

BHASVIC

ADMISSIONS POLICY

For entry in September 2024 only

Last Updated: JULY 2023

Review Date: ANNUAL





ADMISSIONS POLICY September 2025 Entry

1. POLICY STATEMENT

- 1.1. Brighton Hove & Sussex Sixth Form College (BHASVIC) is a state funded sixth form college which is governed by an independent corporation. The Corporation sets its own policies and is solely responsible for admission of students to the college.
- 1.2. BHASVIC welcomes applications from students irrespective of their race, ethnic or national origin, religion, belief or lack of religion/belief, disability, family responsibility, gender, sexual orientation or transsexual status, marital or civil partnership status.

2. SCOPE

- 2.1. This policy applies to all:
 - 2.1.1. State funded 16 to 18-year-old students who are applying for a full-time, daytime, two-year Programme of Study. In this policy, such applicants are referred to as 'mainstream' applicants or students.
 - 2.1.2. State funded 15 to 24-year-old students with a current Education and Health Care Plan, or 15 to 24-year-old young people who intend to or are in the process of applying for an EHCP.
 - 2.1.3. State funded English for speakers of other languages. In this policy such applicants are referred to as 'ESOL' applicants or students.
 - 2.1.4. BHASVIC students already studying at the college who aim to continue into their second or further years of study (see section 5).
- 2.2. The college is a 16-18 education provider and normally only enrolls students who are 16 or 17 years of age on 1st September of the year in which their programme of study commences. The college does not normally enrol students who are 18 years of age or older and will only consider applications in the following circumstances:
 - 2.2.1. 18-year-old applicants enrolling on an ESOL course, if the college continues to have space, having enrolled all 16 to 17 applicants to ESOL courses. 19-year-olds will not be considered for enrolment.
 - 2.2.2. Students with an Education, Health and Care Plan which would be in place by the time they would start at the college and which would last for the full duration of their on their Study Programme, who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date. BHASVIC must be recorded as the named college on the plan.
 - 2.2.3. 18-year-old students who have experienced significant extenuating circumstances or disadvantage and who will not already have gained Level 3 qualification(s) equivalent to two or more A levels by the enrolment date. 19-year-olds will not be considered for enrolment.

In all cases, a college senior manager will make a professional judgement and verifiable evidence will need to be provided by the end of February following the December application priority date.

- 2.3. This policy does not apply to the following and such applicants should contact the College directly or follow procedures on the college's website:

- 2.3.1. students who are taking evening language courses at the college.
- 2.3.2. Non-state funded English for speakers of other languages.
- 2.4. For information on Programmes of Study, subjects, courses and qualifications available at BHASVIC, along with relevant entry requirements, please refer to the Admissions section of the college's website or our prospectus. Please be aware that the printed prospectus will not be as up to date as the website.

3. MAKING AN APPLICATION

- 3.1. The BHASVIC online application form is available through the college's website. Applications are made by completing an online application form.
 - 3.1.1. The college will only consider offers of places to students who have made an application, and those who meet our application priority date of the first Friday in December will be priority applicants.
 - 3.1.2. Applicants who miss this priority date will be non-priority and, as the college is regularly oversubscribed, missing the priority date risks the college not being able to offer a place.
 - 3.1.3. Students who have a current EHCP and BHASVIC as their named place of study do not need to meet the application priority date and their EHCP will effectively be the means by which they apply to the college. However, it will make matters administratively simpler for the college if such students do complete the online application form and notify the Admissions Department of their EHCP within the application form.
 - 3.1.4. Students who do not have a current EHCP and are in the process of applying for an EHCP are strongly advised to follow the processes set out in this Admissions Policy, including meeting our priority date, so as not to risk their offer of a place at BHASVIC. If the application for an EHCP is unsuccessful and the student had not applied to the college by our application priority date of the first Friday in December, they will be a non-priority applicant and there would be significant risk that they would not be offered a place at the college.
- 3.2. Full details of the application procedure are given in the Guidelines that accompany the application form and are also available from the college's website.
- 3.3. Prospective applicants are advised to read the college's prospectus (either in printed form or on the College's website).
- 3.4. BHASVIC provides pre-enrolment information, advice and guidance to help students choose appropriate subjects. This includes Taster Days for Year 10 students; Open Evenings; a pre-enrolment interview; school talks; a 'Moving On Day'; a post-GCSE results advisory service and an enrolment interview.
- 3.5. Applications should be made with consideration to the College's Entry Requirements for Programmes of Study and for individual courses and subjects. Meeting the college's entry requirements also applies to students with an EHCP.
- 3.6. The College will only accept applications for full-time Programmes of Study and students studying at the college agree a contract to remain on a full time Programme of Study throughout their time at the college. Reasonable adjustments to this requirement can be agreed for students with an EHCP, to best suit their particular needs and future success.
- 3.7. BHASVIC operates a common application process with Varndean College and Brighton Metropolitan College, as part of the college's ACCORD. All applicants should complete only one application form for BHASVIC or Varndean College. If an applicant has submitted to both colleges, the application will be suspended until it is ascertained which college the student wishes to apply to.
- 3.8. The College will annually determine the total number of places available for new admissions.
- 3.9. Priority for places will be given to mainstream and 16 to 17-year-old ESOL students whose applications are received by the first Friday in December; the college's Application priority date. Such applicants are referred to as 'Priority Applicants'. The application priority date is published in the college's prospectus, on the college's website and at all key events and in promotional materials.
- 3.10. The college will continue to accept applications after the Application priority date. Such applicants are categorised as 'non-priority'. The Admissions Department will record the date on which the application was received, but these applications are likely to join the college's applicant waiting list and applicants are not guaranteed an interview or offer of a place at BHASVIC; they are therefore advised to have a firm alternative place to study for September.

- 3.11. Applicants will receive confirmation of their completed application via email. The online application system will also record the time and date of submission with the college admissions team.

ESOL Provision

- 3.12. The college offers ESOL courses in English. The Full-Time Study Programme also includes courses in Maths, Business and Information Technology (EIT), alongside enrichment and skills-building courses. This provision is specifically for asylum seekers, refugees and members of the local community whose first language is not English.
- 3.13. ESOL application forms are available from the college's website > Courses > [ESOL](#).

Special Education Needs, Additional Learning Support and Disability

- 3.17. BHASVIC welcomes applications from students who may require additional support and endeavours to ensure that information and guidance is in an accessible form.
- 3.18. Applicants should ensure that they have completed the relevant section in the application form regarding any additional support needs, so that an appointment can be made with an appropriate member of staff to explore these needs with the applicant.
- 3.19. All relevant supporting documentation (eg medical reports, EHC Plans, school information, etc.) should be forwarded to the Admissions Department (admissions@bhasvic.ac.uk) as soon as this is available, giving the applicant's name and any other contextual information that will be important. If the applicant is invited to interview, it is important to send this information in advance, to enable us to be support the applicant.
- 3.20. To comply with statutory regulations, students with specific Access Arrangements for examinations will need to re-apply for these on transfer to the college. Relevant evidence must be up to date (within the previous 12 months) and provided at interview.
- 3.21. Where applicants require additional support due to disability or special educational, health or care needs, the college will assess the additional support needs and consider the best endeavours to meet these needs. The applicant, parents or carers and other partners supporting the applicant will be consulted about the reasonable adjustments that can be made to meet the applicant's specific needs.
- 3.22. The level of support available is defined by the limits of the College's resources and not by what it takes to enable a particular student to study at the college and succeed. There may be cases where it is not in the educational interests of the student to study at BHASVIC. 'Educational interests' includes everything to do with the student's educational development and needs but, centrally their likely success in their studies. The sole arbiters of 'educational interests' are the relevant college staff. In making judgements about educational interests, college staff will always be guided, but not determined in their judgement, by all other relevant parties' advice (for example, the student's assessment of their circumstances and what they would like, parent or carers views, medical evidence, statements of need, education, health and care plans, etc.).
- 3.23. Students with an EHCP in place and BHASVIC as their named institution should refer to the college's SEND policy and the guidelines and procedures of their Local Authority, as well as this policy.

4. OFFERS OF PLACES

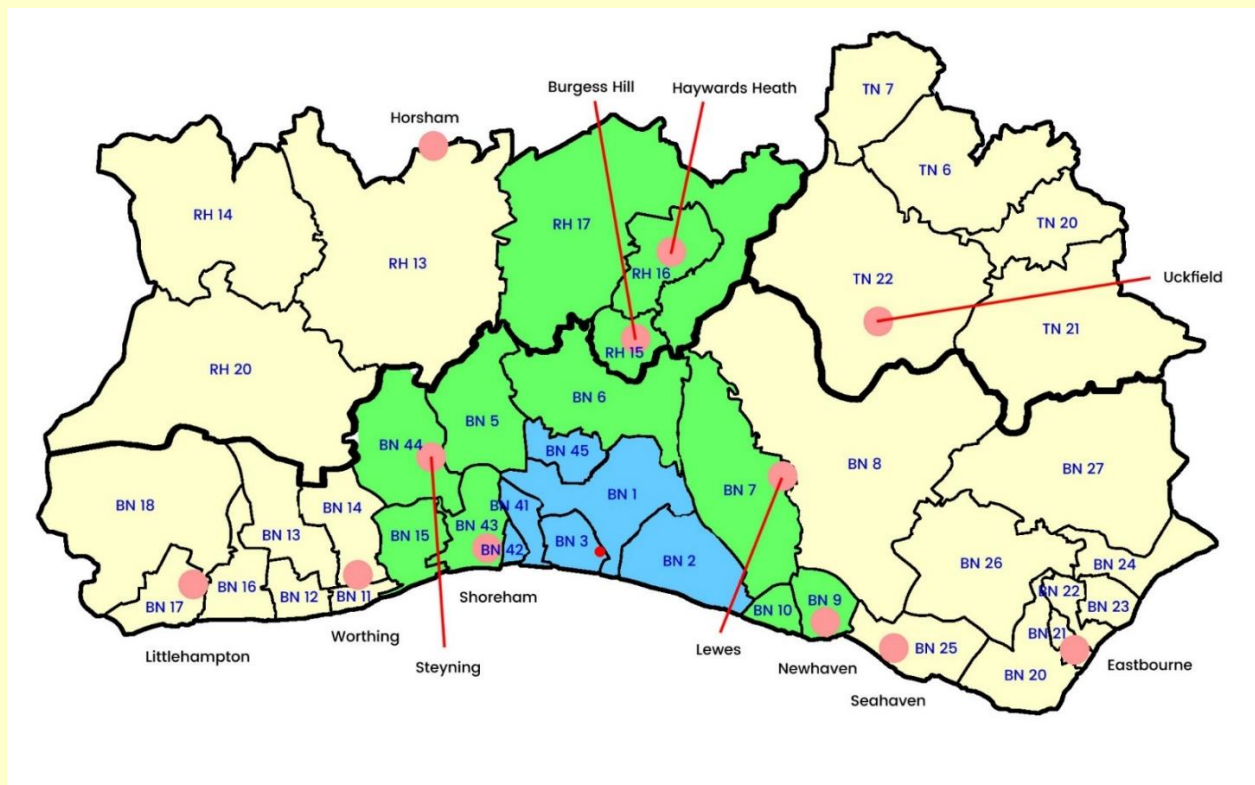
- 4.1. Subject to availability of places, BHASVIC will offer a place to students who meet the following general conditions for admission. These conditions apply to all applicants, regardless of their circumstances:
- 4.1.1. to have the ability to cope with and benefit from one of the Programmes of Study that the College offers;
 - 4.1.2. to have met the entry requirements for both their Programme of Study and the courses they have chosen. Predicted grades from the applicant's school will be used to make offers and the college will not make an offer for a course or programme of study where predicted grades are not at (or higher than) the minimum entry requirements;
 - 4.1.3. to have chosen courses which the college will be delivering;
 - 4.1.4. to have demonstrated an understanding of and interest in courses chosen and agreed at interview;

- 4.1.5. to demonstrate (through references, reports and attendance data from their current or previous school) a willingness to adopt a positive attitude to learning;
 - 4.1.6. to have met targets or conditions laid out in any relevant action plan set at interview.
 - 4.1.7. **EHCPs only** - for applicants who have a current or pending EHCP, or applicants who seek an EHCP after an offer has been made: Offers of places are subject to the college, health, social and local authority services being able to meet the applicant's needs whilst studying at BHASVIC, and any relevant additional funding and reasonable adjustments to have been assured. The consultation process with the Local Authority overrides the college's own admissions processes. For example, if an offer of a place at BHASVIC has been made through the routine admissions process, but subsequently the college has determined that it cannot accept an applicant through the EHCP consultation process, the EHCP decision supersedes the normal college admissions processes and decision. Special Consideration processes may also apply to an applicant with an EHCP (see section above).
- 4.2. If given an offer of a place at the college following interview, applicants must accept or decline their place at the college within the timeframe given in the offer.
 - 4.3. Applicants who have not responded to their initial offer within the timeframe given will have the offer of the place withdrawn. If, at a later stage, the offer is accepted, the applicant will no longer be a Priority Applicant and will be placed on the college's applicant waiting list.
 - 4.4. Applicants are asked to withdraw, by notifying admissions, if they no longer wish to take up their place in September.
 - 4.5. Applicants who may not achieve the entry requirements for their chosen programme of study and subjects or who are placed on the college's applicant waiting list are strongly advised to have a back-up place of study at another provider.
 - 4.6. **Action Plans:** In certain cases, the college interview team may not immediately offer a place to an applicant who *maybe* suitable to study the level 3 courses we offer. An applicant's school report, reference, attendance record and any other available information will be used to assess whether an offer can be made. If the interview does not have enough information to make a reasonable assessment, an offer will not be made until further information is provided, usually by the applicant's school and on headed paper or from a verifiable school email address. If the interviewer is uncertain whether an applicant has the required attitude to learning, study skills, organisation and/or ability to attend lessons punctually, consistently and regularly, they may set up an Action Plan instead of immediately making an offer of a place. An Action Plan will provide very clear actions that the applicant is required to carry out; there will be a clear timeframe for these to be completed and for evidence to be provided from the applicant's school – frequently a current attendance record, updated reference from Head of Year or new written reports from specific subject teachers. These must be provided on school headed paper or emailed from an appropriate school email address. All instructions will be provided within the Action Plan. Once the outcome of an Action Plan is received by the Admissions Team, a Senior Manager will assess progress and make a decision as to whether to offer a place or not. In all cases, the college very much hopes the applicant has overcome and improved on any concerns evident at interview and is able to offer a place. If evidence is not provided at the right time the application will be withdrawn. In rare cases, the interviewer may not make any offer of a place or set up an Action Plan with the applicant – such instances are always reviewed by a Senior Manager.
 - 4.7. **Absence from school due to ill-health or other extenuating circumstances:** due to the nature of the courses offered and the methods of teaching and learning and resources available to the college, we will not be able to retain a student on roll who is unable to attend lessons regularly and consistently. Where an applicant is currently or has recently experienced ill-health or other chronic or acute factors which have led to them not being able to regularly attend school, the college will require, as a condition of enrolment, an assessment from a suitable professional which indicates that they will be able to attend college fully from September. Such an assessment is usually required between June and enrolment and will be agreed as part of the interview and outlined in an offer email. The applicant will be put in contact with one of the college's Guidance Managers, who will support the applicant and liaise with them, the family and relevant professionals prior to enrolment.

Interviews and Offers of Places if Oversubscribed

4.8. If the number of places available at the college is fewer than the number of 'priority applicants' who are likely to enrol, allocation of interviews and/ or offers will be made following the rank order of applicant category listed below:

Applicant Category	Criteria
SC	Applicants who are determined by BHASVIC to have Special Consideration (please see detailed explanation below)
1	Applicants who are living in postcodes BN1, BN2, BN3, BN41, BN42 and BN45 (blue)
2	Applicants who are living in postcodes BN5, BN6, BN7, BN9, BN10, BN15, BN43, BN44, RH15, RH16 and RH17 (green)
3	All other applicants living in Sussex or moving into area (yellow)



- 4.9. Where the cut-off point for the allocation of places falls within one of the applicant categories above, the college will allocate interviews/ make offers to students within that applicant category based upon the availability of spaces in subjects the applicant has put down on their application form.
- 4.10. If more than one student fits the profile of the spaces available, the place will be offered to the student whose name is chosen on a random basis.
- 4.11. Applicants who met the application priority date but who have not received an interview/ offer of a place following the implementation of the above will be placed on a 'priority waiting list'. This list will be reviewed on a regular basis and, if available, interviews or offers of places will be made based upon the availability of spaces in subjects chosen by the applicant.
- 4.12. The college reserves the right to change these criteria, categories and procedures in exceptional circumstances.

Admissions Priorities and Special Consideration

- 4.13. The college considers the following criteria as relevant factors to be considered in exercising discretion for determining applicant category 'SC' (the factors are not listed in any priority order and the applicant's case will be considered on its own merits):
- a) Applicants with an Education and Health Care Plan (EHCP) in place and BHASVIC as their named institution, who meet our entry requirements and for whom we are able to meet their needs, as ascertained through the EHCP process
 - b) Looked After Children, in the care of Brighton and Hove, East or West Sussex Local Authorities
 - c) Care Leavers and previously Looked After Children
 - d) Teenage parents
 - e) Young Carers (for the purposes of this policy, BHASVIC uses the Carers.org definition of Young Carer: A young carer is someone aged 25 and under who cares for a friend or family member who, due to illness, disability, a mental health problem or an addiction, cannot cope without their support)
 - f) Applicants in receipt of Free School Meals in Year 11 (or the 16-19 Bursary if currently studying at college or sixth form)
 - g) Applicants whose sibling is studying at the college or whose sibling completed their studies at the college within two years of the applicant's application priority date (for this purpose, "sibling" means a whole, half or step-sibling or an adopted young person resident at the same address)
 - h) Applicants who are the children of current BHASVIC staff members
 - i) Applicants with other extenuating circumstances deemed by the college to warrant Special Consideration
- 4.14. Furthermore, the College will consider applications from young people in Category 3 postcodes who have made an exceptional contribution to their school or local community (as evidenced via a reference from their Headteacher). The manager responsible for admissions will make a judgement as to the appropriateness of the case and verifiable evidence will need to be provided by the end of February following the December application priority date.
- 4.15. The Senior Leader responsible for admissions will implement and monitor necessary procedures to ensure this Special Consideration policy is followed correctly, consistently and fairly to all applicants and to ensure that the College is compliant with Health & Safety, Child Protection and Equality legislation. The Quality and Curriculum Committee shall receive regular overview reports on the exercise of discretion.

Proof of Address

- 4.16. The address shown on the application form will be taken as the student's home address.
- 4.17. The college will consider an applicant to be living in the relevant postcode category if this is their home address at the application priority date of the first Friday in December and at enrolment the following September. In the event of any uncertainty, the College will require confirmation of the student's normal home address from the student's current school. The college will not accept moving into area or a change of address as an acceptable reason to move to a higher priority category.

Priority for Subject Choices

- 4.18. There are strict limits on places for some subjects.
- 4.19. If a subject is oversubscribed, the college will endeavour to put on additional teaching groups in those subjects. Where this is not possible due to staffing, rooming, resource or financial constraints, priority will be given to students in the following order:
- 4.19.1. Subject requested on application form, received by the Application Priority Date.
 - 4.19.2. Subject requested at interview.
 - 4.19.3. Subject change request by chronological order of priority.

4.19.4. Students who need the qualification for career progression.

4.20. A 'subject waiting list' will operate for students who cannot be given a place on an oversubscribed subject.

4.21. Where a subject is undersubscribed, the college reserves the right to withdraw the subject. In such cases, students will be offered advice on the availability of alternative subjects at the college.

4.22. All decisions are made at the discretion of the Senior Manager responsible for Admissions.

5. ADMISSION FOR CURRENT BHASVIC STUDENTS INTO THEIR NEXT OR FURTHER YEARS OF STUDY AT THE COLLEGE

5.1. Enrolment into the second year of study is dependent on the student meeting conditions for progression. The criterion taken into consideration are:

5.1.1. passing the end of A1 year exams and assessments;

5.1.2. meeting normal college expectations, especially with regard to attendance;

5.1.3. passing any final support plans;

5.1.4. having two A Levels or equivalent to continue with and gain at the end of the Study Programme;

5.1.5. having a full-time Study Programme;

5.1.6. having no outstanding charges or unreturned resources.

5.2. All conditions are outlined to students as part of their first-year tutorial programme. The college will communicate with parents and carers regarding any high risks of, or concerns about not meeting these criteria.

Applications for transfer into the second year of study from another school or college

5.3. BHASVIC does not accept students transferring part way through a year or transferring from another institution into the second year of study – the college only admits into the first year of a two-year study programme.

5.4. For students starting their first year of study who wish to continue with an A-level which they started at school, the college normally does not allow this, for a wide range of educational reasons which can be explained at interview/enrolment. Prospective applicants should contact the Admissions Manager to discuss their individual situation.

Applications for student to restart a year or return for a third year of study

5.5. Normally, BHASVIC does not accept restarts for the first or second year and does not offer a third year of study unless there are severe and exceptional circumstances which have affected a student's progress. Requests must be made to the relevant Guidance Manager by the student and should include documentary evidence of circumstances. The Assistant Principal, Student Support and Experience, will make a decision about the request and the student's Guidance Manager will liaise with the student regarding the outcome.

5.6. Where approval has been given, due to exceptional circumstances, for the restart of a year or study for a third year, evidence will need to be provided that the student is ready and well enough to study fully. This is outlined in the college's Sustainable Study guide. There may be cases where it is not in the educational interests of the student to restart or continue study at BHASVIC. 'Educational interests' includes everything to do with the student's educational development and needs but, centrally their likely success in their studies. The sole arbiters of 'educational interests' are the relevant college staff. In making judgements about educational interests, college staff will always be guided, but not determined in their judgement, by all other relevant parties' advice (for example, the student's assessment of their circumstances and what they would like, parent or carers views, medical evidence, statements of need, education, health and care plans, etc.).

Requests to transfer an application from another post-16 provider to BHASVIC

5.7. Students who have applied to and/or attended an interview at Varndean Sixth Form College will sometimes wish to transfer to BHASVIC and vice-versa. In these circumstances, BHASVIC will only accept a transfer request before February Half Term. Varndean and BHASVIC operate a 'College ACCORD', which is detailed

on the Admissions pages of each college. We operate an Accord and do not accept dual applications or late transfers because each college needs to plan its student numbers and curriculum offer carefully, ensuring we can accommodate places on courses for our priority applicants and offers. A student wishing to transfer their application should:

Before February Half Term:

- a) Contact Varndean College and discuss your reasons for requesting a transfer to BHASVIC with them.
- b) If Varndean College agrees with the transfer, Varndean College should send your application to BHASVIC Admissions.
- c) Our Admissions team will contact you and discuss your application and transfer – at this point, your application will remain with Varndean College.
- d) If our Admissions Team agree to consider the transfer, you will be interviewed. If we offer you a place, at this point your application will transfer from BHASVIC to Varndean. If we do not offer you a place, your application and offer of a place will remain with Varndean College.

After February Half Term:

- a) BHASVIC will not accept a direct transfer. If you wish to request a transfer, BHASVIC will add you to our Non-Priority Waiting List, but you will remain an applicant of Varndean College.
 - b) We strongly advise you **do not** withdraw your place from Varndean College, as we will not be able to guarantee you a place at BHASVIC and you may be without a college place in September (unless you have a back-up place at a third educational institution).
- 5.8. Students who did not apply to BHASVIC by our application priority date of the first Friday in December, and who wish to transfer their application to BHASVIC from another provider that is not Varndean College, do not need to 'transfer' such an application. The student can simply apply to BHASVIC. However, we strongly advise all such students to retain their application/offer with the other provider: as a frequently oversubscribed college, BHASVIC is likely to place late applications on our non-priority waiting list and there is a considerable risk that we will not be able to offer a place at BHASVIC for September.

6. COSTS ASSOCIATED WITH ADMISSION INTO THE COLLEGE

- 6.1. BHASVIC does not charge tuition fees for State Funded students. However, in line with other colleges, students are charged for some other items such as trips and certain materials. **Visual and Performing Arts and Geography have associated charges.**
- 6.2. Information about charges is available on the college website.
- 6.3. Students may be entitled to financial support, depending on their circumstances. Full details are available from the college's website. The Admissions Office can provide guidance and help to find the appropriate information.

7. INTERVIEWS

- 7.1. Once the Priority Application deadline has closed Priority Applicants will be invited in for interview in line with policy outlined at Section 4. Applicants may be invited in for interview at any point during the interview window outlined in 7.2. BHASVIC will aim to offer an interview appointment to all Priority Applicants, but this cannot be guaranteed.
- 7.2. Interviews for prospective students will be held at the college between December and Easter. Prospective students should bring their most recent school report with them, which should include predicted grades, attendance and progress. At interview, subject choices will be discussed but please note that final subjects can only be confirmed at enrolment.
- 7.3. Where an interviewer has any concerns about an applicant's suitability to study at the college, an offer may not be made or an Action Plan may be set which the applicant is responsible for completing.
- 7.4. Students who disclose Special Educational Needs or a Disability will be seen by a member of the college's Additional Learning Support Department and their needs will begin to be assessed.
- 7.5. **Applicants with an EHCP** – normally, the college will follow the EHCP consultation process above the college's own policy and procedures. This means that an applicant may not receive an interview, having

applied to the college, because the EHCP consultation has been rejected. In these circumstances, it may be that the primary point of contact with the applicant is not the college, but someone within the local authority. We will endeavour to ensure we have communicated with the applicant but this is not always possible, due to the point in time and the amount of time allocated to the EHCP consultation process.

8. POST-OFFER PROCEDURES and ENROLMENT

- 8.1. If, **after receiving an offer** and confirming an acceptance of a place, a student wishes to change any of their provisional subjects, they should contact the Admissions Office as soon as possible.
- 8.2. All students who have accepted a place at the college are expected to attend the college's Moving On Day, which is usually held in late June or early July (once GCSE exams have finished). It is important that students attend as they will take part in lessons in their chosen subjects and start the enrolment procedures. Students who do not attend Moving On Day and who do not contact the college about this will have their place withdrawn the day after Moving On Day.
- 8.3. When GCSE results are received, students will need to contact the college if they have not achieved the required grade for a particular subject or Programme of Study. As part of our Post-GCSE results advisory service, students may be required to come into the college for an early enrolment interview so that possible alternatives can be discussed. For students who do not meet the minimum entry standards to take up a place at BHASVIC, the college will provide guidance and signposting to find a suitable course elsewhere, if needed.
- 8.4. All students who have accepted a place at BHASVIC must attend an enrolment interview in late August or early September, at which the enrolment process will be completed. Late enrolments are not normally possible and places on subjects cannot be guaranteed to students who enrol after these days unless by prior arrangement.
- 8.5. At this enrolment interview, students must bring their official examination results slips in order to confirm their Programme of Study and chosen subjects.
- 8.6. Students will only be enrolled at the college if the following conditions have been met:
 - 8.6.1. to have met the entry requirements for both their Study Programme and the courses they have chosen;
 - 8.6.2. to have the ability to cope with and benefit from the Study Programme and the courses that the College can offer at enrolment;
 - 8.6.3. to have a full time Study Programme consisting of courses which the student has demonstrating an understanding of and interest in.
- 8.7. Students who are unable to attend our enrolment day appointment:
 - 8.7.1. We will endeavour to hold places on students' chosen courses but cannot guarantee this and their place will be a lower priority than students who did attend their enrolment interview on our main enrolment days. To guarantee availability for enrolment appointments, please refer to the BHASVIC website calendars and term dates, or the parent/carer calendar section of the website.
 - 8.7.2. If unable to attend the enrolment interview, please contact admissions@bhasvic.ac.uk and the department will arrange a late enrolment interview. These cannot be later than the first few days in September.
- 8.8. **GCSE remarks and enrolment:** The college is not able to hold places on its courses for students who did not gain the necessary GCSE results, even if requesting a remark from the school or exam board. We are not able to accept school recommendations to hold places. We recognise that for students affected in this way, this will be disappointing, but we will provide guidance and support to enrol on an alternative Study Programme. The reasons we are unable to accommodate such request are:
 - 8.8.1. GCSE remarks come at a point which is too late to change course at BHASVIC
 - 8.8.2. We do not have space on courses for students to begin study without having achieved the entry requirements but who have requested a remark.

9. APPEALS

- 9.1. If you wish to appeal against a decision made by the college with respect to the admissions process, please contact the Admissions Manager. You will receive an acknowledgement of your appeal within five working days.
- 9.2. Appeals by students with an EHCP and BHASVIC as the named institution should follow the Local Authority EHCP procedures to make their appeal.
- 9.3. If you would still like to pursue your appeal, having received a response from the Admissions Manager, the Communications Manager, who is responsible for college admissions, will investigate and respond within five working days.
- 9.4. A final appeal can be made to the Principal, whose decision is also final.
- 9.5. Appeals will only be accepted on the grounds that the college has not acted within its policy or procedures.

10. RELATED DOCUMENTS

- Complaints Policy
- Equality and Diversity Policy
- Marketing Policy
- Memorandum of Accord
- SEND Policy
- Student Attendance Policy
- Student Charges Policy
- Student College Contract
- Student Financial Support Policy

11. GLOSSARY

- **18+ students** – see sections 1, 2 & 3
- **Applicant Category** – criteria on which the college prioritises applicants' places at the College when oversubscribed. Criteria is based on postcode; type of school (ie whether the school has a sixth form or not); people moving into the area and care status. See section 4.
- **Applicant Waiting List** – applicants who missed the Application Priority Date or who did not accept their offer of a place within two weeks of receiving the offer email.
- **Application Priority Date** – the first Friday in December.
- **Course** – One subject choice, leading to a qualification (for example, A level Sociology; BTEC Law, Double BTEC Sports Science, GCSE Maths Retake, Extended Project). Some educational institutions, particularly Secondary Schools, refer to Courses as 'Subjects'.
- **EHCP** – Education and Health Care Plan. EHCPs are organised by the Local Authority in which the young person lives.
- **Entry Requirements** - Each Programme of Study and Subject the College offers has entry requirements; please see the Admissions section of the College's website for this information.
- **ESOL** – Courses for students with English as a Second or Other Language. See section 2
- **Full Time** – the College only offers full time Study Programme (see Study Programme in this glossary)
- **Guidance Manager** – a manager responsible for the overall pastoral needs of students, similar to the Head of Year/ Head of House roles in secondary schools.
- **Mainstream applicant** – see section 2

- **Moving On Day** – An important event for all applicants to attend who have accepted a place at the College. Held at the end of June/ beginning of July of the summer term after GCSE exams and before September Enrolment of the first year of study at the College.
- **Non-Priority Waiting List** – applicants who missed our application priority date will be placed on our waiting list if the college is oversubscribed (it usually is each year). See section 4.
- **Priority Applicant** – applicants who applied by the College’s Application Priority Date.
- **Priority Waiting List** – applicants who applied by the priority date but who were not offered a place following the implementation of oversubscription procedures in section 4.
- **Study Programme** – the complete package of subjects/qualifications, tutorial and additional courses a student studies at the College. Study Programme are full-time and normally involve for 3 A Levels or equivalent across two academic years. Each Study Programme the college offers has entry requirements; please see the Admissions section of the College’s website for this information.
- **Subject** – a single qualification and subject area (for example, A Level French or BTEC Double Award in Business Studies). These make up a Study Programme. Subjects are referred to at BHASVIC as Courses (see above).
- **Subject Waiting List** – used for oversubscribed subjects (see section 4)