



GCSE and Sixth-Form Admissions Policy

Collingham GCSE and Sixth-Form College is a proprietorial, GCSE and A Level college. It presently encompasses two physically separate sites: GCSE Department (Queens Gate Place) and the A Level Department (Collingham Gardens).

The college admits male and female students between the ages of 14 and 19, subject to the availability of places. Students who are over 19 years old on their enrolment day are considered for a place at sixth-form level at the discretion of the Principal and are subject to additional character references and background scrutiny.

Generally students join the college at the beginning of the academic year.

Admission at other times is often accommodated, subject to the availability of places.

Each student has a bespoke timetable which reflects their academic needs. A student's timetable might be made up solely of, or feature a range of, GCSE, AS, A2 and/or one-year A Level courses.

Selection criteria

Collingham is a mixed-ability college that is able to accommodate most ranges of abilities. Schedules that meet individual student needs are formulated by the Principals in consultation with the student, parents and the previous school.

In general, students who wish to follow a full-time A level programme should have achieved five GCSEs at grades A-C or international equivalents.

The admission interview is conducted by the Principal or Deputy Principal for A Level entry and the Head of GCSE and Deputy Principal for entry to Years 10 and 11. The style of the interview is intended to be natural and informal, and provides an opportunity for the family to make its own decision over the education on offer, as well as for the college to learn about the family and the student.

Criteria for entry which may be explored at interview include:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant's general health is adequate in relation to the demands of the course;
- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principals, be managed within the college's normal provision;
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Principals that they are in a position to pay the fees for the schedule applied for.

The college will take no heed of an applicant's gender, skin colour, race, nationality or ethnic or national origin, religious faith, or socio-economic group in any admission assessment. In cases where an offer of a place cannot be made, the Principal will normally make clear to parents the reasons. However, the college is not obliged to state its reasons for rejection of an applicant.

Procedure

On receipt of a request, the College will provide a copy of the College Prospectus which contains up to date information about the college including a current fees schedule. Parents are encouraged to make an appointment to see the Principal and to look around the college (with or without their child), to watch the students at work, to meet teaching staff and to experience the ethos and atmosphere of the college. Generally, no student is admitted until personal contact has been made with the student.

After interview, the Principal or Deputy Principal will write to the parents informing them as to whether or not they are able to offer the student a place at the college. If parents wish to proceed with entry, they will be asked to complete a Registration Form and pay a Registration Fee which is non-returnable. The college will then confirm that a place has been secured for the student, subject to appropriate references from their previous institution.

Bursaries

Bursaries are available to students applying for places at both GCSE and Sixth Form level in cases of need. The Principal considers applications on an individual basis. Awards will be made in writing to the applicant following the successful completion of the admissions procedure. All bursaries are discretionary and are only awarded in relation to group tuition. Bursaries may be withdrawn in cases of poor student conduct, performance and/or attendance, as well as late or non-payment of fees.

References

Collingham College aims to educate students who have a commitment to their work and will benefit from the structures operating at the college. For the benefit of all students, those who have a poor attendance, behaviour or motivation record will not be considered for a place. A reference for each student seeking admission will be sought from the current school. We are mindful that some parents will not wish us to formally contact their child's school at an early stage of the application process and therefore, as an alternative to the reference request, the latest copy of the student's latest written report will be acceptable.

Previous Achievement

The previous overall achievement of each student will be taken into consideration. Educational attainment data will be reviewed and parents are asked to fill in the application form with details of qualifications achieved.

Transition of Students from Collingham GCSE to Collingham Sixth Form

Normally, students from the GSCE department continue on with their studies into the Sixth Form. However, the Principal reserves the right to refuse entry to Sixth Form if a student's conduct and performance has fallen below Collingham's expectations during their time in Year 11.

Students with a Statement of Special Educational Needs

Collingham College recognises that some students have special educational needs whether that is because they require specific support related to learning difficulties or whether they are gifted. The college has the structure through small class sizes and additional support to work with students who may have been diagnosed as dyslexia etc. Parents are invited to discuss their individual requirements with the SENDCo to ascertain the extent to which the college can meet the individual needs of their child.

Where a student who has an Educational Health Care (EHC) plan of Special Educational Needs is admitted to Collingham College, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if it is specified.

We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. Any additional services that are needed to meet the requirements of the EHC Plan will be charged, either directly to the parents, or the Local Authority if they are responsible for the fees and Collingham College is named in the EHC Plan. Our college has a policy and procedures for students with *Special Educational Needs and Disabilities* (SEND)

Students requiring English as an Additional Language

We do not regard students as having a ‘learning difficulty’ solely because the ‘language or medium of communication of the home is different from the language in which he or she is or will be taught’ (Education Act 1996, Section 312(1), (2) and (3)). However, students for whom English is an additional language (EAL) will be provided with appropriate support if they meet the Collingham College academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Collingham College. Our college has a policy for students requiring *English as an Additional Language* (EAL). Additional tuition fees relating to EAL tuition and support may be charged, depending upon the nature of the student’s programme.

Collingham College offers specific support to students for whom English is an additional language.

Non-Disclosure of Information

The Principal reserves the right to withdraw an offer of a place at the college or to insist that a parent withdraw their child should information become known to the Principal that was not made known during the application process and which might reasonably have impacted upon the decision to offer the student a place.

International Students

Admission into the college of international students requiring a Tier 4 visa is also subject to separate admissions requirements which are detailed in the International Students Admissions Policy.

Appeal against Admission Decisions

Parents may appeal against a decision not to offer a place at Collingham College. The parents’ notice of appeal (stating their grounds for appeal) should be sent to the Principal in the first instance within 10 working days of the receipt of the written decision. The appeal will be referred to the Appeals Committee. Appeal hearings will be held as soon as possible after receipt of the appeal. The appeal will be heard strictly on the basis of the application of the Admissions Policy. The decision of the Appeals Committee is final. There is no right of appeal against a decision of the Appeals Committee.

Appeal

In the case of an appeal, the parent or guardian has a right to state their case to the Principal, as well as to the Board, in writing and within one week of the letter notifying the parents or guardians of the decision not to offer a place at the College. The Board will establish an Appeal Panel to consider the appeal. The Appeal Panel will consist of at least three people, including one Collingham College Director and one person independent of the management and running of the college.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Principal shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Principal or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Principal. At the conclusion of the hearing, the Panel shall retire to consider their decision.

The Panel's decision shall be communicated within reasonable time to the parents or guardian and the Principal.

Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent Colleges Standards) (England) (Amendment) Regulations 2013.

Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;

Related Documents:

- Single Equalities Policy
- Attendance Policy
- Exclusion Policy
- International Students Admissions Policy
- Anti-Drugs Policy
- SEND Policy
- EAL Policy

Availability

- This policy is made available to parents, staff and students in the following ways: via the college website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so

require.

Signed:

Date: June 2018

Dr Sally Powell, Principal

Edward Browne and Robert Marsden, Board of Directors