



## **ADMISSIONS POLICY FOR FULL-TIME 16 YEAR OLD HOME STUDENTS (2010 ENTRY)**

Esher College is an open access post-compulsory educational institution which believes that employing competitive selective practices to determine student entry is not in the applicant's or the College's best interests.

All full-time students follow either full Level 3 or a combination of Level 2 and Level 3 programmes of study and, to accord with the above, entry requirements on to these courses are kept to a minimum. To access a full Level 3 programme of study, comprising a combination of GCE A and AS levels (or equivalent), students are required to have 5 x C grades or above minimum at GCSE (or equivalent). However, students who only possess 4 x C+ grades can follow a combined Level 2/3 programme, comprising GCE A/AS levels (or equivalent) and GCSE courses, although a GCSE C+ grade in English is generally required. Certain subjects may require successful specific study of stipulated subjects at GCSE level, but no grade higher than a C is needed to begin a course. However, certain Level 2 qualifications are not accepted as adequate preparation for Level 3 study and others, with a more vocational focus, are required at higher levels than a pass; please refer to Appendix for details. A decision concerning entry requirements for those applicants studying the new Diplomas at school is still under discussion with our delivery partners in the Elmbridge 14-19 Partnership. Admissions are not based on the GCSE grade profile of applicants, beyond the requirements already stipulated, and no priority is given to high achievers.

To support the established collaborative educational practices in Elmbridge, all pupils attending the four secondary schools in the borough (Esher High School, Heathside, Hinchley Wood and Rydens) will be accorded preferential applicant status. In addition, to ensure that the College fully services the local community, all young people resident in the borough of Elmbridge will enjoy preferential applicant status. This guarantees them a place on the firm applicant list, until 30th September in the year prior to when entry commences when this guarantee will cease.

As the College is heavily over-subscribed, the remaining applicant places are allocated on a first-come-first-served system. Each application is given a sequential number as it is received, acknowledging its preferential status where appropriate. All application and enrolment procedures are linked to this application number. Once the total capacity of firm applicants has been reached a reserve list is established. All prospective students on the firm applicant list are guaranteed a place at the College if they wish to take advantage of it. However, no specific programme of study is guaranteed until enrolment occurs at the start of the academic year of entry, with final programmes determined by course availability, which is planned from option information gleaned during the interview process. Once firm applicants have been given an opportunity to enrol, the reserve list applicants are reviewed, once again in sequential order, to see if their choice of subjects fits with any vacancies that we have and, if so, they are invited in to complete the enrolment process at that stage. The College may transfer applications from the reserve list to the firm applicant list at any time during the application process.

The College reserves the right to vary the above arrangements as deemed appropriate and necessary by College management and the Corporation. In addition, sometimes applications received after the firm application list is "full" can be accorded extenuating circumstances, which acknowledge serious, sudden or unforeseen cases of hardship and/or other relevant condition. Each case is reviewed by the Principal and Senior Management Team and may be incorporated into the firm applicant list at their discretion.

## **Appendix**

### Qualifications not accepted as adequate preparation:

- Adult Literacy Level 2
- Adult Numeracy Level 2
- Certificate in Personal Effectiveness
- Personal, Social and Health Education
- ASDAN
- European Computer Driving Licence
- Other similar qualifications
- GCSE Science without Additional Science (at higher tier), GCSE Applied Science and BTEC 1st Diploma in Science for a Science-based course.
- GCSE short courses only count as a 0.5 GCSE

### Qualifications which require higher grades:

- BTEC First Diploma or Certificate } Minimum "Merit" grade to allow
- OCR National Certificate or Award } progression only on to similar  
"specialist" subjects
  
- Digital Applications } Minimum "Credit" grade to allow  
progression only on to IT based  
courses

***Approved by the Corporation December 2008***