



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

## ADMISSIONS POLICY 2022/2023

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

### Mission Statement:

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

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|------------------------------------|-----------------------|
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| Author                             | AP Student Experience |
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| Approved by C & S Committee        | July 2022             |
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| Policy to be reviewed by or before | June 2023             |

## **1. Admissions Policy**

The College welcomes applications from all students who meet our entry requirements on Level 2 and Level 3 courses and who fulfil ESFA eligibility (please note that all students are expected to enrol on a full-time programme as defined by Education Skills Funding Agency [ESFA] guidelines).

[This policy does not cover International Students who apply and enrol through the College's International Programme.]

When the College is oversubscribed, meaning that, based on the applications that it has received, it forecasts that enrolments will exceed the number of places it has available, it will operate a waiting list system (see waiting list at 2.2).

### **1.1 Eligibility**

Eligibility criteria are determined by the DfE through the ESFA. Most young people legally residing in England will be eligible to enrol for a 16 to 19 study programme; there are some exceptions however, that relate to residency.

Applicants are required to confirm, or not, on the Application/Enrolment form they have legally lived in the UK for the three previous years. For those Applicants who do not meet this test, the College will take steps to satisfy itself that the Applicant is legally resident in the UK. This is a requirement that must be satisfied before funding can be granted by the Government, it should be noted that student and funding records are subject to DfE funding audits.

## **2. Admissions Procedure**

2.1 The College seeks to ensure that the applications for places at the College are handled fairly and that they are dealt with in accordance with the Admissions Policy.

All students, as part of enrolment, must agree to respect and support the Catholic character of the College before their place is confirmed.

Students are admitted by category and each sub-category point, in the following order of priority:

### **Category [1]**

- i. Pupils who have been identified as having 'Special Educational Needs' on their Education, Health and Social Care Plan [EHCP], where Notre Dame Catholic Sixth Form College is named as the preferred setting (this is a legal requirement)
- ii. Any young people who are in, or have recently left, the Care of the Local Authority

### **Category [2]**

- i. Pupils attending the three named Catholic Partner High Schools: Mount St Mary's Catholic High School, Cardinal Heenan Catholic High School and Corpus Christi Catholic College
- ii. Pupils attending other 11-16 age range Catholic Schools
- iii. Pupils attending other Catholic institutions
- iv. Pupils who are Catholic and attending non-Catholic institutions

**Category [3] Within subcategories [3] i) and [3] ii) students will be ordered according to their school postcode in terms of proximity to the College, starting with those closest to the College first.**

- i. Pupils who are non-Catholic attending 11-16 age range non-Catholic institutions and who from supportive religious backgrounds and happy to be educated in an environment, which values and promotes Christian ideals.
- ii. Others

**General Information:**

- a) **Catholic** means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church which is signed by the Parish Priest of that parish, or a signed certificate of reception into the full communion of the Catholic Church. Alternatively, a letter from a parish priest confirming membership of a church in communion with the See of Rome.
- b) Students submit on-line application forms from October in the year prior to admission.
- c) An email receipt is automatically generated to the applicant upon receipt of application.
- d) Applicants applying before the closing date with a suitable application and reference will be offered a New Student Guidance Interview, where more information, advice and guidance will be provided.
- e) Those applying after the closing date are not guaranteed a New Student Guidance Interview, but will be placed on a waiting list (see 2.2) in order of receipt of the application.
- f) Determination of a student's application may be deferred until the College receives more required information, such as an EHC Plan or school reference or other information.
- g) A Conditional Place means that applicants are offered a place on their chosen courses, providing they have gained the necessary entry grades, and the College has a place available.
- h) Following the New Student Guidance Interview, the offer of a place at Notre Dame is made on the basis of the interview criteria, see section 3 of this policy.
- i) An email giving a decision about the application will be sent within two working weeks of the New Student Guidance Interview.
- j) Pre-enrolment advice, guidance and information is offered during the New Student Guidance Interview and through the marketing events, website as well as during Open Events and New Student Days.
- k) The Enrolment procedure will take place shortly after the publication of GCSE examination results and provides students further advice, information and guidance in order to allow students to be placed on programmes of study which best match their needs and abilities.
- l) Enrolment will take place in line with the Admissions Procedure at section 2, (see above) providing applicants follow the section 2 category admissions procedure and providing applicants have gained the necessary entry grades, and the College has a place available.
- m) Applications received after Enrolment, will not take Category [1], Category [2] or Category [3] into consideration and will be dealt with on a case-by-case basis, whilst complying with this policy.

## 2.2 **Waiting List**

If, at any point in the year, the Senior Leadership Team believes that the number of enrolments is likely to exceed the number of planned places available (taking into account an estimate of the number of returning students and the average annual conversion rate of acceptances to enrolments) i.e. the College is likely to be oversubscribed, a waiting list will be brought into operation.

### **The Waiting List procedure will be**

Each application received automatically receives a time and date stamp. Applications received after the closing date for applications for the academic year of entry will be added to the Waiting List.

- The waiting list will be for acceptance on specific subjects
- These applicants will be interviewed subject to College capacity and course availability.
- The Waiting List of Category 1, Category 2 and Category 3 applicants will be set up following the admissions procedure in 2.1 above.

As withdrawals occur during the year, or additional places become, applicants will be taken off the waiting list in priority order, and informed in writing that they have been moved from the waiting list and offered a conditional place, subject to meeting the entry criteria for the courses applied for. They will then be treated as other successful applicants in terms of enrolment.

### **Waiting List Priorities**

Places will be offered to applicants on the waiting list in this order:

- a) **Category 1 Students** – in date order of their date of application, where there are places on all the courses they have applied for
- b) **Category 1 Students** – in date order of their application, where there are places on some courses they have applied for, if they wish to choose alternative courses that are not full

If all the above Category [1] applicants have places, remaining places will be offered in this order:

- c) **Category 2 Students** – in date order of application, where there are places on all the courses they have applied for.
- d) **Category 3 Students** – in date order of application, where there are places on all the courses they have applied for.

## 2.3 **Appeals**

Any appeal against rejection should be made in writing to the College Principal within five working days of the date of the rejection letter. The grounds for the appeal should be clearly stated. The decision of the Principal will usually be conveyed in writing within ten working days of the receipt of the appeal.

### **The Principal's decision will be final with no further right of appeal**

*Please note in the event of the College reaching full capacity during the enrolment process, there is no right of appeal.*

### **3. Interview Criteria**

Applicants will be interviewed and the decision whether to offer a place will be made using the following criteria:

- The personal statement of applicant
- The reference from the applicant's previous school / institution including satisfactory attendance (usually 95% or above), satisfactory punctuality, behaviour and attitude to learning.
- The report of the interviewer as expressed on the Interview Sheet
- Suitability for course applied for
- Poor standard of application or deliberate misinformation supplied on the application form or to the interviewer

### **4. Applicants not offered a Place:**

An applicant may not be offered a place under the following circumstances if:

- They do not meet the entry criteria for their chosen courses.
- Their school attendance record shows persistent absence without due cause.
- There are significant behavioural concerns.
- They have already completed Level 3 study elsewhere.
- Fail to meet the interview threshold
- They are applying to transfer into second year but have studied different examination boards. If the examination boards are the same, admission is at the discretion of the College and subject to a satisfactory reference from their current provider.
- They are 18 or older at start of the course

### **5. Transition Support**

The following group of students, where they meet the entry criteria, will be invited to attend a Transition Support Meeting and may be invited in for a follow-up support planning meeting:

- Educational Health Care Plan [EHC Plan/High Needs Funding]
- Children in Care or Care Leavers
- Young Carers
- Home, hospital or other interrupted education
- Any applicants with identified mental or physical health issues

Any student who identifies themselves as having a learning or other support need, will need to highlight this on their application form. The information on the application form will enable the College to invite students to a transition event so that Staff can gather more information and allow the student to familiarise themselves with the Learning Support Department and the College environment. It is imperative that all documentation relating to a student's support needs is presented to Learning Support Manager prior to enrolment to ensure everything is set up on our College systems and so that support can be put in place.

Please note that for students in receipt of an Education Health Care Plan, the Local Authority (in which the student resides) has a legal duty to issue the College with a consultation letter and EHCP. This is to allow the College to establish what support needs to be put in place and what funding is necessary for the student. This must be completed prior to the student's enrolling at Notre Dame Catholic Sixth Form College.

The Consult for support needs is a separate process from the student's application for admission to the College. All students, with or without an Education Health Care Plan, must meet the entry requirements of the College and courses and make an application.

For more information please see Notre Dame Catholic Sixth Form College's Sixth Form College SEND Local Offer and SEND Support Policy on the College website.