

# UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK

## Post 16 Admissions Policy 2017/18

The University Academy of Engineering South Bank opened its provision for post-16 Year 12 students from September 2016 and will open for Year 13 from September 2017. The purpose of this document is to set out clear admissions policies to ensure correct procedures are followed during the applications process.

### Admissions Policy and Procedures

#### Managing Admissions

The University Academy of Engineering manages admissions. To apply, please download an application form from our website.

#### Student Age

The Academy will consider each application for students outside of the normal age range on its own merits.

#### Admission Numbers

The University Academy of Engineering South Bank has an agreed Published Admissions Number (PAN) of 85 students in Year 12 for the years 2016-19.

Where there is space within Year 13 from September 2017 (i.e. where there are fewer than 65 students in the year group) the Academy will admit additional students up to this number using the oversubscription criteria below in to this year group. However, the Academy will prioritise Year 12 applications during the recruitment process.

#### External and Internal Admissions

When the Academy's own students reach Year 11, in 2019, 35 places will be offered to external young adults. This will reduce to 15 in 2020 and for all subsequent years. This is the number of places which will be offered on an annual basis to eligible external applicants only. If fewer than 50 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 85.

## **Place Allocation**

Both internal and external students wishing to enter Post 16 will be expected to meet the minimum academic entry requirements for the Post 16 outlined below. For applicants that satisfy the minimum entry requirements, priority will be given according to the oversubscription criteria below.

## **Oversubscription**

Where the number of applications for admission is greater than the Published Admissions Number, applications will be considered for Year 12 against the criteria set out below.

After the admission of students with Statements of Special Educational Needs where The Academy is named on the statement or education health and care plan (EHP), the criteria will be applied in the order in which they are set out below.

Students from the Academy  
Students applying from other schools

## **Under Subscription**

Where fewer than 85 applications are received, the Academy will offer places to all those who have applied and met the minimum academic requirements.

## **Waiting Lists**

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term, after beginning the Academy year. This will be maintained by the Academy and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list.

## **Course Quantities**

Students must apply for up to 4 choices of A-levels and/or BTEC combination of courses. The Academy will consider minimum and maximum course requirements for Post 16 students on an individual basis, on its own merits.

### **Admission Criteria**

To be eligible for admission, the minimum academic entry requirements for the Post 16 courses are: 5x A\* - C grades at GCSE grades, which includes a grade 4 or higher in Mathematics and English. Please also note the individual minimum entry requirements for each course based on GCSE grades or other measures of prior attainment.

These criteria will be the same for internal and external transfers when open to both in 2019 and will be published in our Post 16 prospectus and the Post 16 area on our Academy website.

### **The Admissions process**

#### **Step One: Application**

All students who wish to study here must start by filling in an application form, either by downloading it from our website or requesting a paper copy.

#### **Step Two: Reference**

On receipt of the application we will seek a reference from the student's current, or most recent, school/college.

#### **Step Three: Pre-enrolment interview**

We will then arrange a pre-enrolment interview date and send an invitation to the student. These interviews may be held in college or in the student's school, according to the preference of the school.

During the pre-enrolment interview, the student will meet one of our teaching staff to:

- discuss their preferred subjects, mode of study, and any career plans.
- agree a suitable programme of study (which at this stage is still flexible and will depend on the student's exam results)
- discuss any learning needs or disabilities
- assess the student's level of English, if English is not their first language
- provide advice on travel, financial support and course payments
- assess the student's eligibility for government funding.

#### **Step Four: Provisional offer**

Prepared date: September 2016

Ratified date: September 2016

Review date: September 2017

After the interview is completed satisfactorily we will send a letter offering the student a provisional place starting in the next academic year. This offer is conditional, and will either be converted to a firm offer, or in a few cases withdrawn, before or at enrolment in August/September.

#### Step Five: Other events

Various events take place during the rest of the year leading up to entry to college, including a Welcome Evening to introduce the college to parents, and a Freshers Day in June/July during which students can get a taste of their chosen subjects and experience being at the college for a day.

#### Step Six: Enrolment

Finally, enrolment begins on the day after GCSE results are published. Students will be invited in to have a final interview, at which their provisional offer of a place will either be:

- Confirmed
- Converted to a probationary place
- Withdrawn (very rarely)

Confirmed and probationary students will have their programme of study agreed based on their exam results. This programme may differ from the one agreed previously.

Finally, students will complete the administrative enrolment process which includes:

- Providing evidence of exam results from results slips or certificates
- Checking/updating contact details and other data
- Having a photograph taken for an ID badge (this is compulsory).

Probationary places will be offered to students in cases where we have concerns about whether we can offer the student what they need, or concerns about the student's ability to succeed on the course, and we need a few weeks to see how the student gets on.

Withdrawal of a place at enrolment is rare, and is usually caused by a student's exam results, or other new information, suggesting that they need a programme of study which we do not deliver.

#### Step Seven: Learning Agreement

Early in the autumn term, all students are asked to sign an annual Learning Agreement, which includes a commitment to attend lessons and exams, complete homework, and agree to abide by the Academy's Code of Conduct, in return for their funding and all the services we deliver to them.

Prepared date: September 2016

Ratified date: September 2016

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## **Guidance Support and Conditional Offers**

Shortlisting and applicants will be invited to attend Information, Advice and Guidance meetings to counsel them on their choice of courses. These meetings and the information collected other than home address will not be used in any way to make decisions about the offer of courses. Offer decisions will be based solely by application after obtaining a student recommendation form/reference from the applicants' current school including predicted grades. We will aim to notify applicants of the outcome of their application within two weeks of receipt. From 2018, internal applicants will be offered places earlier – from November onwards. These places will be automatically confirmed on providing evidence of the grades required.

## **Enrolment Days**

Enrolment Day's will take place on 28<sup>th</sup> and 29<sup>th</sup> of August 2017 (dates may vary and there will be an announcement on our website. Applicants must submit their GCSE grades to the Academy on GCSE results day or as soon as is possible afterwards.

Where applicants do not meet grades outlined for their preferred courses they will be offered alternative courses in line with their preferences if places are still available.

## **Documentary Evidence**

Applicants must provide original documentary evidence of GCSE results and proof of identity during the enrolment process which will take place in August 2017. All offers of a place are conditional until this documentation is provided. Failure to provide all of this information will mean that we are unable to guarantee the confirmation of your offer.

## **Late Applications**

Late applications will be considered but only after all applications received by the closing date have first been offered places.

## **Unfilled Places**

Where places become available after GCSE results, these will be offered to remaining applicants on or immediately after the enrolment day at the end of August to those on the waiting list.

## **Course withdrawal**

The Academy reserves the right to withdraw courses that do not recruit sufficient numbers of applicants.

## **Minimum requirements to enter Year 13**

Successful continuation on to Year 13 courses will depend on Year 12 attainment. Students must obtain a minimum of a C grade or equivalent to qualify. Where this is not achieved, the Academy will consider students on an individual basis, on its own merits.

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