



Policy: Admissions Policy

| | |
|--------------------------------|--|
| Author | Schools Liaison, Admissions & Marketing Manager |
| Date last reviewed | September 2023 |
| Approval route | College Leadership Team |
| Date Approved | September 2023 |
| Review cycle | Annually |
| Date Review Due | September 2024 |
| Contractual or Non-Contractual | Non-Contractual |
| Location of copies | College Website / Intranet |
| Policy Version | Version 5 |

Contents

| | |
|---|---|
| 1. Purpose & Introduction | 3 |
| 1.1 Scope of Policy..... | 3 |
| 1.2 Aims | 3 |
| 1.3 Objectives | 3 |
| 2. Criteria and expectations..... | 4 |
| 2.1 Attendance and Punctuality | 4 |
| 2.2 Attitude to Learning | 4 |
| 2.3 Behaviour..... | 4 |
| 2.4 Study Programmes | 4 |
| 3. Process..... | 5 |
| 3.1 Application..... | 5 |
| 3.2 Interview..... | 5 |
| 3.3 Interview outcome | 5 |
| 3.4 Application Priority..... | 6 |
| 4. Appeals | 6 |
| Please note | 6 |
| 4.1 Appeal..... | 6 |
| 4.2 Final Appeal | 6 |
| 5. Policy References..... | 6 |
| 5.1 Access to the policy | 7 |
| 5.2 Quality and Assurance Monitoring..... | 7 |

ADMISSIONS POLICY

1. Purpose & Introduction

The College is committed in its mission 'to provide the best possible life chances for our community'. This policy reflects the values and vision of the College. It summarises the applications, interview and offer of a place processes.

The College primarily offers educational provision for full-time 16–19-year-old students. Study Programmes are offered at two levels; Level 3 (A Level and vocational) and Level 2 (GCSE and vocational).

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 performance standards and other 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. The College's Careers Service is available 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 overriding circumstances) 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 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 should be gained from the applicant's current or previous school or College. 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 our benchmark of 95% we will discuss the reason for this. We are aware that there are circumstances that can lead to unavoidable issues with attendance and seek to understand whether applicants are able to improve their attendance and meet our expectations going forward. We may offer a 'conditional extras' offer and seek feedback from the school to allow us to monitor improvements made over the remainder of the academic year. Further details can be found on page 5.
- For students already attending Franklin, either applying for a Level 3 programme for the first time or applying to restart their first year, we will discuss in detail any issues with attendance in deciding whether we can offer a place at the College. Students should aim for 100% attendance and the College acceptable benchmark is 95%.

2.2 Attitude to Learning

- We will review the school report to ensure the applicant displays a positive attitude to learning, their efforts to study 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 (they may be made a 'conditional extras offer') and the applicant's attitude to learning will be reviewed with their school and should show improvement before they are made an offer.

2.3 Behaviour

- We expect exemplary behaviour, and we discuss this at interview to ensure the applicants meets our high standards and expectations. An applicant who falls below our expectations may not immediately be offered a place (they may be made a 'conditional extras offer') or, 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.

2.4 Study Programmes

- In order to maintain funding from the ESFA all students should be on a Study 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.

3. Process

The College welcomes applications from students with disabilities or learning difficulties and we will ensure, where possible (with reasonable adjustments) 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 we are 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(s) 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 containing an overview of the applicant's predicted grades, attendance and attitude to learning.
- Outside of North East Lincolnshire, schools use an online application form hosted on the Franklin Sixth Form College website which is connected to Lincs2.
- Both forms of applications are acknowledged by Franklin via letter and email so that the applicant is aware that their application has been received and is being processed. The College will also advise the applicant of the next stages throughout their application journey.

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. In some cases, interview via telephone or online platform may be carried out.
- 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. These can be accessed via our website.
- **A conditional extras offer;** pending improvements based on applying all entry and performance standards criteria, which the College is making a condition of the offer. The applicant in most cases will be given targets to meet by the summer term. If at this time, through consultation with the school, the targets have been met then an offer, subject to the applicant achieving the required general and subject specific entry criteria, 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 in writing with a formal confirmation of the outcome of the interview. If for any reason the interviewer needs to gain extra information to inform their decision, the outcome of the interview may be delayed.

3.4 Application Priority

- The College accepts applications from students across the Greater Lincolnshire area and other Local Authorities.
- The College does not have an official limit on application numbers.
- 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 20th March to be guaranteed a place on their first choice courses agreed at interview, subject to achieving the 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

1. 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 school, for example 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.
2. 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

- Any appeal must be received by the College within 10 days of the decision letter being sent.
- The appeal should be emailed to reception@franklin.ac.uk and clearly state “Admissions Appeal” in the subject line. Alternatively, the appeal may be submitted, by post, to the College and addressed to ‘Franklin Sixth Form College Admissions’.
- Appeals are initially referred to Marketing and Schools Liaison Manager for review and response.
- 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

- 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.
- The appeal should be emailed to reception@franklin.ac.uk and clearly state “Final Admissions Appeal” in the subject line. Alternatively, the appeal may be submitted, by post, to the College and addressed to ‘Franklin Sixth Form College Admissions’.
- 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.

5.2 Quality and Assurance Monitoring

The College Leadership Team will review the policy annually.