

Admissions Policy for 2022-23			
Current Status	Operational	Last Review:	July 2021
Responsibility for Review:	Group Head of Progression	Next Review:	July 2023
Internal Approval:	SLT	Originated:	September 2018

1. Introductory statement

- 1.1. Abbeygate Sixth Form College (the college) is an academy free school established by Suffolk Academies Trust and a collaboration of local schools. Based in the heart of Bury St Edmunds, the college offers A-levels to young people from across West Suffolk, South Norfolk and Cambridgeshire.

2. General statement on Admissions

- 2.1 The College is committed to dealing with all potential students' applications fairly and efficiently. Clear information regarding application, interview and enrolment will be made available to applicants on the College website.

The College will make every effort to:

Handle all applications and admissions in accordance with current legislations and the College's Equality and Diversity Policy and Disability Access Policy

Request and store only information that complies fully with current legislation and with the requirements of the GDPR policy

3. Capacity

- 3.1. The college will have a total capacity of 1750 places for students in the age range 16-19.

4. Minimum study programme

- 4.1. All students applying to Abbeygate Sixth Form College will be applying for a full-time place and must select to study no less than 3 A-level subjects. All students will be expected to enrol on a programme of study comprising a minimum of 540 planned learning hours per year¹.

¹ Minimum learning hours will be considered on a case by case basis for students with a diagnosed medical condition or additional learning need. Additional support will be provided for students with EHCPs.

5. Minimum Entry Requirements

- 5.1. All students applying to Abbeygate Sixth Form College will need to have achieved the entry criteria for their selected programme of study as published in the College prospectus and on the College website².
- 5.2. A minimum of 5 GCSEs grades 4-9 are required to enrol on an A Level study programme. Individual subject entry criteria is available on the website and in the prospectus. Students studying STEM study programmes are required to achieve a minimum of a grade 6 in the chosen STEM subject/s and an average of 5.5 overall.
- 5.3. Students who have not achieved at least a GCSE grade 4 in either English and/or Maths will be required to study these GCSEs, or appropriate alternative, alongside their other subjects.
- 5.4. Abbeygate Sixth Form College works in close collaboration with a number of schools and colleges. If you do not meet the minimum entry requirements, we can help you consider other study options.
- 5.5. Applications from students who have not lived in the UK for the three years preceding the start of the programme will be referred to the Admissions Team to confirm eligibility.

6. Applying for places

- 6.1. Abbeygate Sixth Form College encourages students to make an early application, however applications will be accepted throughout the academic year and late applications will be considered.
- 6.2. All applicants will be invited to a 1-1 interview with a member of the curriculum team whereby they will have the opportunity to discuss their choices in more detail, look at their predicted grades and identify any support needs to ensure these can be put in place ready for the start of term. Interviews are held regularly throughout the year and dates are agreed in advance and published on the College website.
- 6.3. The applicant will be notified of the outcome of this interview via their application portal,, this will be confirmed at enrolment once the final GCSE results have been achieved. Changes to the study programme can be made during enrolment and within the first four weeks of the academic year.
- 6.4. Whilst it is expected that all courses published in the prospectus will run, it is occasionally necessary to cancel courses, for example, due to a lack of student interest. If this should happen, applicants will be notified as soon as possible.

7. Oversubscription criteria

- 7.1. Any student with an Education and Health and Care Plan (EHCP) naming the college and having met the entry criteria will be admitted. If demand for places

² Courses may require particular GCSE or other suitable qualifications at a specific level of attainment. Details of the entry requirements for particular programmes of study and individual courses are outlined in the prospectus.

is greater than the number Abbeygate Sixth Form College has published, places will be allocated in the following order of priority:

- a) Students who are looked after children³ and students who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- b) Other students based on their proximity to the college.

8. The tie-breaks which will be used when any students are tied for the last available place.

- 8.1. Should the college become oversubscribed, a decision to offer places will be based on distance. Priority will be given to the applicants who live nearest to Abbeygate Sixth Form College as measured by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.
- 8.2. In the unlikely event that two applicants competing for a single place at the college live the same distance from the college, the place will be offered to one applicant on the basis of lots drawn by an individual not employed by Abbeygate Sixth Form College and not involved with admissions.

9. Appeals

- 9.1. The decision to admit a student to the College will be based on published admissions criteria.
- 9.2. Any applicant refused a place will be offered a right of appeal to a committee of the academy trust operating the college. The panel will consider the students case and decide whether to uphold the appeal. Anyone wishing to appeal should contact the Principal of Abbeygate Sixth Form College.
- 9.3. Appeals must be submitted within 10 days of a place being refused and will be heard within 10 days.

10. Review

- 10.1. This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September (i.e. the policy for 2022 will be published in September 2021). The policy will remain on the website throughout the college year.

³ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

11. Complaints

11.1. If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the ESFA at Academy.QUESTIONS@education.gsi.gov.uk, though you should first raise any concerns with the college via Suffolk Academies Trust, C/O West Suffolk College, Out Risbygate, Bury St Edmunds, Suffolk IP33 3RL.

Revision History – Admission Policy

Revision date	Reason for revision	Section	Changes made
Sept 2020	SAT review	rubric	Title change of person responsible for review
July 2021	Annual Review	Rubric	Responsibility Change
		Section 2	Added to include general statement on Admissions
		3.1	Renumbered (Previously 2.1)