



## **Admissions Policy for Applications for Enrolment in August 2019**

### **Mission Statement**

St John Rigby College is a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. In becoming an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will provide a unique and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Provide the highest standards of teaching and learning
- All show a commitment to our work and the Christian values of the College
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements

### **Policy Statement**

The College Admissions Policy reflects the spirit of our Mission Statement by welcoming all students who are happy to be educated within a Christian environment, recognising and valuing the uniqueness and dignity of each individual, by providing equality of opportunity, mutual respect and positive encouragement and by developing local partnerships.

By working in partnership with local high schools and their independent careers and guidance advisors the College aims to support students to enable them to make informed and appropriate choices of both course and College.

### **College Background**

The College exists to serve the post-16 educational needs of the Catholic community of Wigan and surrounding areas. While the majority of the College's students live within the Metropolitan Borough of Wigan, students travel from a broad area defined by Aughton to Bolton and Euxton to Newton-le-Willows. About 50% of the College's students are Catholic and in recent years a growing number of students from other schools have been attracted to the College's mission and ethos and our inclusive approach to education.

Whilst retaining our Catholic principles, we value our links with all schools in Wigan and the surrounding areas and welcome applications from students of all faiths and religious backgrounds who show respect for our Mission and support the College's Christian ethos. Our admission priorities are detailed below.

## **Applicants with Learning Difficulties and Disabilities**

The College welcomes applicants with learning difficulties and disabilities and will make particular arrangements to help such applicants and their parents/guardians through the application process.

The level of support available to applicants with learning difficulties and disabilities will be conditional on the funding received from the appropriate Local Authority. This additional support can only be finally agreed when the Local Authority has provided the College with written confirmation of the level of funding being provided for the additional support needs of the applicant.

## **Year 11 Applications for Entry in September**

St John Rigby College welcomes prospective students of all abilities and offers an inclusive curriculum from Entry to Advanced level. The College prides itself on the advice and guidance it gives to prospective students regarding the suitability of courses to meet their need and to help ensure success. The College's "Excellence through Inclusion" agenda sets out a long term strategic approach to diversity and inclusion.

The College's entry requirements are stated in the College Prospectus. The College Prospectus contains information about each course on offer as well as information on the College in general, advice on "programme building" and the application process. All admissions are overseen by the Assistant Principal (Student Recruitment).

The deadline for receipt of applications is published and prominently displayed in the Prospectus, other admissions literature and on the College website. Applicants applying after the application deadline will be placed on a waiting list and, in the event of oversubscription, the following prioritisation for places at the College or on a particular subject<sup>1</sup> will be used:

**Category 1:** Y11 students from Catholic High Schools.

**Category 2:** Y11 students from all other High Schools.

**Category 3:** All late Year 11 applications to join Year 12, applicants aged 17 requesting to join Year 12 whether on time or late.

**Category 4:** Students aged 18 or 19 and over on 31 August 2019 and applications to join Year 13

The total number of applications received by the College deadline will be reviewed by the Senior Leadership Team in early February.

## **On-time Applicants**

All on time applicants in categories 1, 2 and 3 will be offered a course discussion and an offer of a place will be made subject to:

- a. a satisfactory course discussion interview where the student has demonstrated a commitment to the ethos of the College, provided a satisfactory school report and an appropriate study programme has been agreed
- b. a supportive reference from the applicant's high school or alternative place of study (if the College has requested one due to issues identified on the report). There may be occasions when applicants attending alternative provision need to be observed in their place of study prior to an offer being made.
- c. the allocation of additional funding necessary to provide essential additional support which meets the specific needs of an individual applicant

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<sup>1</sup> With the exception of the NCFE Sports Programme which is training for a vocation within the sports industry.

- d. in the case of applicants aged 17 on the 31<sup>st</sup> August, a supportive reference from their subsequent College or employer AND previous high school (for which a satisfactory Year 11 report will suffice).
- e. there being no reasonable grounds to suspect the applicant poses a risk to members of the College community

All on-time applicants in category 4 will be notified that the College has received their application and will be invited to a course discussion evening after Easter. Places for category 4 applicants will only be confirmed after the August enrolment of all 16 and 17 year olds.

If an applicant's examination results do not meet the entry criteria, the College may still be able to offer the applicant a place based on their Key Stage 4 results and the availability of places on an appropriate alternative course.

All on time applicants must:

- attend a course discussion interview. If the applicant fails to do so and does not contact the College they will be notified that the College has withdrawn their application.
- attend an enrolment interview in August. If the applicant does not attend their enrolment interview without notification then their place may be offered to a waiting list candidate.

### **Late applicants**

Late applicants will be offered a course discussion interview after the on time applicants. A conditional offer of a place will be made based on:

- a. the applicant category (1 to 3)
- b. a satisfactory course discussion interview where the student has demonstrated a commitment to the ethos of the College, provided a satisfactory school report and an appropriate study programme has been agreed
- c. the availability of places on the courses agreed
- d. any specific needs of an individual student that may require additional funding and the time available to:
  - assess and plan any additional support required
  - agree with the relevant local authority any additional funding required and
  - recruit additional staff if required
- e. a supportive reference from the applicant's high school (if the College has requested one due to issues identified on the report). There may be occasions when applicants attending alternative provision need to be observed in their place of study prior to an offer being made.
- f. there being no reasonable grounds to suspect the applicant poses a risk to members of the College community
- g. in the case of applicants aged 17 on 31<sup>st</sup> August, a supportive reference from their subsequent College or employer AND previous high school (or a satisfactory Year 11 report).
- h. any exceptional individual circumstances to which the Principal may apply discretion

Late applicant places will only be confirmed once enrolment for all on time applicants has been completed and it has been determined whether there are spaces available on the relevant courses.

### **For all applicants, places will be subject to:**

- a. satisfactory completion of Year 11
- b. examination results that meet the entry requirements for the subjects concerned

### **Transfers to Year 13**

Year 12 students who are requesting to transfer from another post-16 institution to complete A-level and/or BTEC courses will be considered on an exceptional basis.

Due to the changes to A-level and BTEC course structure and assessment these will only be possible where the applicant has met the Key Stage 4 entry requirements stated in the College's Prospectus and for:

**A-level:** the applicant is completing/has completed the same specification and topics as those taught at St John Rigby College. Applicants will require a programme of three A-levels that meet these criteria, or two A-levels and one BTEC National Extended Certificate.

**BTEC:** It would only be possible to join Y13 BTEC classes if the applicant has been certificated for an Extended Certificate, Foundation Diploma or Diploma AND if the combinations of units for which the applicant had been certificated are complementary to those to be covered in Year 13 by the College. In exceptional cases it may be possible to take an Extended Certificate in one year by "doubling-up" both Year 12 and Year 13 classes.

The previous school or college will be asked for a reference and this will be taken into consideration before any offer is made. Students wishing to transfer aged 17 may need to consider a "restart" into Year 12 and will be considered for a place along with late applicants. This will require a two year study programme.

### **Applications from Overseas Students**

Applications from students who have **not** been ordinarily resident in the UK for the three years prior to the start of their programme will be classified as overseas applicants. Those 16-18 year old applicants who have been ordinarily resident in the European Economic Area (EEA) for the three years prior to the start of their programme should be eligible for funding by the Education Funding Agency and, in such cases would, therefore be considered within the application process above.

The College does not hold a licence to issue Confirmation of Acceptance of Studies (CAS) statements required by applicants from outside the EEA to obtain UK Home Office Tier 4 immigration permission. Therefore the College cannot accept applications from countries outside the EEA.

### **Students aged 18, or 19 and over on 31<sup>st</sup> August**

The College does not normally accept applications from new students who will be aged 18 or over on 31<sup>st</sup> August for a September start.

The College receives reduced funding for students aged 18 on 31<sup>st</sup> August and therefore prioritises new places for school leavers.

The College is not funded for new students aged 19 or over on 31<sup>st</sup> August, therefore any such exceptions will be required to pay full tuition fees in advance. The level of tuition fees are described in the College's Fees and Charging Policy.

For both 18 and 19 year old applicants applying for year 12 courses, places will only be considered after all year 11 (on-time, or late) applicants have been processed.