

Author | Emma Fielding

Contributors | Becky Flower

Version | 2

Pages | 5

Publication Date | March 2022

Last Review Date | 28/01/2025

Next Review Date | February 2028

RICHARD HUISH 16-19 ADMISSIONS POLICY

CONTENTS

1. INTRODUCTION	2
2. COLLEGE VISION	2
3. COLLEGE VALUES.....	2
4. POLICY AIMS.....	2
5. 16-19 CLASSROOM BASED PROVISION	2
6. APPLICATIONS	2
7. ENTRY REQUIREMENTS AND OFFERS.....	3
8. GCSE ENGLISH AND MATHS	3
9. ENROLMENT	3
10. EQUALITY OF OPPORTUNITY	3
11. WIDENING PARTICIPATION	4
12. YOUNG PEOPLE AGED UNDER 16, INCLUDING ELECTIVE HOME EDUCATED STUDENTS.....	4
13. INTERNATIONAL STUDENTS	4
14. APPLICANTS WITH PRIOR CONVICTIONS OR PENDING CRIMINAL CONVICTIONS	4
15. APPEALS.....	4
16. CONFIDENTIALITY	5
Other related policies.....	5

1. INTRODUCTION

Richard Huish College is an open access Sixth Form College, specialising in the delivery of advanced study programmes. We are proud of our record of success in supporting the achievements of applicants from a variety of backgrounds and with a range of abilities. We are fully committed to celebrating diversity and promoting a culture of inclusivity for all. The Admissions Policy is reviewed by the College Governing Body annually. Richard Huish College is part of the Richard Huish Academy Trust.

2. COLLEGE VISION

To provide an exceptional, student-centred education, through a broad and wide-ranging curriculum.

3. COLLEGE VALUES

This policy is underpinned by our core values:

- Students are at the centre of everything we do – all decisions are considered in relation to the impact on students.
- We are determined and rigorous in our pursuit of educational excellence – we are individually and collectively committed to making improvements for the benefit of students.
- We strive to add value and are committed to supporting all members of the community to achieve beyond what might be expected.
- We have a culture that cares for the individual and promotes inclusivity, equality and mutual respect – specialist support is available for all, and diversity is embraced.
- Honesty and integrity are central to our work – we are committed to being transparent, open and trusting.
- We work collaboratively and constructively as a team in order to best serve the local and wider community – all stakeholders work together positively and professionally.
- We consider the environmental impact of our activities and actively seek more sustainable solutions; through our behaviours and decisions we are committed to reducing our environmental impact.

4. POLICY AIMS

The College aims to recruit students in a fair, open and efficient manner and publishes annual information about how to apply in our prospectus and on the College website.

5. 16-19 CLASSROOM BASED PROVISION

The College provides, full-time 16-19, full-year courses with a single point of entry in September each year. Places are available following completion of Key Stage 4 at school or equivalent. The College does not accept older students except in extraordinary circumstances at the discretion of the principal, 16-19 full-time classroom-based students are funded through the appropriate government agency and there are no private fee-paying places.

The range of courses provided is designed to offer broad and exciting opportunities for post-16 study, preparing students for opportunities in higher education, training and employment and with careful regard to local, regional and national priorities. The curriculum will be set out annually in the prospectus and on the College's website. All courses are offered conditionally, subject to appropriate Level 2 qualifications or equivalent, satisfactory recruitment of students and staff; and are dependent on financial viability, as well as timetable combination constraints, which are not available until final enrolment.

The College is able to provide sufficient places to meet the requirements of its local and regional community and also has reserve growth capacity to accommodate any local demographic growth. It also accepts applicants from beyond the Southwest, including UK Government funded international students.

6. APPLICATIONS

Applications to the College will be managed through arrangements set out each year in the prospectus and on the College website. Students must complete an application form accurately and fully.

The College is committed to providing impartial guidance as part of the admissions process to help applicants to choose the course or programme which is right for them. The key to this guidance is ensuring full discussion and consideration is given to a programme of study which is consistent with, and fully supports, the progression plans of the applicant. Where appropriate prospective students will be provided with a 1:1 impartial information, advice and guidance meeting (IAG Meeting) to discuss their application.

7. ENTRY REQUIREMENTS AND OFFERS

The College aims to recruit students on to courses which meet their needs for progression. Entry requirements for the College and for each course will be set at levels which ensure students have a strong chance of success.

Places will be offered subject to achievement of entry requirements and on other conditions (for example, prior attendance) are designed to ensure that students are prepared for and are serious about studying at the College. These conditions will be discussed and agreed during an applicant's IAG Meeting and before a formal offer to study at Huish is made.

The College uses information drawn from student IAG meetings to plan staffing and timetables for the following year. Once places on specific courses have been accepted, the College cannot guarantee that places will be available on any alternatives, although every effort is made to meet student requests.

An offer of a place does not guarantee that a course will be offered the following September, or that all subject combinations will be available within timetable constraints, as courses are still subject to the viability issues set out above. Where courses or combinations have to be withdrawn at any stage, the College will work with students and parents to identify appropriate alternatives.

8. GCSE ENGLISH AND MATHS

Richard Huish College is committed to making sure that students have the best qualifications possible, particularly in English and Maths. Employers, universities and other progression routes will expect students to have reached a suitable standard in these subjects, and we expect students to give priority to studying them alongside their main course where needed. All students at the College who do not have a GCSE grade 4 or above in Maths and English Language must continue to study towards this level while they are at Huish.

9. ENROLMENT

Final enrolment on a programme of study at Huish will involve a further IAG support post-GCSE results, which will review and confirm subject choices and check entry requirements have been met. Additional careers and progression support is available at this time for those individuals considering significant changes to their course choices.

10. EQUALITY OF OPPORTUNITY

The College is committed to ensuring that the admissions process is open and transparent, and that no individual or group receives less favourable treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality including citizenship, ethnic or national origin. The College will actively combat discrimination in all of its forms by implementing effective policies and empowering staff and students to take appropriate action. The College is committed to ensuring that people with disabilities, including those with additional learning needs, are treated fairly. Reasonable adjustments to provision will be made to ensure that individuals with disabilities are not disadvantaged. The College aims to extend the diversity of its student population through the development of an inclusive learning environment.

In accordance with the Equality Act 2010, reasonable adjustment will be made to support any individual student who has additional needs to ensure that they can consider a place at the College. Whilst significant support needs can be met, the College cannot guarantee to meet the needs of all applicants, and all students must demonstrate that they have a strong chance of success on the course/s they wish to study.

The application process provides a number of opportunities for applicants to let the College know about any help they are likely to need – for example, by talking confidentially to a member of staff at their IAG Meeting, by talking confidentially to a member of staff by telephone, in writing, or through someone else such as an advocate, parent or carer who may wish to accompany the applicant to any IAG meetings.

The College will support applicants with learning difficulties/disabilities by helping to assess their learning needs and by providing access to additional support where appropriate. Applicants with an Educational Health Care Plan will initially go through a consultation process to determine if the College is able to meet their individual needs. Where it is determined that Huish is able to meet the needs of a young person, students will be supported through an individualised transition process to ensure that their educational and support needs are well understood and planned for effectively.

11. WIDENING PARTICIPATION

Richard Huish College is committed to increasing and widening participation in education and training. Entry requirements at Huish are there to support young people to achieve successfully on their chosen programme of study, they are not designed to be barriers to access. Where students have experienced disadvantage in their pre-16 education, that means they do not initially meet college entrance requirements, we take care to seek to provide a programme which will enable them to experience success and achieve their future plans where possible. In these instances, we will need to assess whether it is possible, and most importantly, in the interests of the young person.

12. YOUNG PEOPLE AGED UNDER 16, INCLUDING ELECTIVE HOME EDUCATED STUDENTS

As a 16-19 Academy, Richard Huish College is for the most part not able to access funding to support full time programmes of study for young people under the age of 16, including those who have previously been home educated. In very exceptional cases, individual students may be considered for a place at the College, but in the vast majority of cases applications will be referred to alternative, age-appropriate provision. The principal's decision is final.

Further differentiation of admissions processes will take place where appropriate such as:

- Carrying out assessments, in the absence of formal qualifications
- Exploring the recognition of prior achievement in lieu of formal entrance requirements
- Identifying any ESOL needs

13. INTERNATIONAL STUDENTS

We welcome applications from overseas students who qualify for ESFA funding, and we will require evidence of appropriate qualifications equivalent to GCSE/Level 2 to allow us to determine the most appropriate Study Programme. This would normally take the form of a NARIC certificate provided by the applicant before enrolment <https://www.enic.org.uk/>

14. APPLICANTS WITH PRIOR CONVICTIONS OR PENDING CRIMINAL CONVICTIONS

The College will evaluate the risk of admitting applicants who may pose a danger to the College or members of the College community. All applicants will be asked to declare any relevant details in confidence. Where such details are declared, a risk assessment will be undertaken by an impartial team of staff to establish if the applicant can be approved. Failure to declare previous or pending criminal convictions will be dealt with through the Behaviour Policy and procedures and may subsequently affect an offer of a place to study at college.

15. APPEALS

Applicants who follow the application arrangements set out in the prospectus and on the College website, are able to appeal against decisions taken within this process. The appeal should be made in writing to the Vice Principal for Student Experience. Appeals will be heard by the Vice Principal for Student Experience and will take

place as quickly as possible after receipt of a written appeal. Consideration of any appeal from applicants who have not followed published arrangements is entirely at the principal's discretion.

16.CONFIDENTIALITY

The College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 2018. The College treats the confidentiality of applications very seriously. Government legislation means we may share basic information, but no further.

Other related policies

Diversity and Equality Policy

RHC SEND Policy

Behaviour Policy