

South Devon High School

14 - 16 ADMISSIONS POLICY
Policy Number: P26

Version	Date	Notes on Revisions	
1.0	27.11.13	Admissions Policy for September 2014 Entry	
2.0	8.10.14	Admissions Policy for September 2015 Entry	✓
3.0	25.09.15	Admissions Policy for September 2016 Entry	✓
4.0	28.9.16	Admissions Policy for September 2017 Entry	✓

Owner	SMT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
Matt Burrows	E Lawrence	M Burrows	X 1 year	Aug 2017	SMT/ Governors	11/10/16	17/10/15
Matt Burrows	E Lawrence	M Burrows	X 1 year		Academic Improvement & Development Board	Nov 2017	14/10/16

SOUTH DEVON HIGH SCHOOL

ADMISSIONS POLICY for 14 - 16 direct entry enrolments in September 2017

1 Policy Statement

- 1.1 Further education colleges have been able to directly enrol 14 to 16-year-olds from September 2013 ⁽¹⁾. The admissions laws, and the DfE Codes of Practice as they apply to maintained schools, do not apply to FE colleges. Whilst we use the admissions code as a model, we accept applications and make admissions decisions based on our own Admissions Policy. This policy sets out, very clearly, the criteria upon which we base our admissions decisions. Admission arrangements will be published in a manner accessible to students and parents, through this document which will be available on the South Devon High School website.
- 1.2 South Devon High School, is the name given to full time 14-16 provision in Further Education, at South Devon College. We welcome applications from prospective year 10 students, with the motivation to learn and the potential to succeed. The high School is committed to ensuring a clear and transparent admissions process for all individuals wishing to apply to a 14-16 programme.
- 1.3 South Devon High School offers a broad Key Stage 4 curriculum including GCSE English, Maths, Science and a choice of other GCSE options and technical pathways. The mix of academic and vocational qualifications is designed to inspire 14-16 year olds to achieve their full potential, while preparing them for further education and real jobs in industry.

(1) Full-time enrolment of 14-16 year olds in further education and sixth form colleges, Department for Education (last updated September 2016)

2 Scope

- 2.1 Applications should be made direct to South Devon High School, as our admissions are not part of the Local Authorities' admissions processes. South Devon High School will work collaboratively with local authorities and other appropriate agencies to ensure admissions decisions are made in a timely manner to provide certainty to applicants of their place of study well before the academic term begins.
- 2.2 South Devon High School will ensure that all applications are dealt with on an individual basis and are considered fairly and consistently, in line with our admissions policy.

3 Legislation

The following legislation applies to this policy

The Rehabilitation of Offenders Act 1974

Equality Act 2010
Data Protection Act 1998
Education Act 2011

4 Responsibilities

- 4.1 Everyone has a responsibility to give full and active support to the policy by ensuring:-
- 4.2 The policy is known, understood and implemented.
- 4.3 The Head of South Devon High School is responsible for the effective implementation of the policy.

5 Information, Advice and Guidance (Pre-application)

- 5.1 South Devon High School is committed to helping pupils and parents choose the most appropriate study programme at key stage 4. Information, advice and guidance will be available to all potential applicants to help them make informed choices.
- 5.2 Enquiries can be made either by phone, via the website, or in person. South Devon High School staff will respond to all enquiries by arranging a meeting to provide further information. Opportunities for applicants to view South Devon High School and its facilities prior to the commencement of a course can also be arranged upon request.
- 5.2 General Information Events are provided to encourage pupils and parents to find out as much information as possible about the programmes at South Devon High School, in advance of applying for a place. There will be a series of open events and information sessions where parents/guardians and pupils can find out more about South Devon High School, discuss subject options and ask any questions they may have. Details of these are available on the South Devon High School Website.
- 5.3 Pupils and parents/guardians will be encouraged to meet the Head / Deputy Head of School, to discuss the curriculum and how this fits with a pupil's own aspirations. The Head of School will also answer any questions pupils or parents/guardians may have. Applicants & parents/guardians are also welcome to attend information and open events where more information will be available.
- 5.4 Pupils will be given the opportunity to disclose any learning difficulty and/or disability in discussions with the Head / Deputy Head of School, on application, or on enrolment. It is the responsibility of parents/guardians to provide evidence of an "Education, health and care plan" as this can help the School support the pupil according to its recommendations. This information will be passed on to the Curriculum Support Team who will contact parents/pupils to discuss access arrangements. We will make 'reasonable adjustments' to avoid learners with special educational needs and disabilities being disadvantaged in their studies.

6 Application and Admissions

- 6.1 Application for places at South Devon High School starting in September 2017, for year 10 entry, should be made directly to South Devon High School. Applications for September 2017 entry are open until March 25th 2017.
- 6.2 All applicants are required to complete an application form to apply for a place at South Devon High School. The application form is available on the South Devon High School Website, or from South Devon College. Completed application forms should be returned to South Devon College at the address provided on the form.
- 6.3 All applicants are required to attend a South Devon High School Taster day, which will include activities designed to provide an experience of the study programmes. The taster days will be advertised on the South Devon High School Website.
- 6.4 Applicants will be required to complete a cognitive abilities assessment, provided by GL Assessment. Applicants will be invited to complete this assessment on Saturday 25th March 2017.
- 6.5 Support arrangements for this assessment can be made for applicants providing evidence of a learning difficulty, physical disability and/or sensory impairment which has been authorised by an appropriate source (for example an education, health and care plan, or evidence from an educational psychologist). Access arrangements for the assessment will be made available, according to the recommendations made in the evidence provided. Before admission, applicants with an EHC plan will need to undertake further assessments to ensure suitable support is provided.
- 6.6 Candidates for whom English is an additional language will be allowed extra time in the assessment, and use of an approved bilingual dictionary, if they have been resident in the UK for less than 2 years at the time of the examination, unless one or both parents are English or the candidate has attended a school following an English curriculum for 2 years or more.
- 6.7 Where a student has an EHC plan at school, parents have the right to express a preference for South Devon High School to be named in the student's plan. The local authority must consult South Devon High School about this, and we will work with the student, parent, and feeder school in advance planning with the student and their family. South Devon High School may also undertake assessments or request attendance at taster activities to help identify the support the student may need to ensure a place at the School would be suitable for the applicant, so parents and students can make a fully informed decision before application.

7 Over subscription

- 7.1 In the event that the number of applicants exceeds places available on any pathway, the results of the cognitive abilities assessment will determine priority for a place at

South Devon High School. Priority for available places will be given to pupils with the highest overall scores in the assessment.

- 7.2 In the event that a pupil does not meet the minimum threshold score in the cognitive abilities assessment, which would indicate a clear mis-match between the pupil and the proposed programme of study, they will not be eligible for a place at South Devon High School.
- 7.3 South Devon High School is not limited by a capped admissions number. It is however, anticipated that the school will run appropriately sized groups that will enable efficient delivery, providing a stimulating and rewarding learning experience. The space occupation of the rooms and resources will be taken into account when allocating places, and therefore there will be a maximum number of places available.
- 7.4 In the event of a tie breaker, priority will be given to children in care or adopted children, then children eligible for free school meals at the time of the tests. In the event of a final tie-breaker, places will be allocated to those living nearest the school when measured by a straight line at the time of application.

8 Offers

- 8.1 Offers of places and enrolments at the School are made on the basis of there being sufficient demand for the course or pathway to make the course viable, or there being sufficient spaces available on the course concerned. Confirmation of places will be sent out by 8th April 2017, and parents/guardians will be asked to confirm pupil places by 22nd April 2017.
- 8.2 Should an application be successful, the learner will be required to notify their current education provider to inform them of the decision to leave at the end of year 9. South Devon High School will provide a standard letter template for this purpose. To be officially enrolled a learner must have completed an 'enrolment form', and had the enrolment form signed by the Head of School. This is an important contractual stage in the admissions process.
- 8.3 Admission for applications received after March 25th 2017 cannot be guaranteed. In the event there are places available after April 22nd 2017, a second round of applications may be made available subject to course viability. Details of this will be available on the South Devon College website.
- 8.4 Applications are being accepted from current year 9 pupils who are due to enter year 10 in September 2015. We are not able to consider applications from pupils currently in any other year. We do not accept "in year" enrolments.
- 8.5 The Admissions panel will consist of the Head of South Devon High School, at least one member of the teaching team and a member of the Senior Management Team at South Devon College. The panel will be responsible for the allocation of places

according to the admissions policy at South Devon High School, and it is not possible for any individual member to allocate a place.

9 Right to Refuse an Application

- 9.1 South Devon High School reserves the right to refuse an application to an applicant who does not meet the admission criteria as outlined in the previous sections of this policy.
- 9.2 South Devon High School reserves the right to refuse an application from an applicant who has previously been permanently excluded from another educational institution
- 9.3 If an applicant withholds information; provides false information or misleading information, South Devon High School reserves the right to refuse an application or withdraw an offer of a place.
- 9.4 If the applicant's needs cannot be met by reasonable adjustment, or if the applicant presents or has a history of high risk behaviour, which may pose a risk to the health and safety of themselves or other learners or staff, the School has the right to refuse an application or withdraw an offer of a place. To make this decision, a risk assessment will be carried out on each individual case.
- 9.5 Applicants who have indicated a recent recurring or serious health problem may be asked to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the Head of South Devon High School and College Nurse. The Head of South Devon High School is ultimately responsible for ensuring that the School is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available.

10 Appeals

- 10.1 Parents/guardians or Pupils whose application for a place is unsuccessful are entitled to appeal, and should contact the Head of South Devon High School in the first instance, and no later than 30 days following notification of the application decision. An impartial Appeals Panel will act in accordance with the provisions of South Devon High School appeals code.
- 10.2 Information on how to appeal will be provided with the confirmation that an application has been declined. This information can also be accessed through the South Devon High School website.

11 Enrolment

- 11.1 Pupils can only be enrolled with the consent of their parents/guardians. A record of parental/guardian consent should be kept, and parents/guardians should be advised that they are legally required to notify the current school that the student will cease to attend that school, and they will be enrolled at South Devon High School from September 2017.

12 Related Policies

Single Equality Scheme
Course Fees Policy
Data Protection Policy and Procedure
Risk Assessment Policy

13 Monitoring & Evaluation

- 13.1 South Devon College's Senior Management Team will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

MONITORING AND REVIEW OF POLICY

Approved by	Signature	Date
Author:	M. Burrows	25/09/16
Chair of Approval Committee:	S. Criddle	11/10/16
Next Review due		Sept 2017