



COLLYER'S
Founded in 1532

ADMISSIONS POLICY FOR AUTUMN 2027 ENTRY

February 2026

Reviewed by SLT:	4 th February 2026
Approved by Trust Board:	24 th March 2026
Next review:	Spring 2027 by SLT then Trust Board

1. POLICY STATEMENT

- 1.1 The College of Richard Collyer's (hereafter Collyer's) Admissions Policy supports the College's mission which is 'Community, Opportunity, Achievement'.
- 1.2 Collyer's is a state funded sixth form college which is a 16-19 academy and founding member of the Horsham Learning Alliance. The Trust Board is the admissions authority and is responsible for setting its own policies.
- 1.3 Collyer's is committed to ensuring that people with special educational needs and disabilities (SEND), are treated fairly in accordance with the Equality Act 2010. All reasonable adjustments to provision as deemed appropriate and proportional by the College will be made to ensure students with SEND are not disadvantaged.

2. SCOPE

- 2.1 Collyer's Admissions Policy applies to students who are seeking admission to study during the daytime, 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 recreational evening courses.

3. KEY PRINCIPLES

- 3.1 The College will determine annually the total number of places available for admission for 16-18 year old students, including those with SEND, 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.
- 3.2 Students who attend one of the following partner schools: Bohunt Horsham, Forest, Millais, Tanbridge House, Oathall Community College, Warden Park Secondary Academy and The Gatwick School, as well as those who live in Horsham District and the wider locality but do not attend one of the partner schools are eligible for entry to Collyer's subject to the entry requirements in 3.9, 3.10 and 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 Applications from students under 16 on 1st September of the year of their proposed admission will not be accepted as they do not meet the DfE's Conditions of Funding.
- 3.6 Students who have been home educated must hold the minimum GCSE profile required for all students on their chosen courses of study.
- 3.7 Students who have already started Level 3 courses will be considered on their merit and suitable recommendation but will still be required to meet the entry requirements. Entry to particular courses will depend on the availability of places.
- 3.8 Priority for places will be given to students whose applications are received by 8th January preceding the September entry.
- 3.9 The average point score entry requirement will be calculated from all full GCSEs taken by an applicant.
- 3.10 The expectation is that applicants will be taking a minimum of eight full GCSEs or Level 2 courses and only in exceptional cases where documented reasons can be provided will students be taking fewer. The absolute minimum considered will be five full GCSEs.
- 3.11 Students will also have to meet subject specific entry requirements described in the College prospectus. Subject specific entry requirements are in addition to general entry requirements.

- 3.12 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 (a minimum average of 4.0 for vocational, mixed or technical and 5.0 for a full A Level programme) and if their latest school report shows they are suitable candidates for further study, this includes attendance of at least 85%¹. In addition, we require all disabilities, special educational, medical and wellbeing needs 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.
- 3.13 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 following professional consideration of a combination of the date of their application, prior achievement, programme of study and progression needs. 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 As a state funded institution Collyer's does not charge tuition fees, however, some courses have associated charges for consumable materials and trips and visits. See the website.
- 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 8th 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 8th 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), ongoing disciplinarys, Police investigations, cautions or convictions. 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. Alternatively, applicants may request a paper copy from the Admissions Office.
- 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

¹ 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.

Psychologist's report or Education and Health Care Plan to the interview where appropriate.

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 late June/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 do not need to contact the College if they have not achieved the overall grade requirements for entry to Collyer's as this will be discussed individually at enrolment. For students who do not meet the minimum entry standards for a Level 3 course, the College will endeavour to work with other colleges and schools within their travel to learn area 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' official examination results will need to be verified in order to confirm their chosen courses. There may also be charges associated with the course (outlined in the subject costs section of the website: <https://www.collyers.ac.uk/academic/courses/>), and the voluntary College Fund to pay, please see the Enrolment Letter or website. We will endeavour to accommodate course change requests at this late stage but cannot guarantee that this will be possible.
- 5.4 All applicants must ensure they are eligible for a place on their chosen course of study. The College reserves the right to withdraw the offer of a place if, at any point in the process, an applicant is found not to meet our minimum entry requirements. This includes once teaching has started.

6. APPLICATIONS FOR TRANSFER TO SECOND YEAR COURSES FROM OTHER SCHOOLS AND COLLEGES

- 6.1 Subject to the availability of places, the College may, occasionally, be able to accept students who have already completed the first year of a two year course of study elsewhere and who wish to complete their second year 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 the second year 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 the second year of an A Level course.
- 6.2 The College does not take students from other schools or colleges for re-sit courses.

7. FINANCIAL SUPPORT

- 7.1 Students seeking financial assistance should refer to the guidance on [Student Finance](#) on our website before enrolment, or at any time post enrolment when financial hardship is encountered. Student Services are always pleased to give advice on how to access financial assistance. Applications must be made online via our website.

8. APPEALS AND COMPLAINTS

- 8.1 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.

8.2 In all decisions relating to admissions where the Admissions Policy has been followed, the Executive Principal makes the final decision. If you are unhappy with any aspect of our admissions process or wish to appeal the Executive 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.

9. ASSOCIATED POLICIES AND PROCEDURES

- HLA Complaints Policy and Procedure
- Curriculum Policy
- Equality, Diversity and Inclusion Policy
- Fitness to Study Framework
- HLA Articles of Association
- Student Contract and Code of Conduct
- Supporting Learners