

HILLS ROAD SIXTH FORM COLLEGE

Admissions Policy (2012 entry)

1. Policy Statement:

- 1.1 This policy applies to students seeking admission to the College's full-time AS/A courses for 16-19 year old students. Admission to the College is open to all qualified applicants, although priority will be given initially to 'in-area' students (see 3.1)
- 1.2 Hills Road Sixth Form College is one of ten post-16 centres in the Cambridge Area 14-19 Partnership (CAP: see note 1). CAP centres have agreed to work together to seek to ensure that all suitably qualified applicants are placed on an appropriate course at one of the centres. No individual centre is able to guarantee a place to all students who apply, as the number of applicants may exceed the number of places available.
- 1.3 The College will determine annually the total number of students who can be admitted in the light of accommodation and other resources available. Subject to this overall limit, the College will admit applicants who have the potential to benefit from and achieve success through the curriculum offered, as well as contribute to the wider life of the College. Criteria are set out below for selecting students from suitable applicants in the case of over-subscription.
- 1.4 Applications must be made from the address at which a student is living with their parent(s)¹ at the time of application. Students are expected to live with their parent(s) for the duration of their course unless, in exceptional circumstances, an alternative is agreed with the College in advance. Places are offered on the understanding that information provided on the application form is true at the time of writing. If false information is supplied, the College reserves the right to withdraw its offer of a place.

2. Application and Interview:

- 2.1 The College will set a closing date for applications which will be published in the prospectus and on the website. Applications received after this deadline will only be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

¹ In exceptional circumstances, such as bereavement, it is recognised that a student may need to live with a legal guardian. Such situations should be discussed with the College at the start of the admissions process.

- 2.2 Interviews will normally be offered to all "in-area" applicants (see 3.1 below) who place Hills Road as their first choice AS/A level centre on the CAP application form, whose applications have been received by the closing date and who satisfy the criteria in 3.3 (iii) below. However, this may be reviewed in the light of the number of applications received. If an "in-area" student is not offered an interview, this will be discussed with their current school. Subject to the number of applications received, the College will decide whether or not individual "out-area" applicants or second choice "in-area" applicants will be invited to interview. (see note 3)
- 2.3 The interview is an informal guidance interview with a member of staff at Hills Road. Its purpose is to offer advice on AS/A level subject combinations and post-18 progression, to discuss the extra-curricular interests of applicants and to answer questions about the College. No decision about the offer of a place is made at interview.

3. Admissions Guidelines and Offers of Places:

- 3.1 The great majority of places at Hills Road will be offered to "in-area" applicants, to whom priority will be given. "In-area" applicants are defined as students who, during the academic year prior to admission, (i) attend maintained schools and colleges in the CAP Area (listed in note 1) or, (ii) currently live with their parent(s) in the Local Authority defined area served by these schools. Students who do not fall into this category are defined as "out-area" applicants. The College reserves the right to offer some places each year to out-area applicants, particularly in order to help to maintain a broad curriculum provision and fully utilise the College's resources.
- 3.2 The total number of places available each year will be determined by taking into account the following:
- *the availability of accommodation*
 - *the availability of teaching and other resources*
 - *the capacity of individual subjects*
 - *the need to maintain a broad curriculum provision across the College.*
- 3.3 Students who receive an offer of a place at the College will normally have satisfied the following minimum entry criteria:
- (i) *The reference or supporting information provided by the student's school or college indicates no significant concern regarding record of attendance, punctuality, general behaviour, attitude to study or aptitude for the proposed course of study.*
 - (ii) *The student's overall combination of subjects at Key Stage 4 provides a suitable foundation for progression onto their chosen AS/A level programme.*
 - (iii) *The student is estimated to achieve a profile averaging at least grade B across their Key Stage 4 qualifications (specifically considering the best eight subjects, including Maths and English Language).*

(iv) The student is estimated to achieve the specific grade requirements for their chosen AS/A level subjects, as specified in the College Prospectus.

3.4 If the number of applicants satisfying the above criteria exceeds the number of places available, places will be offered by taking into account the following:

- the availability of space in the subjects applied for, taking into account the need to maintain a broad curriculum provision across the College*
- an adjusted profile, based on estimated grades and exceeding that indicated in 3.3 (iii), which will be determined by the College . This adjusted profile, which will vary from year to year in the light of applications received, will normally require a number of A grades within the best eight subjects considered. It is anticipated that the majority of places will be offered to students who achieve this adjusted profile. When considering which students to accept who fall below this profile, preference will be given to students attending the College's 18 partner schools listed in note 1.*
- the contribution the student could make to the overall life of the College, based on the evidence available*
- the strength of recommendation from schools prior to final decisions.*

In exceptional circumstances, the Principal may use her discretion in making offers to individual students who do not meet the required criteria and where extenuating factors apply.

3.5 Offers will be made for a place at the College. Once an offer has been made, the College will aim to allow students to follow their first choice combination of subjects requested. Where this is impossible, for reasons such as timetable clashes or over-subscription of particular subjects, guidance will be offered about suitable alternatives.

3.6 Hills Road staff will discuss applications with local schools, either through a visit or by telephone, before making decisions about the offer of places.

4. Students moving into the area (including from overseas):

4.1 Students who provide evidence that they are intending to move with their parents into the CAP area will be considered as a priority within the "out-area" category, taking into account the criteria in 3.2 & 3.3 above (see also 1.4). The same will apply to students moving in to live with a different parent in the CAP area. It is not possible to guarantee the offer of a place to students moving into the area, although CAP centres would collectively seek to ensure that a place would be found for all suitably qualified applicants at one of the CAP centres.

- 4.2 Applications from students from overseas will not be considered unless the student is moving to the CAP area with her/his parents for the duration of the course applied for. Students from overseas may have to pay tuition fees and they should contact the Admissions Office for further details.
- 4.3 If students apply with non-standard qualifications (for example, applicants with overseas qualifications), the College will consider whether those qualifications are equivalent to those recognised by the College and will seek to assess whether or not the student is ready to progress to AS/A level study.

5. Confirmation of places:

Students holding offers will normally have their place confirmed at enrolment, following receipt of GCSE results, provided that they meet both the general criteria and the grade requirements for specific subjects as described in 3.3 above. The College reserves the right not to confirm a place at this stage if a student's grades fall significantly short of estimates, to the extent that their overall grade profile is considered unsuitable for the courses applied for.

If particular subjects are over-subscribed, then places in these subjects will be allocated on the basis of a student's overall profile, although consideration will be given to individual cases on their merits.

Guidance will be given to students who wish to consider a change of subject following publication of GCSE results, although we cannot guarantee to meet requests made at this stage.

If an alternative course for which a student is qualified cannot be found at Hills Road, guidance will be given about alternative courses at other CAP centres.

6. Applications to join the College in Year 13

Applications to join the College in Year 13 will be considered from students who have taken AS courses elsewhere on the following basis:

- *Students are moving into the CAP area with their parents. Applications from students who could continue at their current school or college locally will only be considered in exceptional circumstances.*
- *Students meet the normal admissions criteria for the College and are clearly recommended for progression to A2 courses.*
- *Students provide the College with details of examination specifications being taken at AS level, so that the College can confirm that a transfer of examination board (where necessary) is acceptable. Please contact the Admissions Office for further details.*

7. Review/Appeals Procedure

- 7.1 Following decisions about offers, parents of any applicant who is not offered a place at the College have a right to a review of the decision made, if they believe that the admissions policy has not been implemented correctly. Any parent wishing to have an application reviewed should write to the Principal and request a review within two weeks of notification that a place is not being offered. Before writing, parents are encouraged to discuss the application with the Director of Admissions.
- 7.2 The Principal's judgement will be final in relation to the decision about whether or not to offer a place at the College.

8. Complaints Procedure

Parents who feel that their case has not been fairly dealt with may make a complaint to: The Regional Director, Young People's Learning Agency, Commissioning and Implementation Team, Felaw Maltings, 42 Felaw Street, Ipswich IP2 8SJ

note 1 "In-area" applicants are those who attend, or live in the Local Authority defined area served by, the following schools and colleges (members of the Cambridge Area 14-19 Partnership):

Bassingbourn VC, Bottisham VC, Chesterton CC, Coleridge CC, Comberton VC*, Cottenham VC*, Linton VC, Manor CC, Melbourn VC, Parkside CC*, Sawston VC, Soham VC, St. Bede's InterChurch School, Swavesey VC, Witchford VC, Ely CC*, Impington VC*, The Netherhall School*, Cambridge Regional College*, Hills Road Sixth Form College*, Long Road Sixth Form College*, College of West Anglia (Milton campus)*.

* denotes the ten post-16 centres in the Cambridge Area 14-19 Partnership

note 2 For entry in September 2012, students may apply simultaneously to more than one post-16 centre, either for the same or for different courses, sending their application form (on paper or via the online application process in pilot schools) to each of their chosen centres. Students must indicate their order of preference for centres on the application form.

note 3 Individual post-16 centres will determine their own policy for interviewing applicants (see 2.2 above for Hills Road policy).

note 4 Individual post-16 centres will determine their own policy on the offer of places. Offers of places at Hills Road will be sent to "in-area" students before the Easter holidays; offers of places at Hills Road will be sent to "out-area" students in late April/early May. Unsuccessful applicants will also be informed about the outcome of their application at these times. Such unsuccessful students will have the opportunity to remain on a waiting-list as further offers may be made at a later date if space subsequently becomes available.

note 5 Priority is given to full-time students. Only in exceptional circumstances will an offer be made to a student who is unable to follow a full-time course.

note 6 When considering the strength of a student's overall profile, as described in 3.3 (iii), consideration will be given to estimated grades for both academic and vocational courses.

Linked Statements, Policies and Procedures

Guidance Policy
Careers Information, Education, Advice and Guidance policy
Equality and Diversity Statement
Progression Policy for 16-19 Students

Further Guidance

For further guidance, please contact:

Nigel Taylor (Assistant Principal – Support & Guidance)
Ian Perry (Director of Admissions)
Ros Mitchell (Admissions Administrator)