

## Policy: Admissions Policy

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## **ADMISSIONS POLICY**

### **1. Purpose & Introduction**

- The College is committed in its mission “To provide the best possible life chances for young people. To support learning and to inspire success”
- This policy reflects the values and vision of the College. It summarises the applications process, partner and non-partner school interviews
- The College primarily offers educational provision for full-time 16-18 year old students; courses are offered at two levels; level 3 (academic and vocational) and level 2 (GCSE and vocational equivalent)
- The College sets fair and transparent general and subject specific entry criteria that every applicant must satisfy in order to be considered for a place. There are also high performance standards and expectations that must be met. These are listed on page 4 of this policy
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service to explore all the opportunities available to them.

#### **1.1 Scope of Policy**

- This policy is designed to enable every potential student to understand the process and guidelines that are applied to their application to study at Franklin Sixth Form College.

#### **1.2 Aims**

- To ensure students access the most appropriate course(s). This is vital to students’ success, so we must be confident that we are offering students a place at the College on courses which match their incoming grade profile and their progression aims
- To enable our students to realise their full potential, develop as responsible young adults, and progress successfully to further learning and to their future careers
- To ensure a smooth transition into the College for each student and ensure their individual needs are taken into consideration
- To engage with students and, as appropriate, their parents and/or carers in a transparent way so that all involved parties understand the processes, outcomes and requirements
- To support the College in meeting target student numbers and the nature and balance of the cohort.

#### **1.3 Objectives**

- To ensure that applicants are consistently given high quality advice and guidance
- To give every applicant the opportunity for a personal one-to-one interview with an experienced, specialist admissions interviewer
- To offer (subject to any over-riding circumstances such as covid-related lockdown) the opportunity to prospective students and their parents and/or carers to visit the College and talk to staff and students
- To make reasonable adjustments to ensure that, wherever possible and appropriate, applicants with learning difficulties and/or disabilities are able to access Franklin Sixth Form College. Potential students should be considered ‘able to participate successfully in full- time mainstream education’

- To ensure that all documentation and practice complies with the College's Equality, Diversity and Inclusion Policy and Safeguarding Policy.

## 2. Criteria and expectations

- Both our general and subject specific criteria for entry are available in our prospectus and on our website
- We also apply attendance and performance criteria to all applications. The student is responsible for providing this information at their application interview via a school report. This information will be provided by the applicants' current or previous school or College and both previous and current information will be used to inform the admission process and outcomes.

### 2.1 Attendance and Punctuality

- We expect high attendance from our students, at interview stage we ask all applicants what their current level of attendance is at school, if this is lower than are benchmark of 95% we will have a conversation around the reason for this. Franklin understands that there are circumstances whereby low attendance may be unavoidable, students with unexplained low attendance, we may look to offer a 'conditional extras' offer and monitor an applicants attendance until Taster Day at which point we will review their attendance.
- For students already attending Franklin, either applying for a Level 3 programme for the first time or applying to restart their first year, the minimum expectation for their attendance is 90% unless there are agreed extenuating circumstances as to why their attendance is not at this level.

### 2.2 Attitude to Learning

- We will review the school report to ensure the applicant displays a positive attitude to learning, their efforts to studies and work submission. If in the opinion of the interviewer there is good reason to believe that the applicant's attitude to learning is poor then the applicant will not immediately be offered a place and the applicant's Attitude to Learning will be reviewed with their school and should show improvement before they are invited for Taster Day and offer a place in the summer term.

### 2.3 Behaviour

- We expect exemplary behaviour, and we discuss this at interview to ensure the applicant meets our high standards and expectations. An applicant who fall below our expectations may not immediately be offered a place ('conditional extras offer') and, in some cases, may be given a 'no offer of a place'.
- In cases where an applicant is given a 'conditional extras offer' the applicant's behaviour will be reviewed with their school and should show improvement, if improvements are reports the applicant will be invited for Taster Day and offered a place in the summer term. If no improvements are reports at this time a 'no offer of a place' would then be given.

### 2.4 Study Programmes

- In order to maintain funding from the ESFA all students must be on a programme of above 580 planned learning hours per academic year.
- Students who have not achieved a level 4 in GCSE English or Maths must enrol onto a GCSE course or at least be working towards GCSE on a suitable alternative qualification. This is now a condition of funding and is non-negotiable.

In all cases any student who is flagged as falling below our expected standards but is then subsequently offered a place will be monitored during the first half term of the academic year in College to ensure the standards are maintained. Students falling below our expected standards will find their College place at risk.

### 3. Process

The College welcomes applications from students with disabilities or learning difficulties and we will ensure, where possible (with reasonable adjustment) that there is continuity and equal access to the opportunities and experiences on offer. Students who have disclosed a special educational need (SEN), are not automatically exempt from standard or extra conditions being placed on their offers. Although we are mindful of any disclosure and responsive to individual needs, students with a disclosed SEN must still be able to demonstrate that they can engage successfully in a full-time educational programme. Students with a disclosed SEN should still meet our entry criteria for the level of course to which they are applying.

#### 3.1 Application

- Within North East Lincolnshire, 11-16 schools use the Lincs2 website to facilitate the application process. This application is made with the support of school staff. This should ensure that the applicant receives relevant information, advice and guidance (IAG) from the school. The school provides predicted GCSE grades which the applicant enters into the system. The school then provides a report which the applicant brings to their application interview
- Outside of North East Lincolnshire, schools use an online application form hosted on the Franklin Sixth Form College website which is driven by Lincs2. Otherwise the application process is identical
- Both forms of applications are acknowledged by Franklin via letter or email so the applicant is aware that their application has been received and is being dealt with. The College will also advise the applicant of the next stage of the process.

#### 3.2 Interview

- Interviews are either completed at the applicant's school or, onsite at Franklin Sixth Form College. A letter will be sent to the applicant advising them of the time and place of their interview. As stated in the objectives above, this interview will be with an experienced, specialist admissions interviewer
- The applicant will be asked to bring a copy of their most recent school report and attendance record with them to the interview. If the applicant does not provide this at interview then they will be asked to either email or send a copy with their details check form. If the applicant does not provide this information then their application to the College may be put on hold.

#### 3.3 Interview outcome

- **Place offered, conditional of grades;** offer made subject to the applicant achieving the required general and subject specific entry criteria
- **A conditional extras offer;** pending improvements based on applying all entry and performance standards criteria, the College is making a conditional offer. The applicant in most cases will be given targets for them to meet before May of the application year. If at this time, in consultation with the school, the targets have been met then an offer will be made and an invitation given to College Taster Day. If at this point, based on consultation with the school, targets have not been met the College will issue a 'final' no offer of a place. Applicants can appeal this decision (see below)
- **No offer of a place;** in some cases, the College will make a 'final' no offer of a place at Franklin at the end of the interview. This decision is based on applying all entry and performance standards criteria and the interviewer deeming it inappropriate for the College to offer a place. Applicants can appeal this decision (see below)
- The interviewer will communicate the decision verbally at the time of interview. This will be followed up with a formal confirmation of the outcome of the interview. If following the interview there are any details which need confirming the applicant may be contacted to discuss their place at a later time.

### 3.4 Application Priority

- The College accepts applications from students across the Greater Lincolnshire area and other Local Authorities. The majority of students are drawn from our Partner Schools in North East Lincolnshire. We do however also support partner schools in other areas in North Lincolnshire and Lincolnshire including, but not limited to, Louth Academy, John Spendluffe Academy and Caistor Yarborough Academy
- The College does not have an official admissions number limit
- The College does not prioritise applicants from North East Lincolnshire or have an official “catchment area”. All applications are processed equally, students should apply before 20<sup>th</sup> March to be guaranteed a place on their first choice courses agreed at interview, subject to achieving required GCSE grades.

### 4. Appeals

When considering whether or not to submit an appeal, applicants must ensure that the following criteria are satisfied:

1. There is new information (which can be evidenced)
2. There are mitigating circumstances (which can be supported e.g. medical reports).

Please note

- a. For new applicants, where attendance, punctuality or behaviour reports have been provided by schools in May following an interview resulting in no offer, applicants must obtain revised reports from the schools where the applicant believes the original reports were incorrect. It is the responsibility of the applicant and/or parent/carer to obtain these from the school and agree any necessary corrections with the school before re-submission to the college
- b. Any third-party references to support an appeal must be submitted via the applicant as we are unable to discuss individual cases with unregistered contacts.

#### 4.1 Appeal

- a. Any appeal must be received by the College within 10 days of the decision letter being sent
- b. The appeal should be emailed to [reception@franklin.ac.uk](mailto:reception@franklin.ac.uk) and clearly state “Appeal” in the subject line. Alternatively, the appeal may be submitted in writing, by post, to the College and addressed to ‘Franklin Sixth Form College Admissions’
- c. Any appeal is initially referred to the CLT Associate, Marketing, Communications and Student for a review of the application and the outcome
- d. The outcome of the appeal will be communicated in writing to the applicant. The response will be issued within 10 days of the appeal being received by the College.

#### 4.2 Final Appeal

- a. If the appeal response is deemed by the applicant to be unreasonable, an applicant can formally appeal in writing to the Principal who will consider the appeal and rule on the matter
- b. The appeal should be emailed to [reception@franklin.ac.uk](mailto:reception@franklin.ac.uk) and clearly state “Final Appeal” in the subject line. Alternatively, the appeal may be submitted in writing, by post, to the College and addressed to ‘Franklin Sixth Form College Admissions’
- c. The final appeal must be received by the College within 10 days of the initial appeal response letter being sent. The outcome of the appeal will be communicated in writing to the applicant. The decision reached by the Principal or Designate is the final point of appeal.

## **5. Policy References**

### **5.1 Access to the policy**

The policy will be available via Reception and also published on the College's website [www.franklin.ac.uk](http://www.franklin.ac.uk) .

### **5.2 Quality and Assurance Monitoring**

The College Leadership Team will review the policy annually until 2022 and then no less than every three years.