



Varndean
College Brighton & Hove

ADMISSION POLICY & PROCEDURES FOR

FULL-TIME 16-19 STUDENTS SEPTEMBER 2011 ENTRY

Last reviewed:	May 2009
SLT Approval:	June 2010
Curriculum & Standards:	June 2010
Corporation Approval:	July 2010
Next review date:	May 2011

Varndean College

Admission Policy Full Time 16 – 19 Students

1. Introduction

Varndean College offers full time courses to 16-18 students at three levels:

Foundation courses	-	BTEC Introductory Diplomas
Intermediate courses (Level 2)	-	a package of vocational level 2 courses plus functional skills
Advanced courses (Level 3)	-	a package of AS, A2, OCR or BTEC National courses, International Baccalaureate Diploma or The Advanced Diploma plus functional skills and tutorial;

All 16-18 students will be full time. The College does not offer part-time places. The exact composition of your course will depend on your individual needs. These 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

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.

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.

3. Entry Requirements

Foundation (Level 1) Courses

Foundation learning programmes are full time programmes offered in various vocational areas including Media, Care, Sport, Art & Performance and Music Production. All programmes include functional skills and a personal and social development element. These are designed for young people who have, for various reasons, had limited achievement at school. All applicants will be assessed individually for their suitability on each programme.

These courses are suitable for students who may have limited achievement at GCSE (grades D-G).

Intermediate (Level 2) Courses

Students will normally be expected to be full-time and studying in at least 4 options in addition to tutorial and functional skills. Students who have not already achieved a GCSE grade C in Maths and English, will take the relevant functional skills qualification if they are not retaking GCSE.

Only in exceptional circumstances (e.g. ill health) can students who have not had the opportunity to take GCSE courses take a 4 GCSE package. Students will need to provide independent evidence of their suitability for the course.

Course	Entry Requirement
Level 2 Vocational packages	5 E grades or higher at GCSE
1 or 2 GCSE courses can be taken alongside the above	As detailed in the prospectus subject page

Advanced (Level 3) Courses

Students will normally be expected to be full-time and take a minimum of 4 courses (or equivalent). AS/A2; BTEC National Diploma (equivalent to 3 A levels); BTEC National Certificate/OCR National Diploma (equivalent to 2 A levels); BTEC National Award (equivalent to 1 A level); Creative and Media Diploma. Students who have not already achieved a GCSE grade C in Maths and English, will take the relevant functional skills qualification if they are not retaking GCSE. In the second year students can take the Extended Project Qualification as an additional course.

Course	Entry Requirement
1 BTEC National Certificate or OCR National plus 2 other non-advanced courses	4 C grades at GCSE in 3 different subjects
BTEC National Diploma	4 C grades at GCSE in 3 different subjects
<ul style="list-style-type: none"> 1 BTEC or OCR National + 1 AS or BTEC Award 	5 C grades at GCSE in 4 different subjects
<ul style="list-style-type: none"> 3 AS courses or BTEC Award plus 1 other non-advanced course The Advanced Diploma (= 3.5 A levels)	5 GCSE grades with a mix of B and C grades in 4 different subjects
<ul style="list-style-type: none"> 4 Advanced level courses 	6 or more GCSEs with a mixture of A to C grades in 5 different subjects
International Baccalaureate Diploma	6 or more GCSEs with a mixture of A* to B grades in 5 different subjects, including

Varndean College

Admission Policy Full Time 16 – 19 Students

	English and Maths
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Specific grades may be required in particular subjects for certain courses. These are shown on the relevant prospectus page and in Appendix 1. At interview we will use your predicted GCSE average point score to ensure that we place you on the right course. We will explain how to calculate your GCSE point score before you enroll.

17+ applicants who have taken a one year intermediate course following Year 11 will be expected to meet the entry requirements outlined above. They will be expected to have achieved at least 3 GCSE C grades or a merit on a full Level 2 vocational course during the intermediate year in order to progress to advanced courses.

- Applicants from Varndean or other Colleges hoping to progress to level 3 courses will be expected to have a supportive reference from the College and an excellent attendance record.
- All students working at level 2 and 3 take a key skill in Improve Your Own Learning and in Communication.
- All students must have or be working towards a level 2 course in English and Maths. If students do not have GCSE grade C in English and Maths on entry, they will need to take the relevant course at level 2 (either: GCSE or Functional Skills in English and/ or Maths).

4. Full-time Status

Students are expected to be full-time. To be a full-time student, you should be following courses which involve studying in at least 4 options ***In addition you will attend tutorial and functional skills if required.*** The final course negotiations in September will check that this is the case. Priority is given to students who are full time.

5. 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 an intermediate course, provided that you meet the College entry requirements

If you hold a ***firm offer for an intermediate course***, it means that:

- if you qualify for an intermediate course, you are guaranteed a place on an intermediate course
- If you qualify for an advanced course, you may choose to take advanced courses, in which case, you are guaranteed a place.
- If you do not qualify for an intermediate course we will offer you a place on a foundation course.

A Waiting List Offer

The College has had to operate a waiting list in recent years from early in the new year. 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.

6. 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 Evenings. 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.***
- Once you have accepted a place at College you will be allocated a **transition tutor** (normally the person who interviewed you). We will send you their email address and extension number 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 transition tutor who will advise you whether the change is possible and appropriate to your needs.
- ***New Students' Day*** towards the end of the Summer term is an opportunity to look around again, meet teachers and discuss possible courses. 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 will be sent to you in the summer.

7. Still Unsure?

If you have any concerns at any stage in this process, please contact your transition tutor.

Varndean College

Admission Policy Full Time 16 – 19 Students

Admissions Policy

Year 3

The College does not normally allow a student to remain at College for a third advanced level year.

Exceptional Circumstances in which applications from Year 3 Returners will 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. *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 student needs to complete a specific A2 in a 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) 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 85% or above with no un-notified absence.
- b) No disciplinary outcomes at or beyond stage 2

Process

a) 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
- The agreement of the Head of School will be sought before a place is offered.
- Students will be interviewed by their Student Progress Leader. 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 the student passing an AS.

Varndean College

Admission Policy Full Time 16 – 19 Students

b) Retaking Examinations to improve results

This will not normally involve enrolling for a third year. Individuals do not have the right to retake courses to improve results.

Individuals may resit an examination with the full agreement of the relevant Head of School who will base their judgement on the student's attendance, behaviour and performance to date.

- Students who wish to retake an A2 examination following the publication of results should see one of the team of advisers who are available in College every day after results are published.
- Requests for retakes will be passed to the relevant Heads of School who will judge each request on its merit.
- Students will be informed of the outcome of their request within 5 working days of the start of the autumn term.

Appendix 1

Additional Entry Requirements for Specific Courses

Listed below are qualifications for particular courses which are required *in addition to* the basic qualifications explained in section 2 of the document.

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. Please check the prospectus for details.

Subject	Level	Additional Minimum Requirements
Accounts	AS	Grade B in GCSE Maths
Anthropology	AS	Grade C in English
Archaeology	AS	Grade C in English
Art (Fine Art, Textiles)	AS	Grade B or above in GCSE Art OR BTEC First Diploma at distinction or merit
Art & Design	BTEC First	Grade C in GCSE Art (OR suitable portfolio of work)
Biology	AS	<ul style="list-style-type: none"> • Grade Cs (higher tier) in GCSE Biology and another science GCSE OR • Grade Cs (higher tier) in Core Science plus Grade C in Additional Science (Applied Science is not accepted) • PLUS • Grade Cs in Maths and English (or IELTS equivalent) • Either a Science OR Maths must be a grade B • (Students with a grade C Foundation Maths will attend additional Maths support)
Business Studies	AS	<ul style="list-style-type: none"> • Grade C in GCSE English • Grade D in GCSE Maths
Chemistry	AS	<ul style="list-style-type: none"> • Grade Bs in Chemistry GCSE and another science GCSE OR • Grade Bs Core Science AND Additional Science. (Applied Science is NOT accepted) • PLUS • Grade B in Higher Tier Maths • (Students with a B in Maths will attend additional Maths support)

Varndean College

Admission Policy Full Time 16 – 19 Students

		<ul style="list-style-type: none"> •
Citizenship	AS	<ul style="list-style-type: none"> • Grade C in GCSE
Classical Civilisation	AS	<ul style="list-style-type: none"> • Grade C in English GCSE
Computer Science	AS	<ul style="list-style-type: none"> • Grade C in GCSE English • Grade B in GCSE Maths • Experience of using appropriate software • GCSE ICT or equivalent preferred
Creative & Media Arts	Advanced Diploma	The entry requirements are as for advanced courses. Also required is a B or above in Art or Media GCSE OR BTEC Art/Design Merit or Distinction PLUS at least Grade C in both English and Maths and also ICT ,if taken.
Critical Studies	AS	<ul style="list-style-type: none"> • Grade B or above in GCSE Art OR BTEC First Diploma at distinction or merit
Critical Thinking	AS	<ul style="list-style-type: none"> • Grade C in English • 6 or more GCSEs with a mix of A to C grades in 5 different subjects •
Dance	BTEC National	<ul style="list-style-type: none"> • Successful experience of dance
Design (3D, Graphics)	AS	<ul style="list-style-type: none"> • Grade B in GCSE Art OR in GCSE Technology OR BTEC First Diploma at distinction or merit
Digital Illustration		<ul style="list-style-type: none"> • Enrolment on a level 3 Art and Design art course •
Drama and Theatre Studies	AS	<ul style="list-style-type: none"> • Grade C in GCSE English • Grade B in GCSE Drama (if taken)
Economics	AS	<ul style="list-style-type: none"> • Grade Cs in GCSE English and Mathematics •
Electronics	AS	<ul style="list-style-type: none"> • Grade C (B preferred) in GCSE Physics (higher tier) OR • Grade C (B preferred) in Core Science AND C(B preferred) Additional Science (higher tiers) (Note: Applied Science is not accepted) • C in Higher Tier Maths (B is preferred) • (Students not taking AS level Maths will attend additional Maths support).
English (Language, Literature)	AS	<ul style="list-style-type: none"> • Grade C in GCSE English
English	GCSE	<ul style="list-style-type: none"> • Grade D in GCSE English Language

Varndean College

Admission Policy Full Time 16 – 19 Students

Environmental Science	AS	<ul style="list-style-type: none"> Grade C or above in Core AND Additional Science(Higher level) OR Grade C in two single Sciences Grade C in English
Film Studies	AS	<ul style="list-style-type: none"> Grade C GCSE English
Geography	AS	<ul style="list-style-type: none"> Grade C in GCSE English Grade C in Geography advisable / required if taken
History	AS	<ul style="list-style-type: none"> Grade C in English
IB Biology, Physics	IB Standard level	<ul style="list-style-type: none"> at least a B in both Core and Additional Science (or the relevant single science) at GCSE
IB Biology, Physics, Chemistry	IB Higher level	<ul style="list-style-type: none"> at least an 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"> B or better 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"> B or above in GCSE French, German or Spanish respectively
IB Spanish <i>Ab Initio</i>		<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 B at GCSE Maths
IB Maths Standard level	IB	<ul style="list-style-type: none"> at least an A at GCSE Maths
IB Maths Higher level	IB	<ul style="list-style-type: none"> an A* at GCSE
ICT	Applied AS	<ul style="list-style-type: none"> Grade C in GCSE English Language Grade C in GCSE ICT or equivalent desirable
Law	AS	<ul style="list-style-type: none"> Grade C in English
		<ul style="list-style-type: none">

Varndean College

Admission Policy Full Time 16 – 19 Students

Life Drawing		<ul style="list-style-type: none"> Enrolment on a level 3 Art and Design art course
Modern Foreign Languages (French, Spanish, German)	AS	<ul style="list-style-type: none"> Grade B in the relevant GCSE language
Modern Foreign Languages (Spanish, Italian)	GCSE	<ul style="list-style-type: none"> Evidence of successful prior study of a modern foreign language (e.g. grade C in a language GCSE) or As for all advanced courses
Maths	AS	<ul style="list-style-type: none"> Grade B in GCSE Maths
Maths with Mechanics	AS	<ul style="list-style-type: none"> Grade A in GCSE Maths
Double Maths or Pure Maths	AS	<ul style="list-style-type: none"> Grade A or A* in GCSE Maths, higher tier
Free Standing Maths Qualification	FSMQs	<ul style="list-style-type: none"> Grade C in GCSE Maths
Maths	GCSE	<ul style="list-style-type: none"> Grade D in GCSE Maths
Media Studies	AS	<ul style="list-style-type: none"> Grade C in GCSE English
Media	BTEC Level 2	<ul style="list-style-type: none"> 5 E grades or above at GCSE <u>or</u> an appropriate Level 1 qualification <p>AND</p> <ul style="list-style-type: none"> Prior successful experience of Media or Photography education <u>or</u> a portfolio of still or moving images.
Music	BTEC Level 2	<ul style="list-style-type: none"> 5 E grades or above at GCSE including Music, OR an appropriate Level 1 qualification
Music	AS	<ul style="list-style-type: none"> Grade C in GCSE music ABRSM grade 5 on instrument and a knowledge of stave notation ABRSM and grades theory
Music Technology	AS	<ul style="list-style-type: none"> Grade C in GCSE music ABRSM grade 3/4 on instrument or equivalent and a knowledge of stave notation
Performing Arts	BTEC National	<ul style="list-style-type: none"> A background of successful experience in Productions

Varndean College

Admission Policy Full Time 16 – 19 Students

	Certificate or Award	<ul style="list-style-type: none"> (If taken) Grade B in GCSE Drama
Philosophy	AS	<ul style="list-style-type: none"> Grade C in GCSE English
Photography	AS	<ul style="list-style-type: none"> (If taken) Grade B in GCSE Photography OR Evidence of commitment to or aptitude for photography
Psychology	GCSE	<ul style="list-style-type: none"> Grade Cs in GCSE Maths and GCSE English
Physics	AS	<ul style="list-style-type: none"> Grade C_s (higher tier) in GCSE Physics and another science GCSE OR Grade C in Core Science AND C in Additional Science (higher tiers) B grades preferred (Note: Applied Science is not accepted) <p>PLUS</p> <ul style="list-style-type: none"> Grade B in GCSE Maths and C in GCSE English(or equivalent) (Students not taking AS level Maths will be provided with additional Maths support).
Physical Education	AS	<ul style="list-style-type: none"> Grade C in Core Science preferred
Politics	AS	<ul style="list-style-type: none"> Grade C in GCSE English
Science In Society	AS only	<ul style="list-style-type: none"> Grade C in Core Science PLUS ONE of the following: <ul style="list-style-type: none"> C in Additional Science C in any single Science Grade C in English
Core Science	GCSE	<ul style="list-style-type: none"> Grade D/E in GCSE Science
Additional Science	GCSE	<ul style="list-style-type: none"> Grade D in GCSE Maths Grade D in GCSE English (is preferred) Grade D in GCSE Science if studied alongside Core Science or Grade C in GCSE Science if studied alone
Sociology	AS	<ul style="list-style-type: none"> Grade C in GCSE English
World Development	AS	<ul style="list-style-type: none"> Grade C in GCSE English

Old version – don't use

Appendix 2

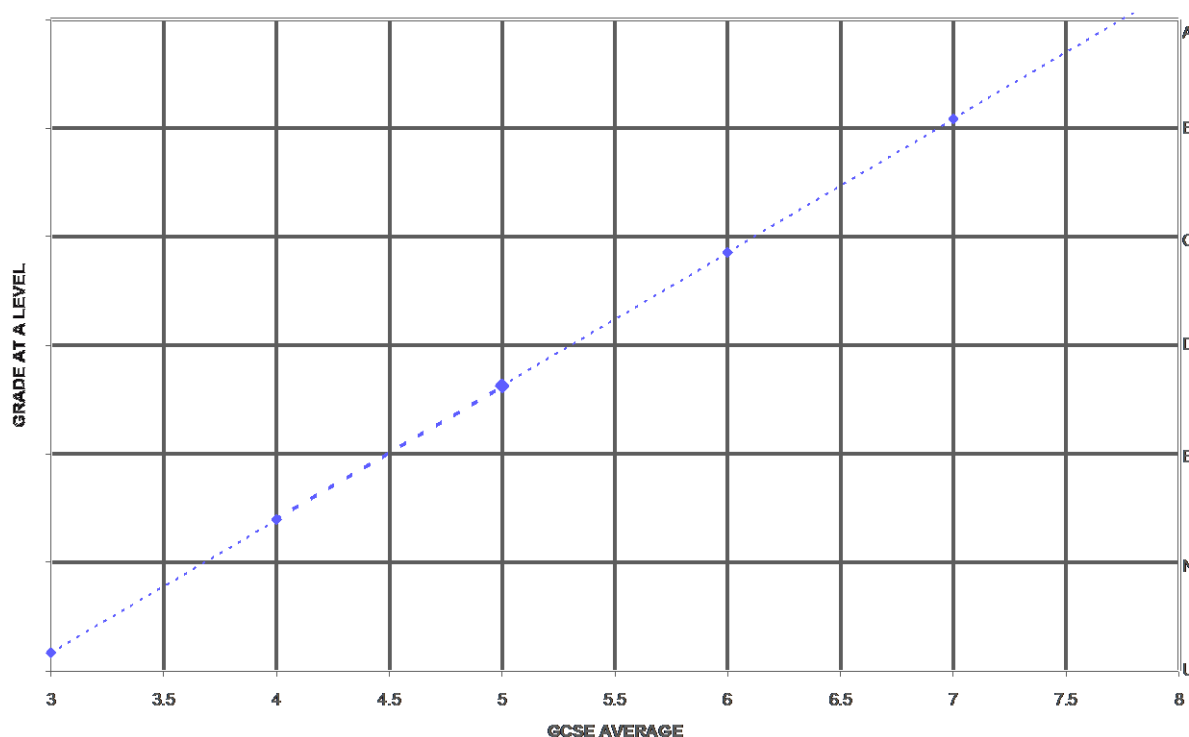
VALUE-ADDED GRAPHS

Each year the college participates in the A Level Information Service (ALIS) which measures the value-added by students. Amongst other analyses, this service compares, for each subject, how students perform at A level with their GCSE average (A*=8, A=7, B=6, C=5, D=4, E=3, F=2, G=1, U=0). This analysis gives rise to a graph which we can use as a target grade for AS and A2 courses.

Example Graph

The target grade is found by finding the GCSE average on the horizontal axis and then moving to the diagonal line. A reading on the vertical axis gives the target grade. This is based on GCSE average only but ALIS have found, over 10 years with 100,000 students that this is the best predictor.

SUBJECT (Illustration only)



In the example above, a student with an average of 5.00 from GCSE results would have a target grade between E and D,

whereas a student with an average of less than 4.5 would be likely to fail the course. Pass grades at A level are A, B, C, D and E; fail grades are N and U.

There is an individual line for the vast majority of subjects available at Varndean College.

Varndean College

Admission Policy Full Time 16 – 19 Students

Appendix 3

Admissions Criteria for 16-19 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
- 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 the City
2. Looked After Young People in the City
3. Other young people resident in the City
4. Students currently attending other 11 – 16 schools.
5. Space on specific courses

AC2: For waiting list reviews in April and May

1. Space on specific courses
2. Looked After Young People in the City
3. Refugees moving into the City
4. Other young people moving into the city
5. Date on which the application was received by the College.
6. Students currently attending 11-16 schools in the City
7. Other young people resident in the City
8. Students currently attending other 11 – 16 schools

AC3: For waiting list reviews in June and September

1. Space on specific courses
2. Looked After Young People in the City
3. Refugees moving into the City
4. Other young people moving into the city
5. Date on which the application was received by the College.
6. Students currently attending 11-16 schools in the City
7. Other young people resident in the City
8. Students currently attending other 11 – 16 schools.

Varndean College

Admission Policy Full Time 16 – 19 Students

Appendix 4

Varndean College Procedures for Fee Paying Students

1 International Students

- evidence of your status is required before we can offer a place
- evidence of your entitlement to full fee remission is required before the start of the course.
- a deposit of 10% is required before a place can be offered
- Full fees are payable before you start the course
- In exceptional cases we may agree to staged payments. This must be agreed with our finance office before you start your course. If you do not meet the deadlines for the staged payments this facility will be withdrawn and you may be asked to leave the course unless we receive full payment from you.

Appendix 5

Equality Impact Assessment Form

Part I: Initial Screening

1. Persons responsible for this assessment:

Name: Jill Sawyer	Date of Assessment:
Team: SLT	13.05.09
Directorate:	

2. Policy: Admissions 16-19

Existing The policy is unchanged this year
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3. If new briefly describe its purpose

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4. Could a particular group be affected differently in either a negative or positive way by the changes you are making to or the introduction of this policy, course, service, procedure?

	Positive	Negative	Neutral	Evidence
Age			x	Although priority for places is given to 16-19 applicants in the first instance, those 19-25 year olds without a full level 2 qualification are given equal priority from April.
Disability	x			The policy allows the College to make reasonable adjustments to the expectation to study a minimum of 4 courses

Varndean College

Admission Policy Full Time 16 – 19 Students

Gender including Transgender			x	
Race			x	
Religion or Belief			x	
Sexual Orientation			x	
Other groups	x			The College takes into account special circumstances when determining the size of a full time course. Looked after young people are given top priority once a waiting list is in place

5. If you have identified a negative impact in Question 8 complete Question

Should the policy, course, service, procedure proceed to a full Equality Impact Assessment?		No
If the answer is no please give reasons for this decision	<ul style="list-style-type: none"> • The policy is neutral, but allows for reasonable adjustments to be made. • Looked after children are given highest priority for places after the deadline 	
Date by which full Equality Impact Assessment is to be completed	Date:	

Declaration

We are satisfied that this initial screening indicates that and a full Equality Impact Assessment is / is not required.

Varndean College

Admission Policy Full Time 16 – 19 Students

Completed by: Jill Sawyer

Date: 13.05.09

Countersigned by CMT member

Date:

Date for Review:

May 2010