



Admissions Policy

DOCUMENT CONTROL	
Review process/personnel	Admissions Team
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East Norfolk Sixth Form College Admissions Policy

East Norfolk Sixth Form College is a large and successful organisation which specialises in Sixth Form education at Level 3 (A-level and BTEC Level 3) and Level 2 (GCSE and BTEC Level 2).

We do not place a limit on student numbers. Students are not competing for a place with other people, but will be offered a place on an appropriate programme of study which best meets their learning needs and aspirations.

For many of the programmes of study, there are minimum entry requirements as outlined on our website. These requirements must be met and will be discussed at interview. Some courses or subjects may only require the minimum entry requirements. For other courses or subjects students may need specific GCSE grades or average ALIS scores.

Once a place at the College has been accepted, that place is secure and we are committed to working with each student. Students make their final choice of courses or subjects, with a Senior Adviser giving appropriate IAG, at the end of August, during the enrolment process, when all school leavers will have their GCSE results.

There are no enrolment or tuition fees for students under 19 where they meet the residency and other criteria set out by the Education Funding Agency. All students are asked to make a contribution towards printing and other costs. There may be charges for educational visits and specific resources. These will be notified at the earliest available opportunity. Students from low income backgrounds may be eligible for extra financial help.

East Norfolk Sixth Form College is not registered with the UK Border Agency and is therefore unable to accept applications from non-EU students.

All applicants must:

- Demonstrate a strong commitment to further independent study and the ethos of the College
- Provide evidence of their previous achievements and give permission for a character reference to be supplied if required
- Satisfy requirements for admission to the proposed programme of study
- Undertake further assessments or provide information as necessary to allow the College to support any additional learning needs
- Adhere to the policies of the College. Sign and accept the conditions of their learning agreement, read any agreements between the College and individual students and/or their parents or legal guardians that the College may reasonably require

Equality and Diversity

The College always operates in accordance with appropriate legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, we request that these are discussed with us at an early stage in the application process so that we can make all necessary arrangements to meet those needs by the start of the academic year. More information is available from the Additional Learning Support Manager.

Safeguarding and Prevent

The College takes its responsibilities for Safeguarding extremely seriously. All students attending the College must declare any criminal convictions that they may have or are pending. Failure to disclose may result in the College choosing to withdraw the place. Having a criminal convictions is not necessarily a barrier to entry for study at the College. A student risk assessment will be carried out and the College reserves the right to contact external agencies if they feel this is necessary. For some courses of study it is a requirement that students have a DBS check before they are able to go out on placement. Where this is appropriate, students will be notified in advance.

Student Health and Wellbeing

East Norfolk Sixth Form College provides support and the signposting of services for all students. All students are asked to complete an admissions form with relevant details including next of kin. It is the right of all students to not disclose a medical condition if they do not wish to do so. However, if a medical condition is not disclosed and it has a material impact on the student's ability to complete the course, the College cannot be held responsible. Any student wishing to discuss any form of medical issue, in confidence, should do so with the Additional Learning Support Manager or the College Nurse.

Reasons why students may not be offered a place on your preferred programme of study

The College aims to provide all applicants with a programme of study which suits their individual needs. Students will not be admitted to a programme if they are:

- Unable to demonstrate that they hold the minimum entry requirements
- Seeking to undertake a programme which, following IAG, the College does not believe is in the students best educational interest
- Subject to a criminal conviction which bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work
- Unsuitable due to other circumstances (which we would discuss fully with you)

If the College is unable to admit students to the programme of their choice, the College will do its utmost to offer a suitable alternative programme and offer appropriate advice and guidance to enable students to make other choices. A student will only be refused admission to the College if it proves to be impossible to provide alternative, appropriate study for them.

Priorities when allocating students to courses

Priority will be given to applicants who have

- applied by the application deadline published in the prospectus and on the website each year
- attended their interview
- accepted the College's offer of a place
- attended the Taster Day
- attended their enrolment interview at the time given

Course Offer

The College reserves the right to change curriculum offer prior to the start of the academic year.

Admission Appeals

Where applicants are refused a place at the College, they have the right to appeal against the decision. Such an appeal is to the Deputy Principal and should be completed in writing in the first instance outlining the reasons for the appeal emailing admissions@eastnorfolk.ac.uk with the full details.

Trust overview

The Multi-Academy Trust will be notified of any cases where entry to the Sixth Form has been refused through the Academy Advisory Group structure.

Policy Review

This Policy will be reviewed tri-annually and will be published on the website.