

## St Albans Independent College Admissions Policy 2022-2023

Reviewed by Assim Jemal: 13 August 2022

St Albans Independent College

### Summary

This policy concerns admissions to the college for GCSE and A level programmes of study. St Albans Independent College selects on the basis of academic ability, previous educational record (including prior school references), entrance tests (if appropriate), performance at interview and assessment of special needs. No prospective student is offered a place at the college without attending an interview. We welcome applicants from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability. Human rights and freedoms are respected but must be balanced with the lawful needs of our college community and the rights and freedoms of others. Our capacity to deliver appropriate programmes for students with various kinds of disability (including special educational needs) are not all encompassing but we are always looking to develop them further. There are size limits to the number of students that can currently be admitted to the college, to individual year groups (particularly at GCSE) and to individual classes, where there is an absolute maximum of seven students in any one group. For students seeking admission close to one of our entry points, there may also be timetabling constraints imposed by the combination of subjects being sought, though for those applying in good time there are no such restrictions.

Our principal entry point is in September. However, subject to place availability, students are also accepted at other times of the year as late joiners. Where possible, such late joiners are integrated into appropriate existing teaching groups and may receive supplementary tuition to facilitate the transition.

Aims of St Albans Independent College's admissions process are to identify and admit students who will benefit from the academic provision available at the college and to ensure that prospective students understand, and are in sympathy with, the ethos and aims of the college. At interview we will provide educational advice leading to an academic programme tailored to each student's specific needs.

### Application procedure

An interview is arranged with the Principal. Prospective students should be accompanied by a parent or guardian

St Albans Independent College organises Open Mornings throughout the year. Prospective students may attend an Open Morning or Taster Day prior to or after their interviews. Open Mornings give prospective students and their parents or guardians the chance to meet teachers and current students and to see the college operating during a working day. Prospective students may also attend Taster Days, when they sit in on lessons to experience first-hand what studying at St Albans Independent College is like and, for prospective sixth-form students in particular, to get a flavour of what studying certain subjects involves.

The process preceding the offer of a place at the college has four elements: 1. Interview; 2. Assessment of performance in previous examinations; entrance assessments (for students where English is not their first language and some GCSE students); scholarship exams; 3. Reference from the applicant's previous school(s) (or education provider); and 4. Assessment of special educational needs (if applicable) to determine any reasonable adjustments that are required.

Admission Requirements. All students are assessed on an individual basis with emphasis on contextual factors that may have affected previous exam performance. A level students may be required to achieve Grade 4 or above in five separate subjects at GCSE, or the equivalent. Students wishing to pursue certain subjects may have higher requirements in that subject from previous examinations.

The offer of a place at the college is conditional upon a satisfactory reference being obtained from the previous school. Reference requests may include a pro-forma reference form, which requests information about safeguarding, academic ability, motivation and behaviour. We also request copies of recent sets of reports.

St Albans Independent College will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the SEN and Disability Code of Practice 2015 (relating to Part 3 of the Children and Families Act 2014), in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the college can cater adequately. The college needs to be aware of any known disability or special educational need which may affect a student's ability to participate in the admissions procedure and take full advantage of the education provided at the college. Parents or guardians of a student who has any disability or special educational needs should provide the college with full details prior to or during the admissions process before accepting the offer of a place. If a disability or special educational need becomes apparent after admission, the college will consult with parents or guardians about reasonable adjustments that can be made to meet the student's needs.

Offer of a place and registration. After the interview, a letter will be sent to parents/guardians summarising our best educational advice and confirming whether or not we are able to make a formal offer of a place. If the college offers a place, the offer may be conditional or unconditional. When an offer is made, parents/guardians will be issued with the relevant enrolment forms. Once the enrolment forms are completed and a Declaration of Enrolment is completed the enrolment process is deemed to be complete. The registration fee is part of the enrolment process and non-payment may render the signed contract void. At this point, both the fee payer and the student become bound by the college's terms and condition.

Date for Review

August 2023