

# **ADMISSIONS POLICY**

## **ADMISSIONS POLICY FOR FULL-TIME STUDENTS (2024 ENTRY)**

Woking College is an open access Sixth Form College, specialising in the delivery of Level 3 programmes of study with a limited range of Level 2 qualifications. We are extremely proud of our record of success in supporting the achievements of applicants from a variety of backgrounds and with a range of abilities. We are fully committed to celebrating diversity and promoting a culture of inclusivity for all.

The Admissions Policy is reviewed by the Woking College Trustees on an annual basis.

### **PRINCIPLES**

1. Woking College is an independent Academy in the state sector and, as such, is free to establish its admissions policy in accordance with its aims and needs as a sixth form college.
2. The College welcomes applications from all students who meet the basic criteria in terms of age, qualifications and suitability for the types of course they would like to study at the College at the point when they would begin their programme of study.
3. We aim to ensure that the recruitment of learners is undertaken in a fair and non-discriminatory manner.
4. The Principal has the sole right to receive appeals and the ultimate authority to accept or reject any student.
5. The College has to set limits on the numbers of students it can accept into the College and therefore reserves the right to close the application list when it has reached the number of applications to meet its target number of students.
6. All students offered a place at College must agree to subscribe to the College's policies, the College Code of Conduct and the Respect and Responsibilities Code.
7. All students are expected to be full-time, meaning their study pattern will be across five days per week and studying the equivalent of three or more subjects.

## **FACTORS DETERMINING ENTRY FOR 16-18 YEAR OLD STUDENTS AGE**

- Students must be between 16 and 18 years of age on the 1st September in the year at which they first start at the College.
- Students who are 19 years old and over in the year at which they might start at the College will not usually be accepted onto a learning programme except in special circumstances. Such students may be liable to pay fees.

## **QUALIFICATIONS**

Students who apply and are offered places at the College will need to meet the following criteria:-

- Entry onto a Level 3 A level programme – minimum requirement is 5 GCSEs between grades 4-9 (or equivalent qualifications). Where equivalent qualifications are taken we would expect a student to have followed a broad programme of study if they intend to go on to follow a broad level 3 programme. Entry onto some A level courses requires a minimum of a grade 5 or 6 in specific GCSE subjects. Please see individual course descriptions on the College website for details.
- Entry onto Level 3 Vocational programme – minimum of 4 GCSEs between grades 4-9. GCSE English Language and GCSE Maths are desirable although students are accepted with a grade 4 in literate and numerate GCSE subjects.
- A mix of A levels and Vocational courses – entry requirements as above.
- For entry onto a Level 2 access programme, you should ideally have between 2 and 4 GCSEs at grades 4-9 and other GCSEs at grades 2 and 3. However, wherever possible, we are prepared to be flexible in determining the right course for individual students.

Any student at the College without a grade 4 or above in GCSE English Language and/or Mathematics will be required to be working towards these qualifications as part of their study programme. Lack of English Language at grade 4 or above will significantly restrict programme options. Some students will study qualifications other than GCSEs in Year 10 and 11 - Please note that not all of these are adequate preparation for A level study, whilst others require specific grades. Please see the appendix to this policy for further guidance.

## **FEES**

- 16-18 year old learners, who meet specified criteria, will generally NOT be required to pay tuition fees.
- Students will not normally be charged fees if they have lived in the European Union for three years before joining the College, and have the legal right to be resident in the United Kingdom - other students may be charged fees. Each application from a student who is not a full UK citizen will be assessed individually according to the Government regulations at the time of the student's application to College, additional information may be needed to complete this assessment. Fees are determined and revised by the College on an annual basis.
- Overseas applicants are asked to note that the College is not registered with the Home Office to provide sponsorship to support applications for study under the Tier 4 points-based system.

## **THE TARGET NUMBER OF APPLICATIONS**

Prior to the start of each new academic year, the College will set a minimum and/or maximum target number of applications for the new intake of students based on what the management of the College believe is the appropriate number of students. The specific criteria which contribute to determining the target number of applications are:-

- levels of funding from the Government and associated Government policies
- the physical capacity of the College in terms of classrooms, workshops and general learning and social spaces
- desired levels of class size and contact time, taking into account the workload of teaching and support staff
- preserving the community-focused ethos of the College
- the conversion rate of applicants into actual students who wish to take up places at enrolment in September
- the numbers of students likely to apply from different categories of school and the likely transfer of Year 12 students into Year 13

The fundamental consideration is that students will be accepted into the College until overall projected student numbers reach a threshold beyond which there is a likelihood that the quality of education and social experience of students and the working environment for staff will be significantly diminished. Students who are interviewed beyond that threshold point will be offered a provisional place and will only be invited to take up that place if courses are not full. Students would always be offered

guidance on alternative institutions and, at enrolment, details on courses that still have spaces.

## **OTHER CONSIDERATIONS**

Occasionally, other factors may influence who will be accepted into the College and in what order of priority. Such factors might include having siblings at the College, students with a medical condition or disability and looked after students or those in care.

The Principal's judgement will be final in relation to whether a student can or can't be offered a place at the College, taking into account 'Other Considerations'.

## **APPLICATION PROCESS**

### **Open Evening**

The College holds two Open Evenings during the academic year, one in the Autumn term and one in the Summer term, details of which can be found on the College website. These events provide applicants with the opportunity to view the College and speak to members of staff about what the College has to offer and find out more about our courses.

### **Application**

Applicants are invited to apply online at [www.woking.ac.uk](http://www.woking.ac.uk). Upon submission, applicants will receive an email to acknowledge receipt of their application. Applications are date and time stamped on receipt and are dealt with on a first come, first served basis.

### **Interview**

Qualifying applicants will be invited to the College for an interview with a Senior Manager or member of the interview team. This interview is an opportunity to discuss course or subject choices, get advice about entry requirements and for us to find out more about the applicant.

### **Offer of a place**

Following their interview, all being well, applicants will be offered a place at the College. Applicants will usually receive an offer within 2 weeks of their interview. Please note that this does not guarantee a place on particular courses. Programmes of study will be finalised at enrolment and will depend on course availability, which in turn depends on a number of factors, including estimated student demand based on data gathered from admission interviews. Students are enrolled in the order of their accepting an offer of a place. This may mean that some students who applied and/or

accepted the offer of a place later in the academic year will, if courses are full, need to make alternative choices at enrolment.

#### Welcome Day

Following the offer of a place at the College, applicants will be invited to attend a Welcome Day, which takes place towards the end of the Summer term. This is aimed at helping with the transition between school and college, to give applicants a taste of what it is like to be at Woking College and to try out the subjects selected at their interview earlier in the year.

Parents of applicants will also be invited to attend a Parents' Evening which will provide more information about the student journey through Woking College and the processes and procedures we have in place to keep parents informed of a student's progress throughout their time at Woking College.

#### Post-offer procedures

If, after receiving an offer and confirming an acceptance of a place, a student wishes to change any of their provisional subjects, they should contact the College Registry Office as soon as possible.

All students who have accepted a place at the College are expected to attend the College's Welcome Day which is usually held in late June or early July (once GCSE exams have finished). It is important that students attend as they will take part in lessons in their chosen subjects and start the enrolment procedures.

When GCSE results are received, students will need to contact the College if they have not achieved the required grade for one or more of their chosen subjects. As part of our Post-GCSE results advisory service, students may be required to come into the college for a pre-enrolment discussion so that possible alternative options can be discussed.

For students who do not meet the minimum entry standards to take up a place, the College will provide guidance and signposting to find a suitable course elsewhere, if needed.

The College is not able to hold places on its courses for students who did not gain the necessary GCSE results, even if requesting a remark from the school or exam board. We are not able to accept school recommendations to hold places. We recognise that for students affected in this way, this will be disappointing, but we will provide guidance and support to enrol on an alternative study programme.

## Enrolment

The College will write to applicants in the summer term with full details of enrolment including a date and time for their individual enrolment session. Enrolment interviews will take place in order of their accepting a place at the College.

The College reserves the right to vary the above arrangements as appropriate.

## THE APPLICATION YEAR

The aim of the College is to ensure applicants are well informed and fully supported in understanding what an education at Woking College is all about. The College will support applicants in the year before they enrol at the College with a number of events as set out in the table below.

Open Evenings	June and October
Applications open	June to June (or until places are full)
Interviews	October – June
Offer of a place	October onwards: usually within 2 weeks of interview
Welcome Day	late June
Enrolment	late August/early September

## ENTRY ONTO LEVEL 3 COURSES HAVING FOLLOWED POST-16 STUDY AT LEVEL 2

All students on post Year 11 Level 2 courses at College or elsewhere, wishing to enrol onto Level 3 (Advanced) courses in their second year with the College must achieve:

1. At least a Merit grade in their CTEC course(s) overall. Experience has shown that students without at least a Merit are unlikely to be successful on our advanced courses. Students also need to pass any English / Maths qualifications to ensure they can progress to the next level.
2. An average effort grade of 'Good', and no less than 'Satisfactory' across their subjects – this indicates that they are working well and producing work of an acceptable standard.
3. Average minimum attendance rate in lessons of 90%.
4. Good punctuality, which is taken as being 95% on time.
5. A recommendation from current teachers and the Level 2 Head of Year.

## **STUDENTS WISHING TO TRANSFER FROM ANOTHER POST-16 INSTITUTION**

- Late applicants will only be accepted onto first year courses up to the end of September in each year. It is likely that students wishing to gain late entry may be expected to have higher GCSE scores than typical entry as we will take GCSE score as a measure of the level of aptitude and/or motivation to catch up with work already taught in classes.
- Students who have already completed a year of Advanced Level study elsewhere will only be permitted to enter the first year of College courses.
- 17 year old students, applying for Level 3 (Advanced) courses, moving into the area and who could not have applied to us before will be treated in the same way as new Year 11 applicants.
- All late enrolments will be subject to the conditions set out in this document and dependant on spaces on courses.

## **APPEALS PROCESS**

- Any issues or concerns relating to admissions should be referred to the Principal
- The Principal will make the final judgement in relation to appeals about admissions.
- Reasons for any unsuccessful appeal will be set out by the Principal when responding with their final decision.

## **APPENDIX – FURTHER INFORMATION**

### Entry Criteria by Subject:

Full details of our entry criteria for all subjects can be found in the 'Choose your courses' section of the College website ([www.woking.ac.uk](http://www.woking.ac.uk)). However, as a general guide, the following are requirements for the courses identified:

- A Levels – A minimum of 5 GCSEs at Grade 4 and above, including English Language and Maths
- L3 Vocational – A minimum of 4 GCSEs at Grade 4 and above including, where necessary, a literate or numerate subject.
- L2 Vocational – A minimum of 4 GCSEs at Grade 3 and above.

### Qualifications:

Qualifications **not** accepted as adequate preparation for Advanced Level 3 study:

- Adult Literacy Level 2
- Adult Numeracy Level 2
- Certificate in Personal Effectiveness
- Personal, Social and Health Education
- ASDAN
- European Computer Driving Licence
- Functional Skills
- Entry level qualifications

Qualifications **not** accepted as adequate preparation for A level Science courses:

- GCSE Science courses without Additional Science (at higher tier)
- GCSE Applied Science
- BTEC First Diploma or Certificate in Science
- OCR Cambridge National Certificate or Award in Science
- Engineering Higher Diploma (Principal Learning)

### Qualifications regarded as equivalent to GCSE:

The following Level 2 applied/vocational qualifications are accepted as equivalent to GCSEs if they are in a subject area related to the course which has been applied for. They are particularly relevant for progression onto applied A level/BTEC National level 3 courses.

- BTEC First Diploma or Certificate (minimum Merit)
- OCR Cambridge National Certificate or Award (minimum Merit)
- Digital Applications (minimum Credit)
- Level 2 (Higher) Diploma (Principal Learning) – minimum C grade

However, these courses alone are not adequate by themselves for entry onto Level 3 courses and would always need to be accompanied by an appropriate range of GCSE qualifications. Each case will be considered on an individual basis.

NB. GCSE short courses count as half a GCSE, but only if the subject hasn't also been taken as a full GCSE.



Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies		Please Tick Box	
Is it likely that the Policy Revision could have a negative impact:-		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff			
Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X
Date of Review	December 2023	Did you make changes?	X

If YES please speak with The Assistant Principal as a full Equality Analysis may be required

BFR/Admissions Policy: Dec 2023  
 Last Reviewed: Dec 2023  
 Next Review: Dec 2024