



**ADMISSION POLICY & PROCEDURES FOR**

**FULL-TIME 16-18 STUDENTS  
SEPTEMBER 2020 ENTRY**

**Varndean College Policies and Procedures**

## Admission Policy Full Time 16 – 18 Students

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### 1. Introduction

Varndean College offers full time courses to 16-18 students at two levels:

- Advanced courses: A study programme including a substantial academic qualification programme which is equivalent to at least 3 A levels (this may be A levels, Level 3 vocational programmes or the International Baccalaureate diploma)
- Pre Advanced Level: A study programme including a substantial qualification programme which is equivalent to at least 3 GCSEs. This may be GCSEs or vocational courses.

### 2. Students with Disabilities

Varndean College is committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that students with disabilities are not substantially disadvantaged. However, it is important to bear in mind that the College is not a distant learning College and all students must be in a position to meet the college's attendance requirements (see Attendance Policy).

### 3. Study programmes

All 16-18 students will be full time and all students at whichever level they are studying with us must take English and/or Maths as part of their course if they have not yet achieved a GCSE grade 4 in these subjects. The College does not offer part-time places.

The exact composition of your study programme will depend on your individual needs but normally students to study for a minimum of 540 hours. Your course choices will be discussed with you throughout the admissions process and will depend on:

- your qualifications when you arrive at college
- your personal ambitions regarding higher education and/or employment
- your personal wishes
- your GCSE results in English and Maths

The purpose of this document is to explain what is required to enrol on a particular course and to explain the admissions process from the point at which you are made a firm offer of a place.

**All students will be expected to be full time and on an appropriate study programme of at least 540 hours.**

**At Advanced level this will consist of:**

- A substantial academic qualification programme which is equivalent to at least 3 A levels (this may be A levels, Level 3 vocational programmes or the International Baccalaureate diploma)
- English and Maths where a grade of 4 at GCSE has not already been achieved. This may be GCSE or an appropriate stepping stone qualification.
- Non-qualification activity, including a combination of the following: Tutorial (which is compulsory for all students and monitors students' progress through college and their progression to their next steps); additional Learning Support; Careers and university advice and

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guidance; participation in additional activities for those progressing to competitive courses, such as Medicine or Oxbridge; participation in purposeful and relevant enrichment activities, including additional courses, clubs, societies, visits and work experience or work-related activities.

### At Pre-advanced level this will consist of:

- A substantial qualification programme which is equivalent to at least 3 GCSEs. This may be GCSEs or vocational courses.
- English and mathematics are compulsory and will be included in the programme above, where a grade of at least 4 at GCSE has not already been achieved. This may be GCSE or, if less than a grade 3 has already been achieved, a stepping stone qualification or an ESOL qualification.
- Non-qualification activity, including a combination of the following: Tutorial (which is compulsory for all students and monitors students' progress through college and their progression to their next steps); additional Learning Support; careers and further education advice and guidance; participation in purposeful and relevant enrichment activities, including additional courses, clubs, societies, visits, work experience and work-related activities.

## 4. Entry Requirements

These entry requirements may change up until November 2019. The most up-to-date entry requirements are on the web-site.

Course	General GCSE Grade minimum entry requirements <i>Individual subjects have additional specific entry requirements</i>
IB Diploma or 4 A levels	A mixture of at least 7 GCSEs at grades 9 - 6 including English, Maths and Science
3 A Levels	A mixture of at least 6 GCSEs at grades 9 - 4 including English.
Level 3 vocational courses	A mixture of at least 5 GCSEs at grades 9 - 4 including English.
GCSEs and vocational Level 2 courses	At least 5 GCSEs at grade 3 including English.
Any student who has not achieved a grade 4 in GCSE English and/or Maths must include further study of these subjects in their programme.	
<b>NB for Science A levels</b> – For A level Chemistry or Physics it is expected that students choose 2 Science/Maths subjects – ie + Chemistry or Physics or Maths or Computing. For Biology it is expected that students choose 2 Science/Maths subjects – ie + Chemistry or Physics or Maths or Psychology or Sport Science or Geography or Environmental Sustainability	

**Specific grades** are required in particular subjects for certain courses. These are shown on the subject prospectus pages and in Appendix 1 and are **in addition to** the general entrance requirements. Occasionally these entry requirements change after the prospectus has been printed; the web-site has the most up-to date information. At interview, we will use your predicted GCSE results to ensure that we place you on the right course, though this may change at enrolment, when actual results are

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available.

### Moving on from pre-advanced courses

Applicants who have taken a one-year pre- advanced level course following Year 11 need to meet the entry requirements outlined above in order to progress to advanced courses.

Applicants need to have achieved at least a mixture of Grade 4s and/or Merit grades during their pre-advanced year, have a supportive reference from Varndean College or their current college and an excellent attendance record.

Except in exceptional circumstances, applicants will not be able to repeat a pre-advanced year.

### 5. Conditions of Enrolment

To be enrolled on a course you must meet all the entry requirements; these include the general requirements to study at a particular level (listed above) and the individual subject entry requirements in appendix 1.

Students must be on a full-time study programme. You should be following courses which involve you in a programme of study of at least 540 hours (see above). These courses must include English and/or Maths if you have not yet achieved a GCSE grade 4 in these subjects. ***These hours must be maintained throughout the course.***

Final course negotiations at enrolment will check that you are full time and that English and/or Maths are included in your programme of study if necessary.

We do not offer part time places.

### 6. An Offer of a Place

#### A Firm Offer

If you have received a firm offer of a place, you will normally have had an interview with a senior member of staff from the College. At the interview, it will have been established that:

- you have the support of your school
- we have a course which fits your needs

***The course offer at this stage is provisional*** because we do not yet know your GCSE results. If you hold a ***firm offer for an advanced course***, it means that:

- if you qualify for advanced courses, you are guaranteed a place on an advanced course
- if your results do not qualify you for an advanced course, you are guaranteed a place on a pre-advanced level course, provided that you meet the College entry requirements

If you hold a ***firm offer for a pre-advanced course***, it means that:

- if you qualify for a pre-advanced level course, you are guaranteed a place on a pre-advanced level course

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- if you qualify for an advanced course, you may choose to take advanced courses, in which case, you are guaranteed a place

### A Conditional Offer

Conditional offers may be given if for some reason we cannot make a firm offer when you come for interview, for example, if your attendance or behaviour is below the college expectations. You will be given a chance to show an improvement and your conditional offer may become a firm offer. In some cases, for example where improvements are evident but you still do not reach the college expectations, you may be offered a 4 week trial.

### A Waiting List Offer

The College has sometimes had to operate a waiting list after the application deadline. If you hold a **waiting list offer**, it means that we cannot yet guarantee you a place for September. We will already have recommended that you apply elsewhere for an 'insurance offer'.

The waiting list is reviewed at regular intervals and if a place becomes available, you will receive a firm offer. The criteria used to determine priority on the waiting list are in appendix 2.

## 7. The Admissions Process

When you receive this policy, you will have already had a preliminary interview prior to an offer being made. This means that you will already have completed an application form and will probably have attended one of the Open Events. The process from now on is as follows;

- You should confirm your acceptance as soon as possible and no later than 2 weeks after your interview. If you have been offered a place you will only be enrolled as an applicant when we receive your formal acceptance of the offer. If we do not receive your acceptance within the stated period, we will withdraw the offer.
- When you are offered a place at College you will be given the email address of the person who interviewed you at the College so that if you are unsure about anything you have a named person to contact.
- If you wish to change course after you have accepted a place, you should contact your interviewer who will advise you whether the change is possible; is appropriate to your needs and fulfils our conditions of enrolment. This is not possible after the end of April and any late changes will be considered at enrolment interviews.
- **New Students' Day** towards the end of the summer term is an opportunity to sample lessons in your chosen subjects. You will be expected to attend, meet teachers and find out a bit more about life at college. Details will be sent to you in the spring.
- The final negotiation of your course of study takes place at the end of August when you have your GCSE results. Details are sent to you in the summer if you have accepted your place.

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### 8. Still Unsure?

If you have any concerns at any stage in this process, please contact your interviewer or the admissions team.

### 9. Applications from EU Students

Applications from EU students applying for a place at Varndean College and moving to the UK with their families/guardians will be considered in line with government guidance and funding arrangements. At the time of writing, EU students are treated as home status applications, but this may change as BREXIT negotiations progress.

The deadline for receipt of applications is the first Friday in December. After December, waiting lists may apply in some subjects or for places at the College.

### 10. Transfers from other Colleges

It is not usually possible to retake a course completed at another College, but transfers mid-course will be considered, if courses are compatible. To be considered, students will need to provide an attendance report and a reference and/ or progress report from their previous College. Waiting lists may apply.

Priority will be given to students moving into the area with their parents.

### 11. A Third Advanced Level Year

**The College does not normally allow a student to remain at College for a third advanced level year.**

#### **Exceptional Circumstances (in which a third year may be considered)**

Students may be considered for a third year following a two-year advanced course where:

- a) Year 3 was agreed at the end of the first year to enable student to follow a new set of courses *The student will be placed in a year 1 tutor group and 'progress to year 2'. Such a student must be full time in year 3.*
- b) The Year 2 programme was adapted following year 1 and the student needs to complete a specific advanced course in the third year. *Every attempt will be made to avoid this outcome, but such students will need to be full time in a third year.*
- c) The student has had a major upset (illness; family problem) which has resulted in a need for a third year.

Students who wish to remain for a third year must also have:

A good attendance record 95% or above with no un-notified absence.

No outstanding issues as part of the student support system.

Subject specific requirements

In general, if you have taken a subject at GCSE which you wish to continue at AS/A2 level, you should have a minimum of a grade 4 in that subject. However, in many subjects, GCSE in that subject is **not** a requirement. (These requirements are accurate at the time of going to press. Please refer to our website for the latest version).

Advanced courses		
Subject	Level	Subject specific requirements (in addition to standard advanced level requirements)
Art (Fine Art, Textiles)	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Art or Textiles</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Merit or above in BTEC Level 2 Certificate in Art &amp; Design</li> <li>If GCSE Art or Technology have not been taken, suitably qualified students with a good portfolio of work will be considered.</li> </ul>
Applied Biology	BTEC L3	<ul style="list-style-type: none"> <li>Grade 4 or above in GCSE Biology and another science GCSE <b>OR</b> Grade 4 in Core Science and Grade 4 in Additional Science</li> </ul> <b>PLUS</b> <ul style="list-style-type: none"> <li>Grade 4 in Maths</li> </ul>
Applied Science	BTEC L3	<ul style="list-style-type: none"> <li>Grade 5 or above in GCSE Biology and another science GCSE <b>OR</b> Grade 5 in Core Science and Grade 5 in Additional Science</li> </ul> <b>PLUS</b> <ul style="list-style-type: none"> <li>Grade 5 in Maths</li> </ul>
Biology	A	<ul style="list-style-type: none"> <li>Grade 6 in GCSE Biology and another Science GCSE <b>OR</b> 2 x Grade 6 in combined science</li> </ul> <b>PLUS</b> <ul style="list-style-type: none"> <li>Grade 5 in Maths</li> </ul>
Business Studies	A	<ul style="list-style-type: none"> <li>Grade 4 in GCSE Maths</li> </ul>
Business	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Chemistry	A	<ul style="list-style-type: none"> <li>Grade 6 in GCSE Chemistry and another Science GCSE <b>OR</b> 2 x Grade 6 in combined science</li> </ul> <b>PLUS</b> <ul style="list-style-type: none"> <li>Grade 6 in Maths GCSE</li> <li>Students may also need to attend additional Maths support class, as required.</li> </ul>
Classical Civilisation	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Computer Games Development	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Computer Science	A	<ul style="list-style-type: none"> <li>Grade 6 in GCSE Maths</li> <li>Grade 4 in ICT or Computing preferred</li> </ul>

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Creative Media Production	BTEC L3	<ul style="list-style-type: none"> <li>Grade 5 in Art or Media <b>OR</b> BTEC Diploma Art/Design Merit or Distinction</li> <li>Must be able to work in groups and complete the filming work offsite</li> </ul>
Dance	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements +Successful experience of dance</li> </ul>
Design (3D Design, Graphic Design)	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Art <b>or</b> Technology</li> <li><b>OR</b></li> <li>BTEC First Diploma at merit or above</li> <li>If GCSE Art or Technology have not been taken, suitably qualified students with a good portfolio of work will be considered.</li> </ul>
Drama and Theatre Studies	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Drama (if taken)</li> <li>A background of successful experience in Productions</li> </ul>
Early Years Education and Care	L3 CACHE	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Economics	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Maths</li> </ul>
English Language	A	<ul style="list-style-type: none"> <li>Standard entry requirements</li> </ul>
English Literature	A	<ul style="list-style-type: none"> <li>Standard entry requirements</li> </ul>
English Lang/Lit	A	<ul style="list-style-type: none"> <li>Standard entry requirements</li> </ul>
Environmental Sustainability	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Film Studies	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Geography	A	<ul style="list-style-type: none"> <li>Grade 4 in Maths and Science</li> <li>Grade 4 in Geography (if taken)</li> </ul>
Health & Social Care	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
History - Early Modern History - Modern	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
IT	BTEC L3	<ul style="list-style-type: none"> <li>Grade 4 in GCSE ICT or equivalent desirable</li> <li>Grade 4 in Maths</li> </ul>
Law	A	<ul style="list-style-type: none"> <li>Grade 5 in English</li> </ul>
Applied Law	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Modern Foreign Languages (French, Spanish, German)	A	<ul style="list-style-type: none"> <li>Grade 6 in the relevant GCSE language</li> </ul>
Maths	A	<ul style="list-style-type: none"> <li>Grade 6 in GCSE Maths</li> </ul>
Maths - Further	A	<ul style="list-style-type: none"> <li>Grade 7 in GCSE Maths</li> </ul>
Media Studies	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>



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Music Technology	A	<ul style="list-style-type: none"> <li>Some basic keyboard ability, an interest in popular music and technology. You should also be able to competently play a musical instrument. Science is also desirable at Grade 4.</li> </ul>
Performing Arts	BTEC L3	<ul style="list-style-type: none"> <li>A background of successful experience in Productions</li> <li>Or Grade 5 in GCSE Drama (if taken)</li> </ul>
Philosophy	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Photography	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Photography (if taken)</li> <li>Merit or Distinction in BTEC Level 2 Award in Photography (if taken)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Evidence of commitment to and aptitude for photography demonstrated through submission of work</li> </ul>
Psychology	A	<ul style="list-style-type: none"> <li>Grade 4 in GCSE Maths</li> <li>Grade 4 in GCSE Science</li> </ul>
Applied Psychology	BTEC	<ul style="list-style-type: none"> <li>Grade 4 in GCSE Maths</li> <li>Grade 4 in GCSE Science</li> </ul>
Physics	A	<ul style="list-style-type: none"> <li>Grade 6 in GCSE Physics and another Science GCSE <b>OR</b> 2 x Grade 6 in combined science</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>Grade 6 in GCSE Maths</li> <li>Students may also need to attend additional Maths support class, as required.</li> </ul>
Politics	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Public Services	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Sociology	A	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Sport	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>
Sport Science	BTEC L3	<ul style="list-style-type: none"> <li>Grade 4 in GCSE Science</li> </ul>
Statistics	A	<ul style="list-style-type: none"> <li>Grade 5 in GCSE Maths</li> </ul>
Travel and Tourism	BTEC L3	<ul style="list-style-type: none"> <li>Standard Advanced Level requirements</li> </ul>

International Baccalaureate		
IB Biology	Standard	<ul style="list-style-type: none"> <li>• 2 x Grade 5 in combined GCSE Science</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 2 x Grade 5 in separate sciences</li> </ul>
IB Physics and Chemistry	Standard	<ul style="list-style-type: none"> <li>• 2 x Grade 6 in combined Science</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 2 x Grade 6 in separate sciences</li> </ul>
IB Biology, Physics, Chemistry	Higher	<ul style="list-style-type: none"> <li>• 2 x Grade 7 in combined Science</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 2 x Grade 7 in separate sciences</li> </ul>
IB English World Literature	Standard	<ul style="list-style-type: none"> <li>• Grade 5 in GCSE English Language or English Literature</li> </ul>
IB English World Literature	Higher	<ul style="list-style-type: none"> <li>• Grade 6 in GCSE English Language or English Literature</li> </ul>
IB French, German or Spanish B	Higher or Standard level	<ul style="list-style-type: none"> <li>• Grade 6 in GCSE French, German or Spanish respectively</li> </ul>
IB Spanish <i>Ab Initio</i>	Standard	<ul style="list-style-type: none"> <li>• Standard IB entry requirements</li> </ul>
IB Maths (applications)	Standard	<ul style="list-style-type: none"> <li>• Grade 6 in GCSE Maths</li> </ul>
IB Maths (applications)	Higher	<ul style="list-style-type: none"> <li>• Grade 7 in GCSE Maths</li> </ul>
IB Maths (analysis)	Standard	<ul style="list-style-type: none"> <li>• Grade 6 in GCSE Maths</li> </ul>
IB Maths (analysis) Higher level	Higher	<ul style="list-style-type: none"> <li>• Grade 8 in GCSE Maths</li> <li>• Grade 7 in Science</li> </ul>
IB – other courses	Standard or higher	<ul style="list-style-type: none"> <li>• Standard IB entry requirements</li> </ul>

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<b>Pre-advanced courses</b>		
<b>Subject</b>	<b>Level</b>	<b>Subject specific requirements (in addition to standard pre-advanced level requirements)</b>
Art & Design	BTEC L2	<ul style="list-style-type: none"> <li>Grade 3 in GCSE Art or Textiles</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>provide a suitable portfolio of work</li> </ul>
Biology or Double Science	GCSE	<ul style="list-style-type: none"> <li>2 x grade 3 in GCSE Science</li> <li>Grade 3 in GCSE Maths</li> </ul>
Business	BTEC L2 Single or Double	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Creative Media Production	Cambridge Technical Level 2	<ul style="list-style-type: none"> <li>Prior successful experience of Media or Photography education</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>A portfolio of still or moving images</li> </ul>
Early Years Education and Care	CACHE L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
English	GCSE	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Health and Social Care	BTEC L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Maths	GCSE	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Maths (Higher)	GCSE	<ul style="list-style-type: none"> <li>Grade 4 in GCSE Maths</li> <li>Must be taken for a specific and appropriate progression aim</li> </ul>
Nutrition and Health	BTEC L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Performing Arts	BTEC L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Photography	GCSE	<ul style="list-style-type: none"> <li>Grade 3 in GCSE Art, Graphics or Textiles <u>if</u> you studied any of these</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Provide a portfolio of your art/design/photography work at interview</li> </ul>
Public Services	BTEC L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>
Travel and Tourism	BTEC L2	<ul style="list-style-type: none"> <li>Standard pre-advanced level requirements</li> </ul>

**Admissions Criteria for 16-18 Full-Time Students**

The admissions criteria are used to:

- Allocate firm offers from the applications which have been received by the first Friday in December
- Allocate offers and manage the waiting list from December onwards

**For applications received by first Friday in December prior to September Enrolment:**

1. Care Leavers in Brighton and Hove
2. Students currently attending Schools in Brighton and Hove
3. Other young people resident in Brighton and Hove
4. Students currently resident elsewhere in Sussex
5. Students moving into Brighton and Hove with their families
6. Students moving into other areas of Sussex with their families

**For applications received after the December deadline**

The over-riding priority will be date of application and spaces available on courses. Then the priority reverts to the list above.