

ADMISSIONS POLICY

Role Responsible:	Assistant Principal (Transition & Engagement)
Written by:	Assistant Principal (Students)
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Itchen Sixth Form College values equality of opportunity for all students regardless of ethnicity, age, gender, marital status, sexual orientation, appearance and disability.

We are committed to the promotion of an inclusive and supportive environment for all students to achieve their potential and celebrate their differences.

We are committed to tackling all forms of unfair discrimination and to the development of policies and practices to protect all people's rights.

As an inclusive college, we welcome applications from students of all ability levels.

The college will provide information to potential students, employers and the public by means of the annual prospectus and through the college's website. A prospectus describing full-time programmes will be published and distributed at least 10 months before the start of the academic year.

Information will be provided on:

- The teaching and learning facilities available, including library, information technology and other resources
- Departmental course leaflets covering:
 - the grades or entry requirements necessary to obtain a place
 - the type of teaching and arrangements for other managed learning and assessment
 - the aims of the programme and the qualification it leads to
 - how any vocational study relates to the world of work
 - the broad structure of the programme
- Particular facilities relevant to students from overseas wishing to attend the College.

Information Concerning Students with Additional Learning Needs & Disabilities

The College welcomes applications from all students, including those with special educational needs and disabilities and will publish in the prospectus and on the website information on the College's approach to supporting such students, including:

- any additional support available, such as learning support assistance or special equipment
- access arrangements for exams, for students with learning needs and disabilities
- the College's first point of contact for issues concerning learning needs or disabilities.

Any student who has an Education, Health and Care plan will be interviewed by the college's Learning Support Manager, to assess whether the college can meet the student's needs.

Applications

The College will ensure that all applications for places are handled fairly and efficiently in line with the College's Equality and Diversity policy.

General guidance on the admission process will also be published in the Prospectus and on the website.

All day-time students aged 16-19 can expect to be notified of the time and date of their initial interview within 2 weeks of receipt of their application form.

For 16-19 year old students, the College will consider applications from students with a criminal record. These students will normally be interviewed by a senior member of staff.

Adult infill students: as a Sixth Form College we have a duty of care to our students and as such are not able to consider applications from people with criminal convictions. ALL infill students will be required to supply a character reference from someone, to whom they are not related, that has known them, in a professional capacity, for more than 2 years.

Adults for other courses: the College does consider students with criminal convictions for dedicated adult groups. Such application decisions are made by the Deputy Principal.

On registration, adult students receive a course outline as confirmation of enrolment.

Prospective Students

The College will provide all students with the opportunity to look around the College and its facilities.

Prospective students will have an opportunity to discuss their requirements before making a decision and be given advice on the most suitable programmes and qualifications on the basis of their existing knowledge, skills and experience.

The College will hold at least two Open Events during each academic year, for prospective students and parents and will publicise the dates of these Open Events using the local media.

For students aged 16-19, a further opportunity to experience courses at first hand will be provided by 1 or 2 day(s) of the Welcome Event in the summer term.

Information about Itchen Financial Support (IFS) and the college's transport arrangements is available from the Student Services Centre.

Fees

The college will publish information, through leaflets and the college website, regarding the college policy on:

- tuition fees where these apply
- the fees charged for each course where relevant
- examination and registration fees
- any arrangements for reducing charges and the circumstances in which these might apply.

For full-time 16-19 students, where tuition fees do not apply, details of the College Fund contributions are contained in the Student Information pack which prospective students are given at the initial admissions interview.

The College's practice on charging for examination entries and registration fees is available from the Examinations Officer.

Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Students).