



ADMISSIONS POLICY

2026/27

ADMISSIONS POLICY

Purpose

Hereford Sixth Form College is committed to meeting the needs of all our students. We pride ourselves on the support and flexibility we are able to offer in providing programmes of study to best meet individual needs.

Monitoring

Admissions data is monitored regularly by the Senior Leadership Team throughout the application cycle.

Review

This policy will be reviewed annually by the Senior Leadership Team.

ADMISSIONS

A1, Principles of Admission

The college needs to monitor admissions in the interests of all its members and so that students may be successful in their studies. The following principles will therefore apply:

1. The college will encourage admissions from all sections of the community.
2. Admission to individual courses will continue until they are at their agreed capacity.
3. Individual courses will be withdrawn at any time up to the point at which their teaching commences if there are insufficient enrolments for them to be viable.
4. Students will be admitted when it is established that:
 - they meet the residential and legal requirements for free education in the UK
 - a suitable programme of study is available
 - their application is supported by their previous school, college or appropriate body
 - their admission is judged to be in their own interests and that of the college as a whole
5. Students will be admitted to courses when it is established that:
 - the student is aged 16 or over as of 31st August in the year of their admission (if this is not the case, a discussion must be had with the senior leadership team)
 - they meet the academic entry requirements for the course or subject
 - they have the requisite skills, aptitude or other personal qualities specified for each course or subject
6. When over-subscription for college or course admission occurs, criteria for priority will be applied as shown in section A4.
7. There will be equality of opportunity for students to apply to the college and its courses and no forms of discrimination will be applied other than those identified above.

A2, Education Health Care Plans/Local Authority led Individual Learning Plans

If the college is identified as the preferred named post-16 provider on an Education Health Care Plan, the college will:

- consider the request in consultation with the Academic Progress & SEND Manager, Safeguarding & Pastoral Manager and the Principal.
- request a reference and further information from the student's current educational provider as soon as notification is received from the Local Authority.
- Contact the SENCo of the current educational provider, the caseworker and any other linked external agencies if appropriate, to discuss feasibility of a potential placement to ascertain whether the college is able to meet the needs of the student as outlined in the EHCP/IDP.
- Consider
 - a) whether the college is suitable for the age, ability, aptitude or special educational needs of the young person concerned or
 - b) the attendance of the young person at college would be incompatible with
 - (i) the provision of efficient education for others or
 - (ii) the efficient use of resources. (SEN Code of Practice 9.79)

The Academic Progress & SEND Manager will liaise with the Principal to advise on whether the college is able to offer a suitable place and meet the specific educational needs of the student. The college will respond to the request by the date specified either by post or email.

If a request is successful the caseworker/local authority will be notified and, within the response, the college will consider the potential cost of the support that is required to meet the support requirements set out in the EHCP/IDP. Please note that the student is still required to complete an online application. It is essential that the support needs are

disclosed within the application to enable the pre-enrolment and admission interview to be conducted with the Learning Support team.

If a request is unsuccessful, the caseworker/local authority will be notified and given an explanation of the decision made.

A3, Home Educated Students

The college welcomes applications from students who have been educated at home and may not have completed formal qualifications or examinations. Please note that all applicants must be aged 16 or over by 31st August in the year of admission.

Home-educated students come from a variety of backgrounds. Some may never have attended a school setting, while others may have attended school previously but withdrawn due to health, wellbeing, or other personal circumstances.

As part of the admissions process, the college will carefully assess whether a Level 1 or Level 2 programme of study is the most appropriate starting point for each student. Home-educated applicants will be invited to an interview to discuss their prior learning, experience, and future aspirations to determine which programme best meets their needs.

Given the importance of GCSE qualifications in supporting future education, training, and employment opportunities, students who do not already hold GCSEs are likely to be advised to complete the college's Level 2 Foundation Programme before progressing to a Level 3 course. This pathway provides students with the opportunity to develop the knowledge, skills, and qualifications needed for successful progression.

A4, Course Entry Requirements

Course entry requirements apply at different levels and for different subjects. They are set out in detail in the college prospectus which describes the qualifications or aptitudes which are essential or desirable in each case. In broad terms requirements are:

GCSE Profile	Suggested courses
8s & 9s or As & A*s in most subjects	3 or 4 A Levels If high maths grade and STEM subjects preferred then fast track maths will be recommended
6s & 7s or As & Bs	3 A Level programme
4s, 5s & 6s or Bs & Cs	1 Applied General + 2 A Levels Or 2 Applied General qualifications + 1 A Level
4s with some 3s or Cs and Ds	Senior Management will advise on a Level 2 foundation year or a mixed Level 3 programme.
No formal qualifications	Senior Management will advise on a Level 2 foundation year.

If students are still unsure about their subject choice, they can choose to try out a fourth subject for the first few weeks before they make a decision. Enrolment on four full A Level

courses will need to be agreed. The final decision on three subjects must be made by 1st October.

All subjects have specific entry requirements which must be met, details for each subject can be found in the prospectus or on the college website.

All students will have sessions of independent study and Impact tutorials on their timetable. They may also be enrolled onto Core Maths depending on their subject choices.

Some courses or subjects will require particular skills or aptitudes not necessarily evident through GCSE qualifications, for example the willingness to perform in certain performing arts courses and to be able to play a sport competitively where this is a practical requirement of a sports course.

A5, Criteria for Priority for Entry to the College

If it is necessary to restrict admissions, the following criteria will be considered:

1. Students with an Education Health and Care Plan who have been referred to the college by a Local Authority and for whom the college has agreed that it can make appropriate provision.
2. Students will otherwise be accepted in the chronological submission of their application.

The college reserves the right to make exceptions to these criteria for priority for entry where exceptional compassionate grounds for admission have been established.

Students who are suitably qualified will be awarded a place at college where there are sufficient spaces on the courses they wish to study and on the basis that there is a viable programme of study with suitable progression opportunities. If their chosen courses are full, alternative courses on which there is space may be offered.

A6, International Students

If a student doesn't have English as a first language and is either unlikely to pass or has already failed to pass English GCSE or equivalent qualifications, the college will work with the student to complete an English assessment ahead of enrolment if necessary and will advise accordingly as to the appropriate programme of study. The college will also consider alternative qualifications using UK ENIC, the UK National Agency for International Qualifications and Skills to consider a student's suitability for their chosen courses.

A7, Reasons for Refusal of Admission

Whilst the college wishes to maintain its open access policy and the tradition of providing a second chance to those who are serious about refocusing on their education, it has to maintain standards that enable teachers to teach effectively and students to study successfully in a post-16 environment. In addition, the college has a duty of care to both staff and students and a responsibility to safeguard and protect students; in particular those under 18 and vulnerable adults.

Reasons to refuse admission include:

- Any student who is under 16 years on 1st September in the year that they are due to start at college.
- Any student who is aged 19 or over on 1st September in the year that they are due to start at college unless they have an EHCP/IDP.
- Misrepresentation of personal information on the application form or at interview or through some other admission procedure.
- A past record that implies the applicant is unlikely to benefit from the courses or educational experience on offer and where there is little other evidence that the applicant would be likely to benefit.
- Students whose qualifications do not permit them access to a full-time programme.
- Students whose presence at the college could pose a risk to others or to college property.
- Students whose criminal record significantly limits their chances of success on their chosen programme/course.
- Students who have been permanently excluded or have had a fixed term exclusion from school and who fail to declare this on their application or during interview may have their offer of a place at college withdrawn.
- Students with an EHCP/IDP where, following the consultation process, the college is unable to meet statutory support requirements as set out in their plan and therefore it is deemed that we cannot meet the needs of the student.

If a student has previously been permanently excluded from the college for behavioural or academic reasons, they will be refused admission in subsequent years should they re-apply. As an exclusion decision is subject to appeal, there is no appeal in relation to refusal of admission as a result of previous permanent exclusion from college.

A8, Procedures for admission of students and potential students with criminal records

The following procedures exist to ensure that applicants with criminal convictions are given every opportunity to benefit from the courses the college offers, whilst maintaining the college's duty of care to do everything reasonable to provide a safe and secure environment.

- a) All applicants are asked to disclose whether they have relevant criminal convictions, reprimands (cautions), final warnings or pending prosecutions.
- b) Those who disclose are given information on the procedures which will be followed.
- c) On disclosure, an applicant will be asked to give further information to a Risk Assessment Panel. All such further details will be dealt with sensitively and discreetly and will be held securely.
- d) A Risk Assessment Panel will undertake an initial assessment of risk. The Panel will usually consist of the Principal or Deputy Principal and the Designated Safeguarding Lead.
- e) The Panel may consult other agencies.
- f) One of three decisions is likely to be reached and the outcome will be communicated to the student in writing
 - the application continues with no additional conditions
 - the application continues with conditions attached
 - the application is rejected
- g) The college will work with other agencies, as appropriate, either to inform the risk assessment and/or to provide appropriate support for the student once they have enrolled.

A9, Appeals against Refusal of Admission

- Written confirmation of a refusal of admission will contain notification of the right of appeal. All appeals against refusal of admission should be made in writing giving grounds for appeal.
- A request in writing within ten working days of the college's notification of refusal must be received by the Principal, from the parent(s) or guardian(s) of a student, or from the student themselves if 18 or over.
- The appeal will be determined by the Principal, whose decision will be final.

Related documents:

- Equality, Diversity & Inclusion Policy
- Pre-enrolment, Enrolment and Induction Policy
- Safeguarding & Child Protection Policy
- Student Behaviour, Absence & Review Policy
- Learning Support & Access Arrangements Policy