



Admissions and Exclusions Policy

Scarborough Sixth Form College aims to welcome students from all backgrounds, operates an 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.
- Applicants must be European Economic Area 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 (i.e. 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 a grade 4 in GCSE English Language 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.

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 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.

Some students who have failed to progress satisfactorily the previous year are placed on a Probation period during which the student's progress is closely monitored by the Vice Principal who before the end of the period will decide whether the student will be allowed to continue.

Appeals against 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 Vice Principal.

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 the 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 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.

Conditions, which can lead to exclusion from the College

- disciplinary offences/gross misconduct, including acts of violence or other criminal activity
- poor attendance and underperformance on programme of study
- Breach of assessment guidelines
- 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 students repeatedly failed to adhere to plans for improvement.
- 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 will be made by the Vice Principal or in their absence a member of the senior management team.

Appeals

- Any student wishing to appeal must do so 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

NB. There are exceptional cases where students are permitted to suspend their study – such as maternity leave, or health issues.

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

Student referral system

Complaints Policy and Procedures

Responsible for Monitoring & Review: **VP 27 April 2023**

Reviewed by CMT: **2 May 2023**

Reviewed by EWC and recommended to Corporation where applicable: **9 May 2023**

Approved by Corporation: **23 May 2023**

Review Date: **May 2024**