

# Queen Elizabeth Sixth Form College

## Admissions Policy

**Approving Body:** QE Local Governing Body

**Committee:** QE Local Governing Body

**Review Cycle:** 1 year

**Last reviewed:** Autumn 2025

**Date for next review:** Autumn 2026

### ADMISSIONS

A clear, transparent and effective admissions policy is essential for a successful College, which seeks to serve the community. This policy is fundamental to the College's ethos and is applicable irrespective of the changing nature of the curriculum and the courses available. The guidelines will be sufficiently flexible to meet the needs of individual students who are considered able and ready to begin the demands of Level 3 study.

### POLICY

Queen Elizabeth Sixth Form College welcomes applications for Level 3 courses from any committed individual for whom an appropriate programme of study is available that meets their aspirations and which enables success and progression.

### POLICY GUIDELINES

- i. Entry to the College will be determined by a genuine desire to continue to study in Further Education at the institution.
- ii. Whole College entry requirements will be published to indicate the level of prior attainment required to be successful on the College's Level 3 courses. The usual entry requirement to study at QE is 5 GCSE grades at 4 (or equivalent) or above including Maths or English. In exceptional cases, these can be waived where it is the College's professional judgement that the student is highly likely to be successful on their programme of study.
- iii. Students who do not meet the entry requirements for the Level 3 courses they have applied for might be enrolled onto a programme of Level 2 courses so that they can build up their skills and qualifications, and have their progression opportunities enhanced. Level 2 courses will only be offered if they fulfil the College's Curriculum Intent.

- iv. Entry requirements for individual courses will be drawn up to ensure that the student's level of prior attainment is appropriate to be successful. These entry requirements will be shared with applicants.
- v. In circumstances where the commitment of a potential student is in doubt, the College reserves the right to refuse entry or to offer a place at the College on a probationary basis.
- vi. Open Events will be held in the Autumn and Spring Terms to give advice and guidance to prospective students.
- vii. All applicants to the College will be offered a personal guidance interview (the 'Initial Discussion') to discuss their aspirations, potential and achievements.
- viii. Prospective students who have been offered a place at the College will be invited to take part in a sampler course prior to enrolment. 'Bridging' takes place in the Summer Term and enables informed choices to be made about the institution and courses.
- ix. If a student on the BTEC Diploma in Foundation Studies in Art & Design is aged over 19 at the start of the course and is not continuing their studies at QE, a DBS check will be carried out as part of the College's safeguarding procedures.
- x. Details of the admissions procedure for applicants will be published in the prospectus and on the College website.
- xi. An appeal against a decision not to offer a place can be made through the Trust's Complaints Policy and Procedure.
- xii. The policy and admissions procedures will be reviewed annually.

## **SUPPORTING DOCUMENTS**

1. College Prospectus
2. Course Entry Requirements
3. Trust Complaints Policy and Procedure