

Abbeygate Sixth Form College student admission arrangements for 2019

Introductory statement

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.

Capacity

The college will have a total capacity of 1700 places for students in the age range 16-19.

For the academic year 2019-20, the maximum number of places the college will offer to applicants joining Year 12 is 700. This will rise to 850 in 2020-21.

Minimum study programme

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.

Minimum Entry Requirements

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 prospectus².

A minimum of 5 grades 4-9 GCSEs are required to enrol on a level 3 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 subjects.

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.
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.

Students who have not achieved at least a GCSE grade 4 in both English and Maths will be required to study these GCSEs, or appropriate alternative, alongside their other subjects.

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.

Applying for places

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.

Students will be invited to a progression interview with a member of the admissions team where applicants will be given advice and guidance on the study programme available to them, based on their predicted grades and positive reference from their school or College. From this interview, a provisional offer may be made to the applicant, 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 two weeks of the academic year.

Students who are unable to attend the meeting in person will be offered alternative dates. Where students cannot attend for reasons of distance or incapacity, a telephone or Skype conversation will be offered.

Term dates will be published in advance of the start of the academic year.

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.

Oversubscription criteria

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

1. 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.
2. Other students based on their proximity to the college.

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).

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

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.

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.

Appeals

The decision to admit a student to the College will be based on published admissions criteria. 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 S case and decide whether to uphold the appeal. Anyone wishing to appeal should contact the Principal of Abbeygate Sixth Form College.

Appeals must be submitted within 10 days of a place being refused and will be heard within 10 days.

Review

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 2020 will be published in September 2019). The policy will remain on the website throughout the college year.

Complaints

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.