



## **Admissions and Exclusions Policy**

Scarborough Sixth Form College aims to welcome students from all backgrounds, operates and Equality & Diversity Policy and supports those with learning difficulties and disabilities to access the curriculum.

### **General eligibility to be admitted to study at the College**

- The College is a Post-16 learning provider and students are overwhelmingly aged 16-19, funded by the ESFA (Educational & Skills Funding Agency). Occasionally some exceptions whereby younger students are enrolled are subject to negotiation, for example, with NYCC.
- The College has a limited amount of funding to admit older students - who are aged 19+, some of whom pay fees and some of whom are subject to fee remittance. Applications are assessed very carefully and prioritised upon merit. If the College does not receive sufficient funding it may not be in a position to offer a place.
- Applicants must be European Union citizens or have right to remain and to study in the United Kingdom

### **Entry Requirements and Conditions on admission**

- Applicants must be suitably qualified by meeting our entry requirements
- The College has the right to turn down an application if capacity no longer exists (ie. if the College, or a course is declared "full").
- Late applications are usually acceptable during the first few weeks of the academic year provided that the college is satisfied that the student has good prospects of success, particularly when students are transferring from other institutions.
- Both general and course-specific entry requirements are published on the College website, in the College prospectus and on individual course descriptions.
- In addition to the entry requirements, students' GCSE profile and average score are also considered when making enrolment decisions.
- Where a student is enrolled on a full-time basis then they must undertake a programme of study of sufficient size and scope which will be set out in the learning agreement.
- If a student does not yet have GCSE English or Mathematics it is a requirement that they have that qualification or Functional Skills Literacy or Numeracy as part of their programme of study.
- Some students will be admitted subject to certain conditions, for example, making satisfactory progress.

## **Progression from one year to the next**

- Students are enrolled or re-enrolled at the start of each academic year. A student part way through a two-year study programme will only be able to continue study if the conditions of re-enrolment are satisfied
- Normally a student half-way through a two-year course is expected to continue and the vast majority will do so
- However, where a staging qualification or assessment indicates that the student is failing, or has made insufficient progress then they may not be allowed to continue.
  - For example if, as part of an A level course, a student fails the AS qualification, or the main internal examination in the summer of year 1 the student will not normally be allowed to continue the course. Likewise if a student fails (or does not complete) the year 1 BTEC staging-post qualification.
  - Where a student gains a grade E or a bare pass at the end of year 1 and wishes to continue, the views of the Head of Department are sought, and will form part of the process of advice and decision as to whether continuation is appropriate
- If the failure or bare pass in a number of courses means that a student's study programme (and associated career progression aim) is no longer viable, the College will determine whether the student will be allowed to progress onto a second year of study.
  - Where a student's current study programme is deemed no longer viable, then, following discussion with the student, an alternative study programme may be offered if it is deemed appropriate
- Disciplinary considerations, such as poor attendance or attitude, may also play a part in determining whether a student will be allowed to progress to the second year of a study programme.

## **Consultation, Advice and Guidance as part of admission to the College**

Potential students receive advice and guidance from admissions and guidance staff at various points throughout Year 11 and all applicants receive an individual consultation in the spring or summer term, followed by an enrolment interview after GCSE results in August.

### **Decision about admission and re-enrolment to the College**

Decisions about admission to the College and about admission on to any specific course are ultimately made by an enrolling member of staff (a teacher or Guidance Support Tutor) on behalf of the College, taking into account the GCSE results, wishes and interests of the student, but also based on reasonable prospect of success and available places.

Decisions about re-enrolment onto a new or continuing programme are made by the re-enrolling member of staff (a teacher or Guidance Support Tutor) on behalf of the College, taking into account past performance, attendance, attitude etc, the wishes and interests of the student, and the reasonable prospect of success.

Some students who have failed to progress satisfactorily the previous year are placed on a 6 week "Last Chance" programme during which the student's progress is closely monitored by

the Vice Principal who before the end of the 6 week period will decide whether the student will be allowed to continue.

### **Appeals against enrolment or re-enrolment decisions**

Informal queries and concerns raised by students, parents or a partner school about an aspect of admissions or enrolment are usually dealt with by the Director of Curriculum or one of the Vice Principals.

Any student or parent/carer may seek a review of a decision not to admit the student to the College or onto a specific course by contacting either the Director of Curriculum or a Vice Principal who will review the decision and notify the student or parent of the outcome.

Any student or parent/carer dissatisfied with the outcome of the review may appeal to the Principal who will consider all the circumstances, including a report from the Director of Curriculum or Vice Principal who carried out the review.

### **Exclusion**

In most cases, exclusion will be by mutual agreement. However, the College has the right to exclude without the agreement of the student. Students are normally “asked to leave”, rather than be formally excluded

#### **Conditions which can lead to exclusion from the College**

- disciplinary offences, including acts of violence or other criminal activity
- poor attendance and insufficient progress on programme of study
- incapacity to continue or make progress due to health or other grounds affecting fitness to study

#### **Process**

- Usually a decision to exclude arises after the student has reached then breached Stage 4 of the support and disciplinary referral system.
- However, a decision to exclude can also be made when there has been a gross breach of discipline or expectations by a student.
- In fitness to study cases it is usual practice for there to have been a lot of discussion and liaison with the student and parent/carer but not necessarily application of the referral system.
- All decisions to ask a student to leave or to exclude a student from the College must be made by a Vice Principal

#### **Appeals**

- A student who has been asked to leave the College or who has been excluded from the College has a right of appeal
- Any student wishing to appeal must do in writing, addressed to the Principal
- The Principal will hear the appeal.
- The Principal will determine how the appeal hearing will be conducted but will usually invite the student/s, their parent/carer, the Vice Principal who made the decision appealed against and also consider the views put forward by relevant teachers and guidance support tutors
- The Principal's decision is subject to the College's Complaints Procedure.

Nb. There are exceptional cases where students are permitted to suspend their study, eg. maternity leave/mental health.

## **Complaints**

As set out in the terms of this policy, the Principal will make the final decision on any appeal about admission or exclusion.

A complaint about this policy itself, or whether it has been properly applied, can be made to the Corporation i.e addressed to the Governing Body. Such complaint needs to be made in writing to the Clerk of the Governing Body, who will follow procedures as set out in the Complaints Policy of the College.

## Other Documents relevant to Admissions and Exclusions

Prospectus

Enrolment Guidelines for teachers and Guidance Support Tutors

Specific course requirements

Course descriptions

Staged referral System Procedure

Complaints Policy and Procedures

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Date reviewed by <b>Employment and Welfare Committee</b>	15 May 2018