

## **BIRKENHEAD SIXTH FORM COLLEGE**

### **ADMISSIONS POLICY FOR FULL-TIME STUDENTS**

#### **AIMS**

- To recruit sufficient students to meet the target number.
- To guide each student on to the most appropriate course for his or her individual needs.
- To ensure a smooth transition into the College for each individual student.

#### **OBJECTIVES**

- To provide information to prospective students, to enable them to make informed choices.
- To offer the opportunity to prospective students and their parents to visit the College, talk to staff and students.
- To offer impartial guidance to students about the entry requirements, progression opportunities and other implications of their choice of course.
- To encourage students in the Partner High Schools to consider carefully their options post 16 and in particular the opportunities available to them at Birkenhead Sixth Form College.
- To make reasonable adjustments to ensure that students with learning difficulties and/or disabilities are able to access Birkenhead Sixth Form College.
- To provide a planned induction programme for new students.
- To manage the admissions process to achieve the College's target number of students.
- To ensure that all documentation and practice complies with the college's Single Equality Scheme and Equal Opportunities policy and the Disability Discrimination Act (part 4).

#### **CRITERIA FOR ADMISSIONS**

##### **General Criteria**

- Students must have a satisfactory record of effort, attendance, punctuality and conduct
- The College must have a suitable programme of study for the individual applicant.

##### **Partner High School Applicants**

The College serves as the sixth form for the 11-16 Partner High Schools in Birkenhead:

Prenton High School  
Ridgeway High School  
The Birkenhead Park School  
Woodchurch High School

Pupils who apply from these schools are guaranteed a place at the College, subject only to the conditions listed under general criteria.

### **Applicants from Other Schools / Colleges**

These are considered subject to:

- The general criteria as above.
- The target number of students which has been set for that year.

### **Arrangements for students with learning difficulties and/or disabilities**

Taster sessions in the subject of their choice are available for students with learning difficulties and/or disabilities to ease their transition from school to college. Students with learning difficulties and/or disabilities will have an individual learning programme that is achievable for them. This may mean they take fewer subjects or may take longer to complete their course.

### **APPEALS PROCEDURE**

The decision to offer a place is taken by the Deputy Principal (Student Services). If an applicant wishes to appeal with regard to any decision he / she is advised to make the case in writing to the Principal who will consider and rule on the matter.