



ADMISSION POLICY & PROCEDURES FOR

**FULL-TIME 16-18 STUDENTS
SEPTEMBER 2017 ENTRY**

Varndean College Policies and Procedures

Varndean College

Admission Policy Full Time 16 – 18 Students

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 4 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 C (or 4 in numerical grades) 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 result 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 A*-C at GCSE (or 9-4 in numerical grades) has not already been achieved. This may be GCSE or, if less than a grade D (or 3) has already been achieved, an appropriate stepping stone qualification or an ESOL qualification.

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- Non-qualification activity, including a combination of the following: Core Studies (which is compulsory for all students and monitors students’ progress through college and their progression to their next steps); additional Learning Support and specific subject support; Careers and university advice and 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 4 GCSEs. This may be GCSEs or vocational courses.
- English and Maths are compulsory and will be included in the programme above, where a grade A*-C at GCSE (or 9-4 in numerical grades) has not already been achieved. This may be GCSE or, if less than a grade D (3 in numerical grades) has already been achieved, a stepping stone qualification or an ESOL qualification.
- Non-qualification activity, including a combination of the following: Core Studies (which is compulsory for all students and monitors students’ progress through college and their progression to their next steps); additional Learning Support and specific subject 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

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 6 A*- B grades at GCSE (at least 5 for numerical grades) including English, Maths and Science
3 A Levels or Level 3 vocational courses	A mixture of at least 5 A*- C grades at GCSE (9 - 4 for numerical grades) including English
GCSEs and vocational Level 2 courses	At least 5 grade Ds at GCSE (or 3 for numerical grades) including English.
Any student who has not achieved a grade C or 4 in GCSE English and/or Maths must include further study of these subjects in their programme.	

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. 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 available.

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Moving on from pre-advanced courses

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

Applicants will also be expected to have achieved at least a mixture of B/C or pass/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 C (or 4 for numerical grades) 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 3.

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 return your acceptance slip as soon as possible and no later than the date given. 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, 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 will be treated as all other home status applications.

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) A good attendance record 95% or above with no un-notified absence.
- b) No outstanding issues as part of the student support system.

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Process

Students wishing to complete an Advanced level course in Year 3

- Application forms for a third year should be received by the Registry by the end of February.
- Students will be interviewed by their Head of School. If it is agreed that a student may remain at College for a third year, the student will be informed in a letter offering them a conditional place.
- The place is conditional because it may depend upon any examinations (either internal or external) taken, attendance and whether there are any current issues identified in 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 C in that subject. However, in many subjects, GCSE in that subject is **not** a requirement.

Advanced courses		
Subject	Level	Subject specific requirements (in addition to standard advanced level requirements)
Archaeology	A	<ul style="list-style-type: none"> Grade C or 4 in Science
Art (Fine Art, Textiles)	A	<ul style="list-style-type: none"> Grade B or 5 or above in GCSE Art or Textiles OR Merit or Distinction in BTEC Level 2 Certificate in Art & Design OR Grade B or 5 or above in English, Maths & Science together with a suitable portfolio
Biology	A	<ul style="list-style-type: none"> Grade B or 5 in GCSE Biology and another Science GCSE OR Grade B in Core Science and Grade B or 5 in Additional Science (Applied Science is not accepted) <p>PLUS</p> <ul style="list-style-type: none"> Grade B or 5 in Maths At least an average GCSE grade of C on entry
Applied Biology	BTEC L3	<ul style="list-style-type: none"> Grade C (higher tier) in GCSE Biology and another science GCSE OR Grade C (higher tier) in Core Science and Grade C in Additional Science <p>PLUS</p> <ul style="list-style-type: none"> Grade C or 4 in Maths (or working towards Grade C or 4)
Business Studies	A	<ul style="list-style-type: none"> Grade C or 4 in GCSE Maths At least an average GCSE grade of C on entry
Business	BTEC L3	<ul style="list-style-type: none"> Standard Advanced Level requirements
Chemistry	A	<ul style="list-style-type: none"> Grade B or 5 in Chemistry GCSE and another science GCSE OR Grade B in Core Science AND Grade B in Additional Science. (Applied Science is NOT accepted) <p>PLUS</p> <ul style="list-style-type: none"> Grade B or 5 in Maths (Students with a B in Maths will attend additional Maths support) At least an average GCSE grade of C or 4 on entry
Classical Civilisation	A	<ul style="list-style-type: none"> Standard Advanced Level requirements
Computer Science	A	<ul style="list-style-type: none"> Grade B or 5 in GCSE Maths Grade C in ICT or Computing preferred At least an average GCSE grade of C on entry
Creative Media Production	BTEC L3	<ul style="list-style-type: none"> B or above in Art or Media OR BTEC Diploma Art/Design Merit or Distinction

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		<ul style="list-style-type: none"> • Minimum of D grade in Media Studies if taken • Evidence of commitment to media production demonstrated through prior experience/portfolio of work • Must be able to work in groups and complete the filming work offsite
Creative Media Production (Gaming)	BTEC L3	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Dance	BTEC L3	<ul style="list-style-type: none"> • Successful experience of dance
Design (3D Design, Graphic Design)	A	<ul style="list-style-type: none"> • Grade B or 5 in GCSE Art or Technology • OR BTEC First Diploma at distinction or merit • OR Grade B or 5 or above in English, Maths & Science together with a suitable portfolio
Digital Illustration	Level 3 ABC	<ul style="list-style-type: none"> • Enrolment on a level 3 Art and Design course
Drama and Theatre Studies	A	<ul style="list-style-type: none"> • Grade B or 5 in GCSE Drama (if taken)
Early Years Education and Care	L3 CACHE	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Economics	A	<ul style="list-style-type: none"> • Grade B or 5 in GCSE English • Grade 5 in GCSE Maths • At least an average GCSE grade of C on entry
English Language	A	<ul style="list-style-type: none"> • Grade C or 4 (higher in original) in GCSE English
English Literature	A	<ul style="list-style-type: none"> • Grade B or 5 in GCSE English
Environmental Sustainability	BTEC L3	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Extended Project Qualification	AS	<ul style="list-style-type: none"> • Only available in Year 2 of an Advanced course • Average GCSE score of B
Film Studies	A	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Geography	A	<ul style="list-style-type: none"> • Grade C or 4 in Maths and Grade C in Science • Grade C or 4 in Geography (if taken) • At least an average GCSE grade of C on entry
Health & Social Care	BTEC L3	<ul style="list-style-type: none"> • Standard Advanced Level requirements
History - Early Modern History - Modern	A	<ul style="list-style-type: none"> • Standard Advanced Level requirements
IB Biology, Physics, Chemistry	IB Standard level	<ul style="list-style-type: none"> • At least a Grade B or 5 in both Core and Additional Science (or the relevant single science) at GCSE

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IB Biology, Physics, Chemistry	IB Higher level	<ul style="list-style-type: none"> At least a Grade A in both Core and Additional Science (or in the relevant single science) and at least one other GCSE
IB English World Literature	IB	<ul style="list-style-type: none"> At least B or 5 in GCSE English or English Literature
IB French, German or Spanish B or above in GCSE French, German or Spanish respectively	IB Higher or Standard level	<ul style="list-style-type: none"> At least B in GCSE French, German or Spanish respectively
IB Spanish <i>Ab Initio</i>	IB	<ul style="list-style-type: none"> Evidence of successful prior study of a modern foreign language
IB Maths Studies	IB	<ul style="list-style-type: none"> At least a grade 5 in GCSE Maths
IB Maths Standard level	IB	<ul style="list-style-type: none"> At least a grade 7 in GCSE Maths
IB Maths Higher level	IB	<ul style="list-style-type: none"> A grade 9 in GCSE Maths
IB – other courses		<ul style="list-style-type: none"> Standard IB entry requirements
ICT	BTEC L3	<ul style="list-style-type: none"> Grade C in GCSE ICT or equivalent desirable Grade C or 4 in Maths
Law	A	<ul style="list-style-type: none"> Grade B or 5 in English At least an average GCSE grade of C on entry
Law	BTEC L3	<ul style="list-style-type: none"> Standard Advanced Level requirements
Life Drawing	Level 3 ABC	<ul style="list-style-type: none"> Enrolment on a level 3 Art and Design course
Modern Foreign Languages (French, Spanish, German)	A	<ul style="list-style-type: none"> Grade B or 5 in the relevant GCSE language At least an average GCSE grade of C on entry
Maths	A	<ul style="list-style-type: none"> Grade B or 5 (higher tier) in GCSE Maths At least an average GCSE grade of C on entry
Maths with Mechanics	A	<ul style="list-style-type: none"> Grade 6 in GCSE Maths Grade B or 5 in a Science GCSE (not Applied) At least an average GCSE grade of C on entry
A Further Maths or Pure Maths	A	<ul style="list-style-type: none"> Grade 6 or 7 in GCSE Maths At least an average GCSE grade of C on entry
Media Studies	A	<ul style="list-style-type: none"> Standard Advanced Level requirements
Music	A	<ul style="list-style-type: none"> Grade B in GCSE Music ABRSM grade 5 (or equivalent) on instrument and a knowledge of stave notation

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		<ul style="list-style-type: none"> • ABRSM grade 5 theory or working towards it
Music Technology	A	<ul style="list-style-type: none"> • Grade C in GCSE Music • ABRSM grade 3/4 (or equivalent) on instrument and a knowledge of stave notation
Performing Arts	BTEC L3	<ul style="list-style-type: none"> • A background of successful experience in Productions • Grade B or 5 in GCSE Drama (if taken) • Participation in an auditioning workshop
Philosophy	A	<ul style="list-style-type: none"> • At least an average GCSE grade of C on entry
Photography	A	<ul style="list-style-type: none"> • Grade B in GCSE Photography (if taken) • Merit or Distinction in BTEC Level 2 Award in Photography (if taken) <p>OR</p> <ul style="list-style-type: none"> • Evidence of commitment to or aptitude for photography demonstrated through portfolio of work • Grade C or 4 in GCSE Maths preferred
Psychology	A	<ul style="list-style-type: none"> • Grade C or 4 in GCSE Maths • Grade C in GCSE Science • At least an average GCSE grade of C on entry
Physics	A	<ul style="list-style-type: none"> • Grade B in GCSE Physics and another science GCSE OR Grade B in Core Science AND Grade B in Additional Science (Applied Science is not accepted) <p>PLUS</p> <ul style="list-style-type: none"> • Grade B or 5 in GCSE Maths • Students not taking A level Maths will need to attend a Maths for Physicists class • At least an average GCSE grade of C on entry
Politics	A	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Sociology	A	<ul style="list-style-type: none"> • Standard Advanced Level requirements
Sport	BTEC L3	<ul style="list-style-type: none"> • Enthusiasm for studying Sport not just playing

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Pre-advanced courses		
Subject	Level	Subject specific requirements (in addition to standard pre-advanced level requirements)
Art & Design	BTEC L2	<ul style="list-style-type: none"> Grade C in GCSE Art or Textiles OR provide a suitable portfolio of work
Business	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Creative Media Production	Cambridge Technical Level 2	<ul style="list-style-type: none"> Prior successful experience of Media or Photography education OR a portfolio of still or moving images
Early Years Education and Care	CACHE L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
English	GCSE	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Health and Social Care	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Latin	GCSE	<ul style="list-style-type: none"> Grade C or 4 in English Grade C or 4 in MFL or Maths
Maths	GCSE	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Maths (Higher)	GCSE	<ul style="list-style-type: none"> Grade 4 in GCSE Maths (<u>Higher</u>) Must be taken for a specific and appropriate progression aim
Nutrition and Health	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Performing Arts	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Photography	GCSE	<ul style="list-style-type: none"> Grade C in GCSE Art, Graphics or Textiles <u>if</u> you studied any of these OR Provide a portfolio of your art/design/photography work at interview
Public Services	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Science (Core)	GCSE	<ul style="list-style-type: none"> Grade D in GCSE Science Grade D or 4 in GCSE Maths
Science (Additional)	GCSE	<ul style="list-style-type: none"> Grade D in GCSE Maths Grade C or 4 in Core Science (or D if enrolling on both)
Travel and Tourism	BTEC L2	<ul style="list-style-type: none"> Standard pre-advanced level requirements
Sport	BTEC L2	<ul style="list-style-type: none"> Enthusiasm for studying Sport not just playing

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

The criteria are listed in priority order. The waiting list will be reviewed at the beginning of April, June and September. The same criteria will be applied throughout the process, but the priority order will change as shown below. The College will take into account any special circumstances declared on the application form by individual applicants.

At all stages of the admissions process priority will be given to those applying to be full-time students.

AC1: For applications received by first Friday in December prior to September Enrolment

1. Students currently attending Schools in Brighton and Hove
2. Care Leavers in Brighton and Hove
3. Other young people resident in Brighton and Hove
4. Students currently attending other 11 – 16 schools in Sussex
5. Other young people planning to move into Brighton and Hove with their families

AC2: For waiting list reviews in April and May

1. Space on specific courses
2. Care Leavers in Brighton and Hove
3. Refugees moving into Brighton and Hove
4. Other young people moving into Brighton and Hove with their families
5. Date on which the application was received by the College
6. Students currently attending 11-16 schools in Brighton and Hove
7. Other young people resident in Brighton and Hove
8. Students currently attending other 11 – 16 schools in Sussex

AC3: For waiting list reviews in June and September

1. Space on specific courses
2. Care Leavers in the Brighton and Hove
3. Refugees moving into the Brighton and Hove
4. Other young people moving into Brighton and Hove with their families
5. Date on which the application was received by the College
6. Students currently attending 11-16 schools in Brighton and Hove
7. Other young people resident in Brighton and Hove
8. Students currently attending other 11 – 16 schools in Sussex