

Rochdale Sixth Form College

Admissions Policy

Changes made from 2019 policy – updated dates and deadlines

Approval Body	Trust Board
Date of Approval	
Approval Period	Annual
Review Date	

Admissions Policy

For students applying for entry in August 2020

Principles

- Rochdale Sixth Form College (RSFC) is a 16-19 Academy and as such is able to produce and operate an admissions policy which reflects its educational character, as expressed in its mission, vision and values.
- RSFC welcomes applications from students of all backgrounds and supports those with learning difficulties and disabilities to access the curriculum. The College operates an Equality and Diversity policy and aims to ensure that recruitment of students is undertaken in a fair and non-discriminatory manner.
- The Principal has the sole right to receive appeals and the ultimate authority to accept or reject any student in line with the appeals process.
- All students offered a place must agree to subscribe to the “RSFC 10” (Student Learning Agreement) and the College ethos.

Applications from current Year 11 students to join RSFC in Year 12

The RSFC minimum entry requirements for all applicants are as detailed below:

- i. 5 x 9 – 4 grades at GCSE or equivalent in four separate subjects.
- ii. GCSE English/English Language and/or Mathematics at grade 9 – 4.
Note: GCSE English Literature will count as a separate subject for the purposes of (i) but not as a substitute for English/English Language in (ii)

The College intends to offer places to current year 11 students in the following order of priority.

Priority 1: Students who attend a partner school* and/or live in the Rochdale Borough Council (RBC) area*

- Students must apply on-line via the college website before 12.00pm on **Thursday 12 December 2019**. Any applications received by the college after this time will be considered a late application.
- All students will be interviewed either in school or at RSFC before an offer of a place is made.

Priority 2: Students who do not attend a partner school and do not live in the RBC area*

- Students must apply on-line via the college website before 12.00pm on **Thursday 12 December 2019**. Any applications received by the college after this time will be considered a late application.
- Students will be invited to interview at the Principal's discretion.
- Consideration will be given to all aspects of the application form as well as places available on requested subjects before an interview can be arranged.
- It is the intention of the college to interview all priority 2 students. However, as the college is over-subscribed this cannot be guaranteed.
- Interviews will take place at RSFC before an offer of a place can be made.
- Applications will only be accepted from students who live within reasonable travelling distance of the College*

Offers

Offers of a place to study at RSFC are made at interview. Offers are conditional on achieving the minimum college entry requirements and any subject specific entry requirements, where applicable, as well as a satisfactory reference from school which indicates a good record of attendance, punctuality, general behaviour, attitude to learning and aptitude for the proposed courses and any other specific conditions communicated during the interview process.

During the interview students must meet the following criteria:

- i. The Student should demonstrate a strong commitment to further study and the ethos of the College.

- ii. Students can confirm predicted grades that are likely to meet the minimum college entry requirements as well as any additional subject requirements. Students should bring their latest progress report/mock exam results to the interview. Students should be aware that RSFC staff may discuss predicted grades with their school.

In some cases, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses and suggest alternative courses elsewhere.

The College reserves the right to take into account any individual and exceptional circumstances that may impact upon the normal college entry requirements being met. This will be done at the discretion of the Principal whose judgement will be final in relation to whether a student can or cannot be offered a place at the College.

The College reserves the right to refuse admission to the College if previous behaviour, attendance, effort, achievement or any other significant factor has cause for concern, even if a conditional offer has already been made. The College maintains the right to withdraw an offer if a student submits false or misleading information or is involved in misconduct on or off the College site.

The College reserves the right to withdraw a course if there are insufficient numbers of students or suspend applications for courses which are full. In these cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

Applications from students not currently in Year 11 to join RSFC in Year 12

Only in exceptional circumstances will current RSFC students be authorised to restart Year 12. Applicants must complete the application form and show RSFC as their previous school. Please include full reasons for wanting to return to RSFC and any additional information we may need in order to review your application fully.

Students wanting to join RSFC in year 12 from another post 16 educational institution will only be considered in exceptional circumstances. Applicants must complete the application form and clearly indicate the institution where they are currently studying and not their previous high school. Please include full reasons for wanting to study at RSFC and as much information as possible about the exceptional circumstances to be considered.

Applications to RSFC from students who will be 18 years and older when they plan to start studying will not be considered as the College has no available provision for adult learners.

Students must apply on-line via the college web site before 12.00pm on **Thursday 12 December 2019**. Any applications received by the college after this time will be considered a late application.

Late Applications

Any application received by the college after the application deadline will be considered a late application and the student will be placed on the waiting list.

- Students can apply on-line via the college website until 4.00pm on **Wednesday 19 August 2020**.
- All students who submit a late application will be placed on the waiting list.
- Students placed on the waiting list will be invited to interview at the Principal's discretion.
- Consideration will be given to all aspects of the application form as well as places available on requested subjects before an interview can be arranged. Any exceptional circumstances should be included in the application form.
- Priority is given to current year 11 students who are moving in to the borough of Rochdale with their parents/carers.
- The college is over-subscribed and cannot guarantee that an interview and/or offer will take place.
- Interviews will take place at RSFC before an offer of a place can be made. Applicants may need to be accompanied by a parent/carer.

In-year applications

In year applications can be made anytime during the two year programme. However, since the introduction of Linear A Levels it is more difficult for students to transfer to RSFC after the start of teaching. Linear A Levels are taught over a two year period and colleges are free to choose which exam board they use as well as the order of teaching, this inevitably will cause difficulties for any student seeking to transfer mid-year.

- Any student who has not applied before the late application deadline and who wishes to apply for a place at the college to study in the current academic year should contact the student administration team and request a copy of the 'in-year' application form.
- Applications to transfer to RSFC will be considered on an individual basis and full details of exceptional circumstances should be provided.
- Applications from students who could continue at their current institution will not normally be considered.
- Students will be invited to interview at the discretion of the Principal and will need to be accompanied by a parent or carer.
- Any offer of a place would be subject to the normal admissions criteria for RSFC and the receipt of supportive academic references from the student's previous school/college.

Appeals Process

If an applicant wishes to appeal with regard to any decision, he /she is advised to make the case in writing to the Principal within two weeks of the decision.

The Principal has the sole right to receive appeals and will make the final judgement in relation to appeals about admissions.

Notes*

- 1 The Rochdale Borough Council area is defined as any address which falls within the RBC boundary.
- 2 A partner school is defined as:
 - any school which falls within the RBC boundary;
 - Whitworth High School, Crompton House C of E School, Calder High School and Todmorden High School
- 3 Applications cannot be accepted from students who do not reside within reasonable travelling distance (via public transport) of the College
- 4 Students moving into the RBC area from another area within the UK will be invited to make an application once they reside within the Borough of Rochdale. The application will be considered in line with the RSFC entry requirements and the student will be invited to interview and will need to be accompanied by a parent/carer
- 5 RSFC cannot accept applications from students residing outside of the UK