



The college aims to welcome students from all backgrounds and supports those with learning difficulties and disabilities to access the curriculum and operates an equal opportunities policy.

The Sixth Form College receives an increasingly large number of applications each year. To ensure that growth does not take place at the expense of quality, the Governors have adopted the following admissions policy. They wish to re-affirm the College's Mission to serve the community of Winchester and the surrounding area, taking into account the range of courses and facilities available within the College.

Each course has its own specific entry criteria, as stated in the prospectus. Every year the College will assess its predicted number of applications against its required intake number of students, and applicants may be given a firm offer of a place, or may be placed on a reserve list. In some cases, we may feel there is no suitable course available for the applicant or the applicant will not benefit from our course and suggest applying elsewhere.

Subject to the conditions set out below for all applicants, when deciding which form of offer to make an applicant the College will take into consideration:

- a) **Home address:** those living closest to the Winchester area are likely to receive a firm offer. Students are expected to be living with their immediate family or legal guardian(s).
- b) **Previous school:** those attending one of the College's partner schools are likely to receive a firm offer.
- c) **Family connections:** those with siblings already at the College, or similar family connections, are likely to receive a firm offer.
- d) **Date of application:** those applying after the closing date published in the College prospectus are unlikely to receive a firm offer.
- e) **Progression directly from year 11:** priority will be given to applicants joining the college directly from year 11.
- f) **Any factors likely to raise doubt about a student's suitability for a place at this college:** eg. predicted grades, school reference, etc.

## **Reserve list**

Those students not falling within one of the categories listed above are more likely to be placed on the College's reserve list. Available places will be offered to students on the reserve list at the Principal's discretion. When exercising that discretion the following factors will be taken into account:

- a) Suitability for proposed course.
- b) Other factors such as transport routes and ease of travel, date of application, school references and any extenuating circumstances.

## **All Applicants**

- Must attend a guidance interview to discuss their application and proposed course choices.
- In the Admissions process, must demonstrate a strong commitment to further study and the ethos of the college.
- Must have a satisfactory reference from their previous school (for students at partner schools, the College will usually liaise with the relevant link member of staff).
- Must satisfy the requirements for admission to the proposed programme of study.
- Must agree to adhere to the Rules of the College as set out in the Student Handbook and to any agreements made between the college and individual students/and/or their parents or legal guardians that the college can reasonably require.

## **Students with Additional Needs**

All students are encouraged to disclose on their application form any medical conditions, specific learning difficulties or physical or sensory disability so that we can discuss with them how they might be supported in their learning to fulfil their academic potential.

Students should indicate on their application if an Education, Health and Care Plan (EHCP) has been agreed and completed by the Local Authority. Sharing this information will help us to assess a student's needs and the additional support we are able to provide.

## **Students wishing to re-start or to re-enrol**

Students who have already studied at the College need to demonstrate their suitability for further study at interview and may have specific conditions placed on their re-application which they must meet, for example, a certain level of attendance. Staff feedback and recommendations will always be sought and will influence a final decision about a student's re-application.

## **Older applicants**

When making offers, priority will go to students joining the College directly from Year 11. Applications to the Sixth Form from students who will be 18 years and older when they plan to start studying at Peter Symonds will not normally be considered. However, students will be advised to contact the Head of Admissions if they have very exceptional circumstances which they wish to be taken into consideration. In such cases, the Head of Admissions in consultation with the Deputy Principal (Students) may accept a student over 18 years old, subject to interview. Provision for adults is made by the College in the Adult & Higher Education division at Stoney Lane, Weeke (AHed).

## **Applications to enter college half way through a course**

We do not usually accept applications from students wanting to join the college part way through a course of study. We will only consider individual enquiries under very exceptional circumstances. Entry would then be dependent on the compatibility of syllabuses previously studied and space on courses, and would be subject to satisfactory references, including comments on performance and attendance, from the applicants' previous school/college.

## **Hampshire Specialist Music Course**

This course has a strictly limited number of places available and has its own special entry criteria, which relates to musical talent and an audition, in addition to the standard College entry requirements. Early applications are strongly advised.

## **Boarding**

Places in Boarding are strictly limited and will be allocated according to our assessment of the academic needs of each individual student, their suitability for boarding as demonstrated at interview and the date of their application. All students **MUST** be over the age of 16 by 1<sup>st</sup> September of the year they start at college. Priority will be given to:

- Students progressing to the college directly from year 11 and who are aged 16 by 1st September
- Students who are under 17 years of age on 1st September;
- Students whose siblings are already at the college;
- Students who apply by the deadline for boarding applications;
- Students who will qualify for an Advanced level course, as indicated by their predicted grades, school reference, etc.

## **Adult Students at Stoney Lane, Weeke**

Adult learners must sign the Learning Agreement as confirmation that they will adhere to the Rules of the College as set out in the Student Handbook (Adults) / HE Student Handbook and to any agreements made between the College and individual students that the College can reasonably require.

The College aims to provide all applicants with a programme of study that suits their individual needs. However, places may not be offered for the following reasons:

- The applicant is unable to demonstrate that they hold the minimum entry requirements
- The applicant is seeking to undertake a programme where there is no realistic chance of success
- The applicant has a criminal conviction which bars them from certain areas of work and therefore some courses will not be available.

If the College is unable to admit an applicant to the programme of their choice, we will try to offer a suitable alternative programme and/or appropriate advice and guidance.

*NB: A separate admissions policy exists for Higher Education students and is available on the Adult & Higher Education website under 'Wider Information about HE' (see HE Admissions Protocol).*