores from all Full GCSE courses taken by the applicant

further study, this includes good attendance of at least 85%<sup>3</sup>. In addition, we require all special educational needs, medical and wellbeing supported at school to be disclosed by the applicant to the college at the point of application (the applicant will then be interviewed by a relevant member of staff, so appropriate support can be put in place). The applicant must also receive a recommendation for an offer of a place following a successful interview

- 3.12 Applicants studying the Collyer's Level 2 Transition programme will be offered a place on a suitable Level 3 programme if they meet the progression and entrance criteria for each subject and have a recommendation from their Head of House. See 7.1 below
- 3.13 If a course is oversubscribed, the college will endeavour to put on additional teaching groups in that subject. Where this is not possible due to staffing, rooming, resource or financial constraints, priority will be given to students on the basis of the date of their application, or the date when they requested that subject. Where a course is undersubscribed, the college reserves the right to withdraw the course. In such cases, students will be offered advice on the availability of alternative courses, both at the college and at other local colleges
- 3.14 Collyer's does not charge tuition fees for UK students who are under 19 years old on 1<sup>st</sup> September at the start of their programme of study. However, some courses have associated charges for consumable materials and trips and visits. See the Enrolment Handbook
- 3.15 Students who do not have UK qualifications will need to provide translated school reports / exam certificates BEFORE they start their programme of study at Collyer's. The Admissions department will check comparability with GCSE qualifications using UK ENIC

#### **4. APPLICATION PROCEDURE**

Details of the application procedure are published annually in the **prospectus**.

- 4.1 Collyer's provides an extensive pre enrolment programme to help students choose an appropriate programme of study. This includes school liaison events, Open Evenings, a pre enrolment interview, tours of the college, Welcome Days and an enrolment interview
- 4.2 Students whose applications are received on or before 31<sup>st</sup> January will be given priority for places and will be known as priority applicants. All priority applicants will be offered an interview
- 4.3 The college will continue to accept applications after 31<sup>st</sup> January. These students will be regarded as non-priority applicants. The Admissions department will record the date on which the application was received, but these applications are likely to join the college's applicant waiting list and applicants are not guaranteed an interview or an offer of a place at Collyer's. They are therefore advised to have a firm alternative place to study
- 4.4 Pre enrolment interviews will be held between January and April. Prospective students should bring their most recent school report, which should include details such as predicted grades and attendance. In addition, prospective students should inform us of any exclusions (temporary and permanent) or ongoing disciplinarys. The nature of these will help inform whether a place is offered. Provisional courses will be discussed to ensure an appropriate programme of study is planned
- 4.5 Collyer's encourages applications from students who may need support because of a disability, learning difficulty or medical need and endeavours to ensure that information and guidance is in an accessible form. The college's disability statement 'Supporting Learners' is available on our website [www.collyers.ac.uk](http://www.collyers.ac.uk). Alternatively, applicants may request a paper copy from the Admissions Office. The Admissions Office can also supply the Disability Statement in Braille, audio tape and large print versions if requested
- 4.6 Applicants are required to make any additional support needs known to the college at the time of application so that an appointment for an interview can be made with an appropriate member of staff. Students should ensure they have completed the relevant section of the application form. Students should bring their latest Educational Psychologist's report or Education and Health Care Plan to the interview if appropriate. This is particularly important for students wishing to restart a programme of study at Collyer's following withdrawal due to ill health in a previous academic year. See 9.1 below

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<sup>3</sup> Mitigating circumstances such as a health issue can be taken into account with regard to attendance, but applicants are still required to meet the minimum entry criteria of their chosen study programme

## **5. POST OFFER PROCEDURES**

- 5.1 If, after receiving a firm offer, a student wishes to change any of their course choices, they should do so at Welcome Day. All students who have accepted a place at Collyer's should attend the Welcome Day events held in early July. It is important students should attend as they will take part in lessons in their chosen subjects and start some aspects of the enrolment procedure. Applicants will finalise their course and subject choices on Welcome Day; requests for course or subject changes after this day cannot be guaranteed. Students who demonstrate poor behaviour on Welcome Day may have their offer of a place at Collyer's removed
- 5.2 When GCSE results are received, students will need to contact the college if they have not achieved the overall grade requirements for entry to Collyer's. For students who do not meet the minimum entry standards for an intermediate course, the college will endeavour to work closely with Crawley College and schools to help find a suitable alternative course elsewhere
- 5.3 Students will be invited to an enrolment interview in late August/early September. At this interview students must bring their official examination results slips in order to confirm their chosen courses. There may also be charges associated with the course (outlined in the Enrolment Handbook), and the College Fund to pay, please see the Enrolment Handbook. We will endeavour to accommodate course change requests at this late stage but cannot guarantee that this will be possible

## **6. TRANSFER ARRANGMENTS FOR YEAR 1 A LEVEL STUDENTS INTENDING TO CONTINUE TO YEAR 2**

- 6.1 In order for students to continue with subjects/courses in Year 2, students taking A Levels need to achieve at least a Grade E in their Transfer Examinations. Students taking vocational Level 3 qualifications need to achieve Pass grades or equivalent. All students need to have a good attendance record, at least 'Good' Studentship grades in their first year Progress Reviews and a recommendation from their Head of House

## **7. APPLICATIONS TO PROGRESS FROM A ONE-YEAR TRANSITION PROGRAMME AT COLLYER'S TO AN ADVANCED LEVEL PROGRAMME**

- 7.1 The application process for students already at Collyer's on a Transition Programme and who wish to apply for an advanced level course (one or two years in duration) at Collyer's is managed by the Director of Student Engagement. References and recommendations are obtained from the student's current teachers, tutor and Head of House. The Director of Student Engagement makes the final decision on whether or not to offer a place for the following September. If an offer is to be made, a provisional course will normally be agreed by the end of March. This will be conditional upon those on a BTEC First Level 2 achieving a Merit grade, successfully completing all other aspects of their current programme, achieving at least 'Good' Studentship grades in their first year Progress Reviews and having a good attendance record

## **8. APPLICATIONS FOR TRANSFER TO A2 COURSES FROM OTHER SCHOOLS AND COLLEGES**

- 8.1 Subject to the availability of places, the college may, occasionally, be able to accept students who have already completed Year 1 of a two year course of study elsewhere and who wish to complete 2A at Collyer's. Prospective applicants should contact the Director of Admissions and Marketing to discuss their individual situation. Students who are transferring to the college to start Year 2 of a two year course must enrol at the college in mid-June in order to attend classes. It will not be possible for students who have taken AS Levels at 16 in school to transfer to Year 2 of an A Level course with the exception of international students for whom special arrangements have been made with their school

## **9. APPLICATIONS FOR YEAR 1 REPEAT (1A to 1A) or 'YEAR 3' STUDENTS**

- 9.1 In exceptional circumstances, students may request to repeat a year or change to a different course necessitating a Year 3 at college. The Deputy Principal will make the decision as to

whether there is a place and whether the re start is desirable, particularly if the student has been part of the Fitness to Study process. A place is not guaranteed and the Deputy Principal's decision is final. See 4.6 and 11.2

9.2 The college does not take students from other schools or colleges for re-sit courses

## **10. FINANCIAL SUPPORT**

10.1 Students seeking financial assistance should refer to the Guide to Financial Support & Bursaries before enrolment, or at any time post enrolment when financial hardship is encountered. We are always pleased to give advice on how to access financial assistance and you may be eligible for the Vulnerable Learner Bursary or Discretionary Bursary. The guide can be found online and is also available from Student Services. Applications must be made online via our website

## **11. APPEALS AND COMPLAINTS**

11.1 If you wish to appeal against a decision made by the college with respect to the admissions process, please write to the Director of Admissions and Marketing at the college. You will receive an acknowledgement of your appeal within five working days

11.2 In all decisions relating to admissions where the Admissions Policy has been followed, the Principal makes the final decision. If you are unhappy with any aspect of our admissions process or wish to appeal the Principal's decision please contact the college for a copy of our Complaints Policy and Procedures or refer to the college website [www.collyers.ac.uk](http://www.collyers.ac.uk)

## **12. ASSOCIATED POLICIES AND PROCEDURES**

- Appeals Procedure (Non Staff)
- Complaints Policy and Procedure
- Equality, Diversity and Inclusion Policy
- Fitness to Study Procedure
- Instrument and Articles of Government
- Student Code of Conduct
- Supporting Learners