

## **1. Policy Statement**

Coulston Sixth Form College aims to provide high quality education in a supportive community

The College's success is based on students following a full-time programme of academic and enrichment courses. Thus, all students who apply to enter Year 12 must follow a study programme consisting of a minimum of three blocks of study at Level 3 or four blocks of study at Level, alongside the entitlement programme of tutorial guidance, essential skills and short courses. All subject options, and the entitlement courses, must be studied at the College, though this requirement may be waived in exceptional cases, where the educational needs of individual students require a reduction of programme.

The underlying principle is that an applicant who meets the entry criteria or a current student who meets the entry and progression criteria is entitled to be enrolled on the agreed programme. However, as a Sixth Form College, the College is primarily targeted on, and funded for 16 to 19 year old students. The number of places for students aged over 19 is limited by the funding agency (SFA/EFA). Priority for these places is reserved for current students progressing between levels.

## **2. Scope**

This policy applies to all applications to Coulston Sixth Form College and to all Coulston Sixth Form College students wishing to progress onto a new programme.

## **3. Definitions**

'Students aged over 19' are those who are over 19 on the 1<sup>st</sup> September at the start of their programme.

## **4. Legislation**

## **5. Policy Approval History**

Approved by: Executive on recommendation from the Academic Board

Amendments authorised by: Executive

To be reviewed annually in the Spring to inform the prospectus for the following academic year's applicants.

## **6. Policy content**

### **6.1 Full-time programme**

Students throughout their time at Coulston College are expected to complete a full-time programme with a minimum of 540 timetabled and non-timetabled hours. Where this is not the case, it will be reviewed by the Deputy Principal Curriculum and a student may be asked to leave. Any programme over 630 annual Guided Learning Hours must be approved by Deputy Principal Curriculum.

### **6.2 Eligible Applicants**

A normally eligible applicant will meet the following criteria:

Be under 19 at the start of their course unless there has been an interruption to their education.

Meet the entry requirements for their chosen course.

Have not previously achieved a full qualification at the same level as their chosen course.

### **6.3 Full Courses**

Where the number of places on a course are limited by the College curriculum plans, places will be offered on a first come basis.

### **6.4 External applicants for Upper Sixth (second year Level 3 courses)**

Applicants will be considered on an individual basis by the appropriate Director(s) and will be expected to have achieved at least C grades in the subjects and syllabi they wish to study. They will also require a satisfactory academic reference from the previous institution.

### **6.5 English and Maths**

Students who have not achieved a Grade A\* – C (new grade 4+) in English and Maths are required to either retake GCSE (if they have a Grade D) or complete a “Stepping Stone” qualification in those subjects at a level dependent on their initial entry qualifications and an initial assessment at the start of their course. Students who achieve Functional Skills at Level 2 will be given the option of taking GCSE. The College will not provide support for re-takes where students have already achieved a Grade A\*-C (new grade 4+).

### **6.6 Application process**

6.61 Applications for the following academic year will be accepted from October 1<sup>st</sup>. The College will process applications received in application date order.

6.62 Applications received after June 1<sup>st</sup> will be considered “Late Applications”, places will be offered based on space in the subjects that the applicant wishes to study.

6.63 When considering applications received after the start of term there must be space in the relevant courses, the student must have a realistic chance of being able to catch up and there must be no disruption to the learning of students already enrolled.

6.64 Applications may be made using a Coulsdon College application form (large print version available). Applicants who require assistance with the application or any part of the applications process will be appropriately supported.

### **6.7 Interviews**

All applicants will be invited for an interview either at the College or within their school. Interviewers will offer impartial guidance at the interview.

### **6.8 Outcome of applications**

Students will be offered a place at the College if:

- a) There is a place available on an appropriate study programme (see iv. below).
- b) The applicant meets the entry requirements for that study programme.
- c) A good reference is received from the applicant’s last school or college.
- d) The applicant can demonstrate an excellent record of attendance, typically 90% or above, and punctuality, whether at school or college, and subject to a consideration of the applicant’s personal difficulties and/or any chronic ill health conditions.
- e) The applicant demonstrates at interview, and through their school or college report, that s/he has the motivation, and capacity for sustained hard work, which will be necessary if s/he is to be successful at the College.

In the event that the student does not fully meet the above requirements the following measures will apply

<b>Situation</b>	<b>Outcome</b>
There are concerns in the reference and there is time to address the issue. Or, there is no reference available at the time of the interview	Conditional place offered subject to satisfactory reference
There are concerns in the reference but there is no time to address the issue. Or, there is no reference available at the time of the enrolment.	Place offered with a specific review during the first six weeks
The applicant requires a further interview to discuss their support needs	Referred to Additional Learning Support
There is no appropriate course for the student. Or, the reference is unsatisfactory. Or, there are clear risks to the safety and well-being to those in the College community	No place offered

If the College is oversubscribed, it will continue to accept applications throughout the year. Once the College has offered all of its available places, applicants will only be called for interview as full-time places on their required courses become available, and priority will be given to Looked After Children, siblings of past or current students and those applicants who most completely demonstrate that they meet the requirements in 4(c) to 4(e) above.

### **6.9 References**

All applicants should have an acceptable reference from their previous school or college. Where this is not possible (eg overseas student) and a suitable alternative referee is not available then the student may be offered a place with specific review during the first six weeks. An acceptable reference will show satisfactory attendance, punctuality and co-operation while at school.

Students whose reference is unsuitable will be informed in writing and set appropriate targets for improvement. A date for review is set on the Interview Record. The school is informed of this outcome. On the review date, the Admissions department will contact the school for an update. If there has been insufficient improvement the student will not be offered a place. If the applicant has made sufficient improvement then a place will be offered. This offer will be subject to a review of performance during the first six weeks of the course.

### **6.10 Disabled Applicants**

Students with a disability will have the opportunity to disclose on the application form. Those that have additional support requirements will be accommodated where reasonable adjustments can be made

### **6.11 Additional or Specialist Support Interviews**

Where an interviewee who has either indicated on their application form or been identified during the admissions process as possibly requiring additional or specialist support, the Admissions Officer will arrange an additional interview with the appropriate member of staff to discuss any necessary support arrangements.

### **6.12 International Students**

Applicants should note the following:

The College is not currently registered with the UK Border Agency and does not currently offer tuition to overseas students. An applicant may be treated as a Home Student and have their fees waived if:

- Their family have been temporarily residing overseas for work purposes
- Their parents are normally resident in the EEA (European Economic Area) and are in the UK for work purposes)
- They have recently settled status in the UK
- They are an asylum seeker in the care of social services in the UK
- They are joining or accompanying a parent who is a UK resident or who has the right of abode or leave to remain in the UK.

### **6.13 Overseas qualifications**

Where a student has overseas qualifications the College will endeavour to assess the equivalents but will also ask the applicant to complete an initial assessment in English and Mathematics. Applicants must achieve IELTS Reading and Writing scores of 5.5 for a Level 3 course and 5.0 for a Level 2 course.

### **6.14 Progression to a further year of study at the College in 2015-16**

#### **6.141 AS and BTEC Level 3 Students**

A student following AS subjects or BTEC Level 3 year 1 courses will be guaranteed progression to the A2 subjects or BTEC Level 3 courses if s/he meets the following requirements in the academic year 2013-14:

- i. Passing two AS subjects at grade D or above and/or achieving the equivalent to two AS passes at BTEC Level 3 grades which are consistent with her/his target grades.
- ii. At least 90% attendance in lessons, allowing for authorised absence, as explained in the Parental Handbook 2013-14.
- iii. Excellent punctuality at lessons.
- iv. Acceptable interim reports, typically averaging grade 3 across all her/his subjects throughout the academic year.
- v. Good behaviour, whether in lessons, around College, whilst representing the College or when travelling to, or from, College.

#### **6.142 BTEC Level 2 Students**

A student following BTEC Level 2 courses will be guaranteed progression to an advanced study programme if s/he meets the following requirements:

- i. As 1.1 ii. to 1.1 v. above.
- ii. Obtaining merit or distinction grades across all her/his BTEC Level 2 courses.
- iii. Evidence of progress in English and Maths if taken

### **6.15 Policy with regard to progression to a further year in a particular subject**

Where a student with a grade E pass at AS or Pass at BTEC Level 3 decides to study the subject in the U6, s/he will be interviewed by the Head of Department in order to discuss the advisability of this decision and establish the expectations, and conditions, which will apply and be recorded in the form of a personal agreement. A student progressing to A2 must retake AS units as directed by the Head of Department and may be required to attend additional workshops.

### **6.16 Progression at the Deputy Principal's discretion**

Where a student does not meet the above requirements, her/his progression to a further course at the College will be at the Deputy Principal's discretion. In making this decision, the Deputy Principal will take into account any special circumstances which have contributed to the student's performance and which the College has been made aware of during the academic year.

### **6.17 Policy in Respect to Re-sitting Year or Subject**

A request to re-sit a year, or retake a subject, will only be considered under exceptional circumstances. These will be circumstances that are outside of the control of the student or institution, such as a period of long term sickness. A student will need documented evidence to prove the circumstances.

### **6.18 Appeals**

Appeals regarding any aspect of the applications or progression process must be made in writing to the Principal.

Were changes made to the Policy when reviewed? If YES complete the Partial Equality Analysis table.

Questions for all Policies	Enter Y / N
Is it likely that the Policy Revision could have a negative impact:-	
Due to ethnic group?	N
Due to gender?	N
Due to disability?	N
Due to sexual orientation?	N
Due to their religious beliefs (or none)?	N
Due to pregnancy	N
On people due to them being transgender or transsexual?	N
Additional questions for Policies relating to Staff	N/A
Is it likely that the Policy Revision could have a negative impact:-	
On people due to their age?	N
On people due to their marital or civil partnership status?	N
On people with dependants/caring responsibilities?	N

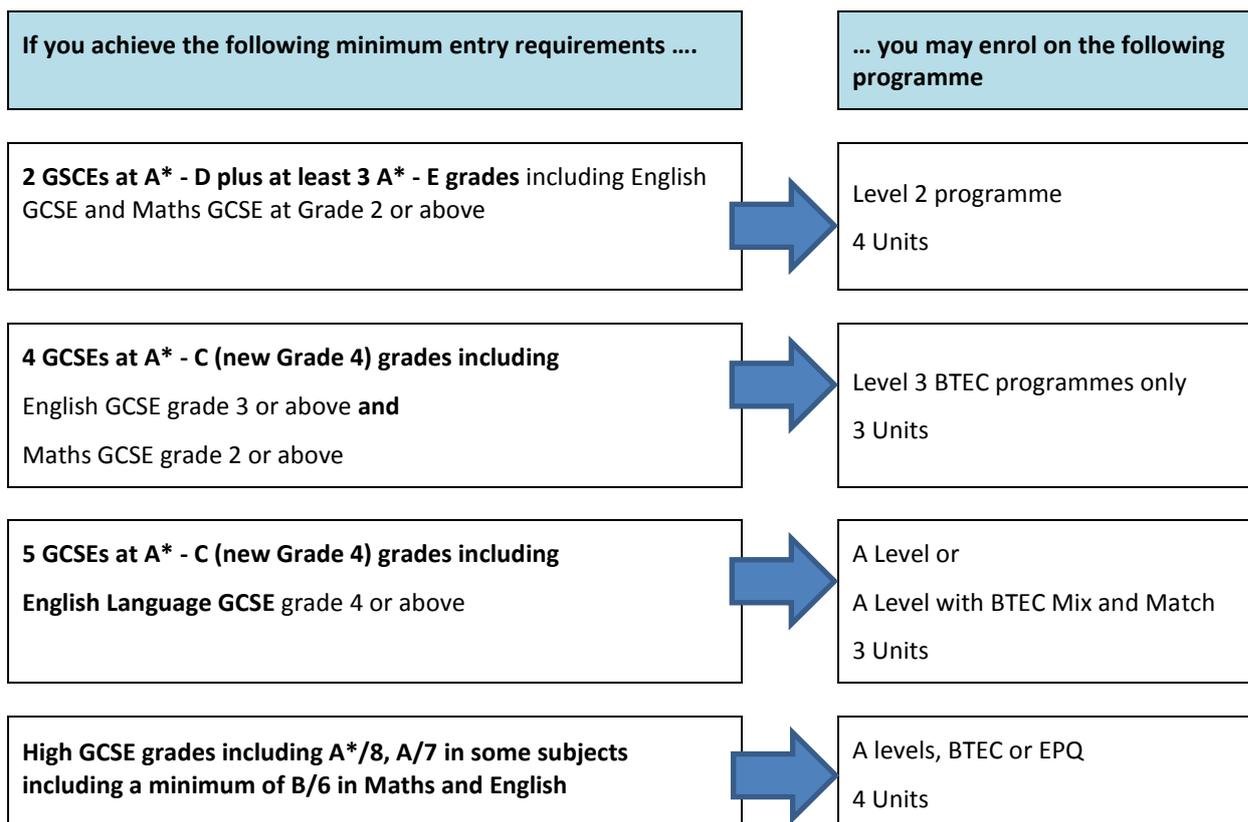
Date of Review	3 November 2014	Did you make changes?	<b>N</b>
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If YES please speak with the Assistant Principal as a full Equality Analysis may be required.

## The mix and match curriculum

Type of qualification	Unit value
A Level	1
BTEC L3 Certificate / Extended Certificate	1
BTEC L3 Extended Certificate / Diploma	2
BTEC L3 Foundation Diploma / Extended Diploma	3
BTEC L2 Award	1
GCSE	1

## Coulsdon Sixth Form College Minimum entry criteria



### Additional notes:

**Individual subject requirements:** in addition to the general entry criteria many A levels and a few BTEC programmes also have subject-specific entry criteria – see over

**BTEC Equivalence:** in assessing the minimum entry criteria, the College will count the achievement of one BTEC qualification at school, but only for entry onto BTEC programmes not A Levels:

- Pass at Level 2 BTEC counts as one D grade
- Merit at BTEC Level 2 counts as one C grade

**Maths and English:** Students who do not have grade 4 or above English Language or Maths must take these subjects as part of their programme.

**Mix and Match:** at level 3, students can select a combination of A levels and BTEC programmes to suit their ability (matched to the entry criteria), interests and aspirations.

**Further Maths students:** may wish to take two additional subjects alongside their Maths, to enable them to acquire three different subjects for application to university. We will discuss this with applicants individually at interview.

**Additional subject-specific minimum entry requirements for A Levels**

Subject	English	Maths	Science	Other
Art: Fine Art	4			And C in Art or relevant Design Technology
Art: Graphics	4			And C in Art or relevant Design Technology
Art: Photography	4			And C in Art or relevant Design Technology
Biology	5	6	BB	
	5	5	AA	Or Biology B
Business Studies	4	5		
	5	4		
Chemistry	5	6	BB	
	5	5	AA	Or Chemistry B
Computing	4	6		
	4	5	A	Or Computer Science A
Economics	5	5		
English Language & Literature	5	4		
	4	5		
English Literature	5	4		
	4	5		
French	4			And French B <b>or</b> native speaker
Geography	5	5		
	4	4		And C in Geography
Government & Politics	4			And B in English Literature or History
	5			
History	4			And B in History
	5			
Mathematics	4	6		
Mathematics Further	4	7		
Media Studies	4			
Physics	5	6	BB	
	5	5	AA	Or Physics B
Psychology	4	4	B	
	4	5	C	
	5	4	C	
Sociology	5			
	4			And B in English Literature or History
Spanish	4			And Spanish B <b>or</b> native speaker

**Additional subject-specific entry requirements for BTEC**

BTEC National Art	C in Art or relevant Design Technology Or Merit in BTEC L2 Art and Design
BTEC National Health and Social	DBS check by the College
BTEC National Music/Music Tech	Auditions take place during induction
BTEC National Performing Arts	Auditions take place during induction
BTEC National Science	Maths 4 <b>and</b> Science C

## **Progression Policy Summary for Students and Parents**

### **1 Progression to a further year of study at the College**

#### **1.1 AS and BTEC Level 3 Students**

A student following AS subjects or the first year of BTEC Level 3 courses will be guaranteed progression to the A2 subjects or BTEC Level 3 year 2 courses if s/he meets the following requirements in the academic year 2012-13:

- vi. Passing two AS subjects at grade D or above and/or achieving BTEC Level 3 year one module marks which are consistent with her/his target grades.
- vii. At least 90% actual attendance in lessons.
- viii. Excellent punctuality at lessons.
- ix. Acceptable interim reports, typically averaging grade 3 across all her/his subjects.
- x. Good behaviour, whether in lessons, around College, whilst representing the College or when travelling to, or from, College.

#### **1.2 BTEC Level 2 Students**

A student following BTEC Level 2 courses will be guaranteed progression to an advanced study programme if s/he meets the following requirements:

- iv. As 1.1 ii. to 1.1 v. above.
- v. Obtaining merit or distinction grades across **all** her/his BTEC Level 2 courses.
- vi. Having one of the following qualifications:
  - a. A GCSE grade D pass in Mathematics or English Language
  - b. Level 2 passes in Functional Skills Mathematics and English.

### **2 Policy with regard to progression to a further year in a particular subject**

- 2.1 Where a student's performance in an AS or BTEC Level 3 subject becomes a cause for concern, the Head of Department may set a minimum examination grade which the student must achieve if s/he is to progress to a further year of study in that subject. This minimum grade will be set before May/June assessments/examinations.
- 2.2 Where a student with a grade E pass at AS or Pass in BTEC Level 3 Year 1 decides to study the subject in the U6, s/he will be interviewed by the Head of Department in order to discuss the advisability of this decision and establish the expectations, and conditions, which will apply and be recorded in the form of a personal agreement.

### **3 Progression at discretion of the Deputy Principal – Curriculum and Quality**

Where a student does not meet the above requirements, her/his progression to a further course at the College will be at the discretion of Deputy Principal. In making this decision, the Deputy Principal will take into account any special circumstances which have contributed to the student's performance and which the College has been made aware of during the academic year.

### **4 Policy in Respect to Re-sitting Year or Subject**

The College does not receive Government funding for a student retaking a year or a subject. A request to re-sit a year, or retake a subject, will only be considered under exceptional circumstances. These will be circumstances that are outside of the control of the student or institution, such as a period of long term sickness. A student will need documented evidence to prove the circumstances.