

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	25.9.15	Admissions Policy for September 2016 Entry	✓
4.0	28.9.16	Admissions Policy for September 2017 Entry	✓
5.0	28.9.17	Admissions Policy for September 2018 Entry	✓
6.0	17.8.18	Admissions Policy for September 2019 Entry	✓
7.0	16.9.19	Admissions Policy for September 2020 Entry	✓
8.0	20.10.20	Admissions Policy for September 2021 Entry	✓
9.0	17.9.21	Admissions Policy for September 2022 Entry	✓
10.0	29.8.22	Admissions Policy for September 2023 Entry	✓
11.0	19.11.23	Admissions Policy for September 2024 Entry	✓

Owner	SMT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
Matt Burrows	M Burrows	M Burrows	X 1 year	Sept 2024	SMT/ Governors Academic Improvement & Development Board	Feb 2024	12/09/22

SOUTH DEVON HIGH SCHOOL

ADMISSIONS POLICY for 14 - 16 direct entry enrolments in September 2024

1 Policy Statement

- 1.1 Further education colleges have been able to directly enrol 14 to 16-year-olds since September 2013 ⁽¹⁾. These students complete full-time study programmes. These include technical qualifications alongside general qualifications, including English and mathematics, within the Key Stage 4 curriculum. The admissions laws, and the DfE Codes of Practice as they apply to maintained schools, do not apply to FE colleges. This policy sets out the criteria upon which we accept applications and 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 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 subjects. 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 and higher education, apprenticeships in industry and productive careers.

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

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 before the academic term begins.
- 2.2 South Devon High School will ensure that all applications are dealt with on an individual basis and that they 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 the policy is known, understood and implemented.
- 4.2 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 permanently available to all potential applicants to help them make informed choices and to assist them in making a decision to complete an application in a timely manner.
- 5.2 Enquiries can be made either by phone, by email, via the website, or in person. South Devon High School staff will respond to all enquiries, meetings between the School and parents and pupils will be offered, and events will be running to provide thorough information advice and guidance, preceding application. Opportunities for applicants to view South Devon High School and its facilities prior to the commencement of a course are available through open events and our one to one appointments.
- 5.3 General Information Events are provided from October 2023 onwards to encourage pupils and parents to find out as much information as possible about the study 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, to discuss subject options and ask any questions they may have. Details of these are available on the South Devon High School Website.
- 5.4 Pupils and parents/guardians are asked to disclose any learning difficulty and/or disability in discussions with the Head / Deputy Head of School, and on application, or in earlier discussions. Any additional support requirements for pupils should be discussed with the School so that support can be discussed and planned appropriately. South Devon High School will always endeavor to make 'reasonable adjustments' to avoid learners with special educational needs and disabilities being disadvantaged in their studies, where it is possible to do so, and a meeting will be held between the School and the parent and pupil where any support needs have been disclosed or identified to assess whether the School can meet the child's needs with reasonable adjustment.

- 5.5 Where a child is in receipt of, or in the process of applying for an Education, Health and Care plan (EHCP), it is the responsibility of parents/guardians to inform the High School at the earliest opportunity, and before application. The Head / Deputy Head of School working with the SENCO/ Curriculum Support Team, will meet, discuss and work closely with parents and the applicant to make a recommendation as to whether the School can support the pupil according to the recommendations in the EHCP plan.

6 Application and Admissions

- 6.1 Applications are being accepted from pupils aged 14 on 31st August 2024 and currently in year 9, who are due to enter year 10 in September 2024. We are not able to consider applications from pupils currently in any other year. We do not accept “in year” enrolments or “in year” transfers from other Schools.
- 6.2 All applicants are required to complete an application form to apply for a place at South Devon High School. Completed application forms should be returned to South Devon High School at the address or email provided on the form.
- 6.3 Application for places at South Devon High School starting in September 2024, for year 10 entry, should be made directly to South Devon High School. Applications for September 2024 entry are open throughout the academic year 2023 – 2024, subject to the availability of places. Places are offered following applicants’ completion of a cognitive abilities assessment, available from March 2024, as advertised on the School website. Applications received after all places in the High School have been allocated will be held on a waiting list and will only be considered if places subsequently become available (for example due to the withdrawal of a successful applicant).
- 6.4 Pupils and parents/guardians will be required to meet the Head / Deputy Head of School, to discuss the curriculum and how this fits with a pupil’s own aspirations. The Head/Deputy 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.
- 6.5 Applicants will be required to complete a cognitive abilities assessment, provided by GL Assessment. Assessment dates will be advertised on the South Devon High School website. By completing the assessment, applicants are declaring themselves “fit to sit” the assessment, this means they are physically and mentally ready to participate in the assessment and results are final. If applicants do not consider themselves “fit to sit” they should inform the school in advance of the assessment, and every effort will be made to arrange an alternative assessment date. There are no opportunities for candidates to re-sit their assessment.
- 6.6 Support arrangements for the assessment can be made only within the parameters outlined by ‘GL Assessment’ to retain the integrity of the assessment.

- 6.7 Candidates for whom English is an additional language will be allowed 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.
- 6.8 Where a student has an EHC plan at school, the local authority must consult South Devon High School about this, and we will work with the student, parent, and feeder school in helping them make an appropriate choice. South Devon High School will undertake an assessment, and may 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. In this way parents and students can make a fully informed decision before application and expressing a preference for South Devon High School to be named in the student's plan, and the School can make recommendations as to whether we are able to meet the pupil's needs.

7 Over subscription

- 7.1 In the event that the number of applicants exceeds the places available, 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 an overall capped admissions number. Where there is a partnership agreement with a local School this may affect admissions numbers. It is anticipated that the school will run appropriately sized and number of 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 for the allocation of a final available place, priority will be given to children in care or adopted children, then children eligible for free school meals at the time of the tests.

8 Offers

- 8.1 Offers of places and enrolments at the School are made on the basis of there being sufficient spaces available in the School. Confirmation of places will be sent out following assessment and parents/carers must accept the offer of a place by the deadline as outlined in the offer, otherwise the place may be withdrawn and offered to an alternative candidate.

- 8.2 Should an application be successful, the parent/carer will be required to notify their current education provider to inform them of the decision to leave at the end of year 9. 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 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 this 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 an applicant's needs cannot be met by the School by reasonable adjustment, South Devon High School reserves the right to refuse an application from an applicant or withdraw the offer of a place.
- 9.5 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.
- 9.6 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 medical and wellbeing team.
- 9.7 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 they 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.
- 10.2 An independent and impartial Appeals Panel clerked by someone with a sound understanding of admissions issues will act in accordance with the provisions of South Devon High School appeals code.
- 10.3 Information on how to appeal will be provided with the confirmation that an application has been declined. The South Devon High School appeals code can 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 2024.

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	19.11.23
Next Review due		Sept 2024