

Southbank University Sixth Form

SBU6 Admissions Policy

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Corporation committee with policy oversight	Standards Committee
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Forms part of staff terms and conditions	Yes / No
For publication on Sout Bank University Sixth Form website	Yes / No
For publication on staff policies sharepoint	Yes / No
Requires documented evidence of staff having read and understood this policy	Yes -/ No

1. Introduction

1.1. The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

1.2. Funding is extended to those who are aged 18 or under on 31 August immediately before the teaching year starts. Applications are therefore only accepted from applicants who are eligible for funding.

2. The Application

2.1. Applications should be made online using the Online Application system which is available via the Sixth Form website [South Bank University Sixth Form](#)

2.2. The online application form must be completed and submitted to be considered.

2.3. Applicants requiring advice or support when completing an online application can contact the admissions office by email info@sbusixth.ac.uk or telephone 020 7738 6115.

2.4. Applications are encouraged from looked after young people/children (LAC).

3. Admission Interviews

3.1. Applicants will be invited to interview if the following requirements are met:

3.1.1. Full completion of an online application form.

3.1.2. Fulfilment of the entry & residency requirements for the Sixth Form.

3.2. Applicants who meet these requirements will be invited to an interview. The written notification of the appointment will be sent by letter and/or email and a reminder sent by text.

3.3. Applicants unable to attend the appointment should notify the us as soon as they know they cannot attend and prior to the day of the appointment date wherever possible. Three appointments will be offered, after which, the application may be rejected.

3.4. A parent, guardian or adult sibling is welcome to accompany the applicant to the interview.

3.5. Applicants will be notified of the outcome of their application in writing at the end of their interview.

3.6. There is a specialist admissions procedure for students who identify themselves on the application form as having a learning difficulty/disability or a physical disability. These students are offered special arrangements for their interview where required. For students with specific learning needs a specialist teacher will conduct the interview during which students will be invited to identify and discuss their support needs.

4. Offers

4.1. A conditional offer of a place will be made if the applicant meets the minimum general entry requirements.

4.2. The offer of a place is conditional on the following:

4.2.1. Meeting the entry requirements for the applicant's chosen course(s). Where entry requirements are not met, an alternative course will be offered if spaces are available.

4.3. Applicants with additional learning needs or an Education Health Care Plan (EHCP) will have their application reviewed by the Inclusive Learning Support Team to ensure we are able to meet their educational needs.

5. Deferred offers

5.1. Where an applicant does not meet the general entry requirements:

5.1.1. The application will be reviewed by a member of the senior management team and the application may be referred to another provider in the group.

5.1.2. Where it is decided the requirement falls marginally below what is deemed satisfactory, the application may be put on hold and a reference requested towards the end of the academic year.

6. Unsuccessful Applications

6.1. Applicants will be informed by post if their application is unsuccessful as a consequence of an unsatisfactory interview.

6.2. SBU6 will inform the relevant local authority where support needs cannot be met for those applicants with an Education Health Care Plan.

6.3. Applicants who wish to appeal the decision can do so by submitting a letter of appeal by email to info@sbusixth.ac.uk

7. Enrolment

7.1. Prospective students holding a conditional offer will be invited to attend a nominated enrolment session during the weeks following GCSE results. Exam results (qualifications), age and residency documentation will be verified and entered on the SBU6 management information system.

7.2 Students will be provisionally enrolled to their chosen course/subject where:

7.2.1. Entry and residency requirements for SBU6 and programme of study are met.

7.2.2. Satisfactory attendance at enrolment and production/verification of all required documentation.

7.2.4. The course applied for continues to be offered.

7.3 We do not guarantee a place for students who miss their enrolment date or fail to meet the conditions of the offer of a place. If the student is unavoidably away during enrolment, they must notify us in advance.

7.4. A prospective student who does not meet the entry requirements of their chosen course(s) will be counselled by academic or admissions staff and, subject to availability of space, may either be offered an alternative course of study or given appropriate advice.

8. Reservations

8.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required, and this may affect the decision on whether to offer a place. We reserves the right to:

8.1.1. Request references and/or school reports for applicants.

8.1.2. Require DBS checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer.

8.1.3. Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an interview with the relevant Sixth Form manager to assess the applicant's suitability to study and taking account of its duty of care to all students and staff.

8.1.4. Review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, we will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place.

8.1.5. Review and refuse admission to an applicant/learner who does not disclose criminal convictions at the point of enrolment.

8.1.6. Require that learners are funded by a government body

8.1.7 Cancel any unconditional and conditional offers at any time during the admissions and enrolment period. SBU6 also has the right to withdraw a place on a Study Programme during the funding confirmation period, at which point learners will be sign-posted to alternative internal or external opportunities as appropriate.

8.1.8 Alter or withdraw any course owing to circumstances including (but not limited to) industrial action, change in SBU6 circumstances, withdrawal of funding and lack of demand.

9. Entry Criteria

9.1 SBU6 publishes on its website, entry criteria for all its courses. Entry criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the ability to achieve and succeed on their chosen course. In some cases, entry criteria may relate to a specific requirement for the profession into which the applicant wishes to progress.

9.2 Exceptions to the stated criteria may be made for applicants who are identified as being home schooled or Not in Employment, Education or Training (NEET). In these instances, assessment of core competencies displayed at interview will be used.

9.3 SBU6 may also, where relevant, accredit prior learning either in the workplace or in education or qualifications achieved outside of the UK (original certificates checked through NARIC). These decisions will be made on an individual basis and are subject to approval by the senior management team.