



## Admissions Policy for Applications for Enrolment in August 2025

### Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe 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
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- 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 enable students 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 40% of the College's students are Catholic and a growing number of students from other schools are being attracted to the College's 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.

## **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 Equality and Diversity Policy sets out a long-term strategic approach to diversity and inclusion.

The College's entry requirements are stated in the College Prospectus and in the courses section of the College website. 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 Principal.

The deadline for receipt of applications is published and prominently displayed in the Prospectus, other admissions literature and on the College website.

### **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/ carers 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.

### **Applicants with Education, Health and Care Plans**

Applicants with EHCPs will go through the application process like any other student but their place will be provisional until the formal review of their EHCP is completed by their current educational provider. This is to ensure that College is able to meet the needs identified in the review before confirming that we can offer the individual a place at College.

### **Home educated Applicants**

Applicants who are home educated are welcome to apply to St John Rigby College and the College will make them an offer dependent on whether or not they have met the entry requirements for the programme of study for which they are applying. In some instances, the College may offer a three-year programme of study as it may be felt that the individual would benefit from a transitional year as they enter full-time education after perhaps only completing a reduced timetable at home.

### **On time applicants**

Priority will be given to school leavers in Year 11 at high school over any applicant who is aged 17 years or above when considering admission to St John Rigby College.

### **Late applicants**

Applicants applying after the application deadline will be considered to be "late applicants". Late applicants will be placed on a waiting list.

In the event of oversubscription, the following prioritisation for places at the College will be used:

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

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

**Category 3:** Applicants aged 17 requesting to join Year 12.

**Category 4:** Applicants wishing to transfer into Year 13 having completed Year 12 at another institution.

**Category 5:** Students aged 18 on 1<sup>st</sup> September of the year in which they enrol who are applying to join Year 13 where specifications allow.

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
- d. in the case of applicants aged 17 on the 31<sup>st</sup> August of the year of enrolment, a supportive reference from their 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 categories 4 or 5 will be notified that the College has received their application and that they will be invited to a course discussion evening after Easter. Places for category 4 or 5 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.
- 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 of the year of enrolment, a supportive reference from their 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

**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, Extended Diploma or Diploma AND if the combinations of units for which the applicant has been certificated are complementary to those to be covered in Year 13 by the College. In exceptional cases it may be possible to take a National 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**

The College follows the regulatory guidance provided in the ESFA Funding Regulations for the academic year in which a student enrolls at the College. This defines a 16 to 18-year-old student as a student who is aged 16, 17 or 18 on 31 August of the year the student enrolls at the College.

Any student who is "settled" in the UK and who has been ordinarily resident in the UK, Channel Islands and the Isle of Man for three years or more prior to the first day of the academic year will not be liable to pay fees. "Settled" status means having either indefinite leave to enter or remain or having the right of abode in the UK.

British Nationals who hold a United Kingdom of Great Britain and Northern Ireland passport, Irish Nationals and European Union nationals or family members of EEA and Swiss workers who were resident in the UK before 1<sup>st</sup> January 2021 with settled or pre-settled status will not be liable to fees.

For those students who do not meet these requirements, the College will ask to see additional information which might include a passport, national identity card, biometric residence card or permit and any other additional documentation that has been provided by the UK immigration authorities.

Where it is determined that applicants are liable for tuition fees, they will be charged at the prevailing rate. Fees are payable termly, in advance, in 3 equal instalments.

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

### **Support to Study**

The College's Support to Study policy covers the assessment of students' capability to engage with their study programme whilst encountering difficulties due to physical or mental ill-health or home circumstances. The College will make reasonable adjustments in order to ensure, wherever possible, that the student is able to remain in learning and succeed on their chosen study programme.

### **Exceptional Enrolment Procedure**

Where an applicant is not able to meet the minimum entry requirements for a programme for which they have applied due to extenuating circumstances such as being home educated, a meeting will be arranged with the Head of Learning Support and the Vice Principal (Students).

The purpose of this meeting will be to:

- i) establish if their circumstances warrant an exceptional enrolment
- ii) identify the student's needs and aspirations
- iii) identify potential study programmes that maximise the chances of success
- iv) agree next steps in terms of transition such as attendance at taster events, meetings with key staff, the completion of subject-related assessment tasks or initial assessments.

After the meeting:

The applicant and parent(s)/carer(s) will be sent a letter confirming the transition plan and any specific requirements of the potential exceptional enrolment.

The transition plan will be personalised to the applicant and designed to ensure that the application to study at the College, and the study programme, is in their best interests and maximises chances of success.

Where a transition plan outlines assessments or assignments that must be completed prior to enrolment, these are to allow Heads of Department to assess the level of competence in each subject and to provide evidence of ability and attainment.

Where an applicant has not attained a grade 4 in GCSE Mathematics and/or GCSE English Language, these subjects must be taken alongside any other courses approved. This may limit the number of Advanced Levels or BTEC subjects the applicant will be allowed to follow.

Once the requirements of the transition plan are complete, the applicant and parent / carer will be informed of the course that is being offered. This will ensure that the applicant is enrolled onto a course where they will be happy and will have the potential for achievement and progression.

## **Appeals Process**

Applicants have the right of appeal against any decision taken during the application and enrolment process. In the case of an appeal against a decision made relating to the offer of a place or admission at enrolment, the applicant will be asked in the first instance to make this appeal in writing to the Vice Principal (Students). Any appeals then made against a decision by the Vice Principal should be referred to the Principal who will investigate and respond within 14 days of receiving the appeal. In such circumstances, the decision of the Principal will be final.

## **Related Policies**

- Equality and Diversity Policy
- Safeguarding and Child Protection Policy
- Support to Study Policy