



## ADMISSIONS POLICY FOR FULL-TIME STUDENTS (2024 ENTRY)

Esher Sixth Form College is an open access sixth form college, specialising in the delivery of advanced study programmes. The College normally accepts applications from students aged 16. 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 Academy Trust Board annually.

### **Admissions Criteria**

As an open access College, admissions are not based on the GCSE grade profile of applicants, beyond the requirements indicated below. Applications are only accepted for a two-year study programme (that is, for entry into year 12). Applications open on 4<sup>th</sup> July 2023 and close at midday 29<sup>th</sup> September 2023.

### **Guaranteed Applicant Status**

- Students studying at state schools without a sixth form entry in NE Surrey and the London Boroughs of Richmond, Kingston and Merton (see the Further Information section)
- Students resident in the following postcode areas: KT7, KT8 and KT10
- Siblings (see the Further Information section for our definition) of:
  - students enrolled at the College for the whole of the 2022-23 academic year.
  - former Esher Sixth Form College students, who completed a two-year programme at the College within the last 10 years.
  - students who have accepted a place for entry in August 2023.
- Children of staff employed at Esher Sixth Form College.

### **Open Applicant Status**

- All remaining students. The vast majority of Open applicants will be offered a place.

### **Exceptional Applicant Status**

- Students who are in the care of a local authority, or any student who was previously in care, will be offered a place at the College once 'looked after' status is confirmed by the appropriate documentation (see the Further Information section for more detail).
- Applicants with an Education, Health and Care Plan, which names Esher Sixth Form College as the preferred destination for post-16 study, will be offered a place at the College, pending a successful consultation process with the relevant local authority.
- The Academy Trust reserves the right to make exceptions in unforeseen and exceptional circumstances (see the Further Information section).



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### **Entry Requirements**

The minimum entry requirement for an advanced level study programme is 5 full GCSEs at 9-4 (A\*-C in IGCSE subjects). Details of the requirements for specific types of programme and individual courses will be published on the website at the start of the 2023/24 academic year. Please note that the absence of GCSE English Language at grade 4 (or grade C) will significantly restrict study programme options.

### **The Application Process**

Applications are completed online and should be submitted between July 4<sup>th</sup> and September 29<sup>th</sup> 2023. Applications meeting the Guaranteed Applicant Status criteria will automatically result in the offer of a place at the College. Places will then be allocated to those with Open Applicant Status using a ballot system. As in previous years, the vast majority of Open applicants will be offered a place. Once available places have been filled, a number of applicants will be placed on a reserve list and some applications may be unsuccessful. This will all be determined by the outcome of a ballot system, as will the order of enrolment interviews.

Further details on the application process can be found in the Admissions section of the College website.

Successful applicants receive an offer of a place at the College. Please note that this does not guarantee a place on particular courses. Study programmes will be finalised at enrolment and will depend on course availability, which in turn depends on a number of factors, including estimated student demand based on data gathered from admission interviews.

The College reserves the right to vary the above arrangements as appropriate. In cases where exceptional personal or medical issues exist, extenuating circumstances will be taken into account when considering unsuccessful applications. Further details are available in the Admission Appeals Procedure, which is available on the College website. Each case is reviewed by the Appeals Panel. Please note that appeals can only be considered from applicants who actually submit an application by the correct date for online submission. No appeals will be considered after Friday 20<sup>th</sup> October 2023 (the end of the first half term).

### **Further Information**

#### **State schools without sixth form entry as approved by the Board of Trustees**

The schools without sixth forms which qualify for guaranteed status according to the geographical criteria indicated above are Chessington Community College, Esher Church of England High School, The Matthew Arnold School, Sunbury Manor School, Thamesmead School, Thomas Knyvett College, Twickenham School, Hampton High and The Richmond upon Thames School.

#### **Definition of Sibling**

The College follows Surrey County Council's definition of sibling. That is, 'A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living



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at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.'

### **Local Authority Care**

Please note that the qualifying criteria are that the student is or has been under a local authority care order. Evidence that the student has been adopted is not, in itself, sufficient to achieve Exceptional Applicant Status.

### **Unforeseen and Exceptional Circumstances**

Please note that this is not an appeals process (see above for appeals). It is used rarely and will almost always be initiated by an approach from the school.

### **Appeals Procedure**

The College reserves the right to vary the above arrangements as appropriate. In cases where exceptional personal or medical issues exist, extenuating circumstances will be taken into account when considering unsuccessful applications. Further details are available in the Admission Appeals Procedure, which is available on the College website [here](#). Each case is reviewed by the Appeals Panel. Please note that appeals can only be considered from applicants who actually submit an application by the correct date for online submission. No appeals will be considered after Friday 20<sup>th</sup> October 2023.

***Approved by the Board of Trustees March 2023***