# POLICY/PROCEDURE: ADMISSIONS Policy (14-16)

Approval required by: SLT Y Governing Body N

SMT Lead: Principal of Sixth Form

Responsible Manager: Principal of Sixth Form

Date approved: January 2022

Date to be reviewed: January 2023

Relevant to: Students Y Staff Y

Visitors N

Relevant to: All students N

16-18 Vocational N Sixth Form N

Higher Education N Adults N

Apprenticeships N 14-16 Y

Other N

Relevant to: All staff N

Board N SPH N

Managers N

Teaching staff N Support staff N

Accessible to Students Y Staff Y

Friendly version Students N Staff N

EQIA required Y

**Significant changes to policy**

Minor changes

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**Impact of changes**

Clarity regarding processes

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# Policy Statement

Since September 2013, further education (FE) colleges have been able to directly enrol 14–16-year-olds to college programmes. Admission laws that apply to maintained schools do not apply to FE colleges, therefore Barnsley College make admissions decisions based on our own Admissions Policy.

The college is committed to ensuring equality of opportunity by ensuring that all applications are dealt with in a fair and consistent manner.

# SCOPE AND PURPOSE

This policy applies to all applicants to Barnsley College for 14-16 education. Barnsley College offers provision to 14–16-year-olds in an alternative college setting. The curriculum is designed to engage those who have struggled at school and are more suited to vocational study. The college ensures that students are matched to a programme of study that will allow them to progress into post-16 education at the college, should they choose to do so.

## Responsibilities

The SMT Lead for 14-16 and Head Teacher will work with the Local Authority and local schools on an annual basis to determine need and will agree the number of full-time places available accordingly. Group sizes will be designed to enable efficient delivery of quality education.

## Full Time Admissions:

* The college provision for 14–16-year-olds has been developed in conjunction with the Local Authority and local schools, to ensure that young people in the Borough have a suitable alternative to school, where this has not been an environment in which they have flourished.
* Schools/the Local Authority will identify young people who would benefit from education in a college environment and will offer the opportunity to them to apply to the college. The application will be made by the parent/carer through the current school or Local Authority, who must support the referral. Please note: Barnsley College do not accept applications that are not referred from BMBC or the current school.
* All applicants will be invited with their parent/carer to a meeting to discuss the application, future aspirations, and any support needs. Applicants will be asked to express a first and second preference for their vocational option, as places will be allocated subject to suitable numbers.
* A place will not be offered at college unless a meeting with the parent/carer has taken place, and any offer will be subject to successful completion of the current school year.
* Places will be allocated to learners who are able to make full use of the distinctive full time offer of vocational study alongside academic GCSEs.
* All applications received by the published application deadline will be considered for a place. Any late applicants will be considered should places remain.
* Learners with an Education, Health and Care Plan (EHCP) should apply with the support of the Local Authority. Where the college are consulted before the application deadline and can meet need, the Local Authority will name Barnsley College in the plan and the learner will be admitted. Where the application is after the published deadline, an offer will only be made if a place is available in the relevant year group.
* As part of the application process, the current education provider will be asked to share safeguarding information with the Safeguarding Team in college. This is to include all relevant information both internal and external including whether they are a Child in Need, Child Protection, Early help or under assessment.
* The college reserve the right to refuse an application where, after undertaking an individual risk assessment, the applicant presents a risk to themselves or others.
* Where an application is unsuccessful, parent/carers are entitled to appeal. An independent appeals panel will act in accordance with the provisions of the “Schools Admissions Appeal Code” published by the Department for Education.

**Part Time Admissions:**

* Barnsley College can offer part time education to 14–16-year-olds who are established as an Electively Home Educated student.
* The college will work with the Elective Home Education Advisor to ensure that they have met with the parent/carer and that they are happy suitable arrangements are in place, and that provision from Barnsley College would enhance this.
* Applications for part time study should be made to the college, in line with the main college admissions timeline, using the 14-16 application form (available on the Barnsley College website).
* Learners with an Education, Health and Care Plan (EHCP) should apply with the support of the Local Authority. Where the college are consulted before the application deadline and can meet need, the Local Authority will name Barnsley College in the plan and the learner will be admitted. Where the application is after the published deadline, an offer will only be made if a place is available in the relevant year group.
* As part of the application process, the current education provider will be asked to share safeguarding information with the Safeguarding Team in college. This is to include all relevant information both internal and external including whether they are a Child in Need, Child Protection, Early help or under assessment.
* Barnsley College offer a discreet programme specifically designed for Electively Home Educated students. Details of the programme of study available will be discussed with the parent/carer and learner at interview.
* Where the parent/carer wishes to discuss other options then the SMT Lead for 14-16 must be informed before any offer is made. Other options will only be offered in exceptional circumstances (for example the learner having achieved their GCSEs in year 10)

**School Based Admissions**

* Barnsley College work in partnership with schools to offer access to provision those learners would not get opportunity to access in school. These learners are admitted based on an agreement between their school and college.
* Schools gain consent from the learner and parent/carer then complete a referral form. The department(s) that are named in the referral form will then arrange a meeting with the learner and parent/carer to discuss suitability.
* As part of the application process, the education provider will be asked to share all relevant information if the learner is in receipt of an EHCP or SEN.
* As part of the application process, the current education provider will be asked to share safeguarding information with the Safeguarding Team in college. This is to include all relevant information both internal and external including whether they are a Child in Need, Child Protection, Early help or under assessment.
* The college reserve the right to refuse an application where, after undertaking an individual risk assessment, the applicant presents a risk to themselves or others.

# EQUALITY AND DIVERSITY

An EqIA is required for this policy.

# LINKED POLICIES AND PROCEDURES

* N/A.

# LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college’s intranet.