Document Title	Admissions Policy										
Document Type	**Policy**	X	**Code**		**Procedure**			**Strategy**			
Approved by	**PMG**	X	**F&GP**		**Audit**		**Corporation**		X		
Date of final approval	October 2026			**Date for review**		October 2027					
Owner	Director of Data, Funding and Systems										

College Values

Students:	*as the focus for the work of everyone at the College*
Mutual Respect:	*caring for and valuing students, staff, governors and our community*
Integrity:	*honesty, hard work and personal and social responsibility*
Learning:	*a passion for learning and its capacity to change lives*
Excellence:	*high aspirations, high standards and high achievement*

A. Scope & Purpose

This policy explains how we manage student admissions fairly and consistently. It helps make sure students are placed on the right course where they're most likely to do well. It applies to new students and those progressing to another course. The College offers programmes to students who meet the age, residency and funding eligibility requirements applicable at the time of admission.
We want every student to have a great start and smooth transition into college life. The policy also covers any fees that may apply.

B. Responsibilities under the Policy

- **College Leaders (Governors and the Senior Leadership Team)** – Set the framework and monitor implementation of the policy.
- **Director of Data, Funding and Systems and Director of Quality of Education** – Make sure the policy is used appropriately and kept up to date.
- **Admissions Team** – Apply the policy fairly for all student applications.
- **Course Change Panel** – consider requests for course change under their terms of reference (see appendix 1)

C. Applying to College

Apply online by **31 March** for September entry. Late applications may be considered if there are spaces on suitable courses.

D. Interviews

We will decide whether the courses you have chosen to study are suitable by asking your school or college to provide us with predicted grades for the courses you are studying when you apply to us. Our assessment will

include calculating a grade average which will determine whether we are able to offer you the courses you have chosen. Following our assessment, we will either:

- Offer you a place studying your chosen subjects, conditional on exam results and our professional assessment of suitability to succeed **without the need for you to be interviewed.**
- Invite you to attend an interview to discuss the course of study you have applied for, the predicted grades we have received for you and alternatives we are able to offer you based on those predicted grades and your grade average. If you are invited for an interview, clear guidance on courses will be given. The College reserves the right to offer an alternative course (subject to availability) that they believe you will succeed on.
- Advise you that the college is unable to offer you a place based on your predicted grades and therefore there is no suitable course.

E. When we might not offer a place

We may not offer a place if:

- You're not expected to meet the course entry requirements.
- You've been excluded before or had a previous application rejected.
- We can't safely support you at college.
- There are concerns about your behaviour, attendance, or effort.
- Your school/college doesn't recommend us for you.
- You give false or misleading information.
- You don't tell us about a criminal record.
- You are not eligible for funding under the age-related funding rules applicable to your programme of study.
- You do not meet the residency, immigration or other eligibility requirements necessary to access public funding for education in England.
- There are other serious concerns.

F. When Offers Can Be Withdrawn

We may withdraw an offer if:

- You don't meet the entry requirements in August.
- You're involved in a serious issue (e.g. violence, threats, drugs, or concerns raised by police or other agencies).

G. If Your Application is Declined

You'll get a written explanation. If you think the decision is unfair:

- Write to the **Director of Student Experience** within 10 working days.
- If the decision is upheld, you can appeal to the Principal within 5 working days.

Your appeal must include your reasons and details. The Principal's decision is final.

H. Starting College

You must be present at the start of term in September or from the first lesson after you enrol if that's later than the start of term. If you have previously received a Conditional Offer from us but then fail to enrol during our enrolment period or enrol and then do not attend college for all subsequent teaching days in September, your place at college may be withdrawn.

I. Fees

- **Tuition Fees**: Our students are funded by the ESFA. We do charge an enrolment fee to cover the cost of photocopying and postage – more details will be provided as part of the enrolment process. The enrolment fee will be £25 for the academic year 2027-28
- **Instrument Tuition**: Charged if not part of your funded course. The cost is £175 per term, not including the cost of any associated exam fees and resources. A 25% reduction in the cost is available for students who are eligible for the Learner Support Fund, subject to good attendance and punctuality on their college courses.
- **Exam Fees**:
    - Any public examination entries may be cancelled if you subsequently fail to attend lessons in the relevant course for 20 consecutive teaching days.
    - If examination fees for re-sits are payable by you, they will be charged at the rates set by the respective examination boards, together with an administration fee.
    - Late entry fees levied by the Boards will be recharged by the College to you, together with an administration fee.
    - No refunds will be given if an examination entry is withdrawn after the amendment deadline has passed. Refunds will be given if an entry is withdrawn before the awarding organisations amendment deadline, excluding the administration fee.
- **Results Certificates**
    - You must enrol using your legal name which can be verified against suitable identification such as a birth certificate, driver's licence or passport. Examination entries will be made using this name and any amendments, once results have been issued, will incur a fee for reprint of certificates.

J. Change or Cancellation of Courses

We try to keep course information up to date, but we may:

- Cancel a course if it's not affordable or lacks resources.
- Change entry requirements.
- Cancel a course if the Department for Education withdraws funding for the course

We'll let you know if that happens and help find alternatives if needed.

The College would normally expect to communicate any changes or cancellation of courses as soon as they arise, and in any case at least two weeks before the start of the new academic year. In the event that a

course is changed or cancelled and it is not possible to find you an alternative place at the college, any enrolment or tuition fees that you have paid would be refunded in full.

K. Course change

We believe that consistency and continuity are key to your success. Course changes after enrolment can disrupt learning, lead to gaps in understanding and hinder both individual progress and group dynamics. Therefore, course changes will not normally be permitted after enrolment. This policy ensures that you remain focused and fully engaged with your chosen courses, providing the best opportunity for academic achievement and personal growth. Flexibility may be applied if there are serious, unforeseen and independently verified extenuating circumstances, subject to course availability and approval by a course change panel. Regardless of any extenuating circumstances, we will not accept course change requests once you have been studying with us for two weeks after you enrol.

It is very important that, as part of the application process, you make an informed choice about the courses you want to study and how they will support you with your future career aspirations. We therefore recommend that you thoroughly research your subject choices before you apply to us. You can do this by reading the course information on our website, attending our Open Evenings and Year 10 Taster Sessions and speaking to your High School subject teachers and careers advisor to make sure that your choices align with your university/career pathway.

L. Progression to the Second Year of Study

The College does not operate an automatic policy under which a student is required to leave solely because of their attainment at the end of the first year of study.
Students are normally expected to make satisfactory progress on their programme of study and demonstrate the attendance, conduct, commitment and engagement necessary to succeed in the second year.

Where there are concerns about a student's ability to progress successfully on their existing programme, the case will be reviewed by an appropriately constituted College panel. The panel will consider:

- Academic performance and progress.
- Attendance, conduct and commitment.
- Any relevant personal, medical, safeguarding or contextual factors.
- The support already provided to the student.
- The student's educational needs and future progression plans.
- The availability and suitability of alternative programmes or pathways.

The purpose of the review process is to identify the programme and support most likely to enable the student to continue in education and make successful progress.
Possible outcomes may include:

- Progression to the second year of the existing programme.
- Progression to the second year subject to agreed conditions and/or a support plan.
- Transfer to an alternative course, programme or pathway where this is considered more suitable and

places are available.
- Other support arrangements designed to improve the likelihood of successful progression and achievement.

Wherever practicable, the College will seek to provide a suitable alternative programme internally rather than bringing the student's education at the College to an end. Where no suitable programme is available and the panel concludes that continued study at the College is unlikely to be successful, withdrawal from the College may be considered.

Decisions regarding progression are made on an individual basis. No single examination grade, grade profile or attainment threshold will automatically determine whether a student may continue at the College. Decisions will be made collectively, communicated clearly to the student and appropriately recorded.
Students may request a review of a progression decision by writing to the Director of Student Experience within 10 working days of receiving the outcome.

Appendix 1

Terms of Reference for Student Course Change Panel

Purpose

The Course Change Panel exists to:

- Consider requests from students to change subjects, courses, or pathways after enrolment.
- Ensure decisions are fair, consistent, and in the best interests of the student.
- Balance individual student needs with curriculum planning, staffing, and timetabling constraints.
- Provide guidance to students on the implications of Course changes for progression, qualifications, and future destinations.

Membership will include representatives from key areas:

- Director of Safeguarding, Inclusion and Skills
- Director of Teaching, Learning and Professional Standards
- Director of Student Experience
- Director of Data, Funding and Systems
- Director of Quality of Education

The panel will review:

- Student-initiated requests to change, drop, or add a course.
- Referrals from staff where a student is struggling with their programme of study.
- Referrals relating to progression from the first year to the second year of study where there are concerns about a student's ability to succeed on their current programme.
- Academic performance, attendance, conduct, and commitment as part of the decision-making process.
- The impact of changes on student timetables, study load, and progression opportunities.

The panel will normally meet on a weekly basis; however urgent requests may be considered outside scheduled meetings where necessary.

Decision-Making

- Decisions will be made collectively, based on academic evidence, student need, and course capacity.
- Possible outcomes include course change approved, course change declined, course change deferred with conditions (e.g., trial period, support plan).
- All decisions will be explained clearly to the student and documented.