



Applying for a place at SFX Admissions Policy and Procedures

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

This policy should be understood in the context of the College's commitment to equality and diversity. We aim to ensure that all College practices operate in an inclusive manner.

1. Introduction:

- 1.1. Applications are welcomed from students who wish to continue their education in a Christian environment and who are prepared to support the ethos of the College.
- 1.2. There is a specialist admissions procedure for students who identify themselves on the application form as having a learning difficulty or disability. These students are offered special arrangements for their interview where required. A Learning Support specialist will conduct the interview during which students will be invited to identify their support needs.
- 1.3. All applicants are advised to consult their Personal Tutor, Head of Year or careers staff before applying to SFX.

2. Application Procedure:

- 2.1. Applications should be made online using the College *eApps* system which is available on the College website <https://apply.sfx.ac.uk>
- 2.2. Applicants requiring advice or support when completing an online application can contact the admissions office by email admissions@sfx.ac.uk or telephone, 020 8772 6072.
- 2.3. Applicants will be invited to interview if the following requirements are met:
 - 2.3.1. The application form is submitted by any stated deadline
 - 2.3.2. A satisfactory reference or the contact details of an appropriate and verifiable referee from the applicant's current or most recently attended school. An applicant who has already started / completed year 12 should also name a verifiable referee from that school / college.

- 2.3.3. The details given on the application form show that the applicant meets the entry & residency requirements for the College and programme of study for which they are applying¹.
 - 2.4. Applicants who meet these requirements will be invited to an interview at the College commencing in late November / December. Written notification of the appointment will be sent by letter and / or email and a reminder sent by text.
 - 2.5. Applicants unable to attend the appointment made for them may request a change. A maximum of three changes of appointment will be accommodated.
 - 2.6. Applicants will be notified of the outcome in writing at, or within approximately two working weeks of, the interview (subject to receipt of a satisfactory reference).
 - 2.7. A parent or guardian is welcome to accompany the applicant to the interview.
 - 2.8. Applications are encouraged from looked after young people / children (LAC).
- 3. Offer:**
- 3.1. A conditional offer of a place will be made as the outcome of a satisfactory interview at, or within approximately two working weeks of, the interview if the applicant is following an appropriate course or courses at school and is predicted to achieve grades which meet the general SFX level defined entry requirements and the specific course or level entry requirements as set out in the Prospectus.
 - 3.2. . The offer of a place is conditional on the following:
 - 3.2.1. Confirmation from the school referee² of a satisfactory standard of work, attendance, punctuality and behaviour up to year 11 and, where applicable, year 12.
 - 3.2.2. Support for the choice of course / level of study at SFX by the school referee.
- 4. Enrolment:** Enrolment to SFX is in two stages:
- 4.1. **Enrolment:**
 - 4.1.1. Prospective students holding a conditional offer will be invited to attend a nominated enrolment session during the week following GCSE results. At this session, exam results (qualifications); age and residency documentation will be verified and entered on the College management information system.
 - 4.1.2. Students will be provisionally registered subject to:
 - 4.1.2.1. Meeting the entry and residency requirements for the College and programme of study³.

¹ The College is contracted by its funding body (ESFA) to admit full- time students only. Funding is extended to those who are aged under 19 on 31 August immediately before the teaching year starts.

² Referee as defined in 2.3.2

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- 4.1.2.2. An acceptable reference (3.2.1) from the applicant's current or most recently attended school and satisfactory completion of year 11 and also, where applicable, for year 12.
 - 4.1.2.3. Satisfactory attendance at enrolment and production / verification of all documentation.
 - 4.1.2.4. The course applied for continues to be offered.
 - 4.1.3. The College does 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 on holiday during enrolment s/he must notify the College in advance. It may be possible to nominate a representative to attend and enrol on her / his behalf.
 - 4.1.4. A prospective student who does not meet the conditions of his / her offer 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. Places on Level 1 and 2 courses are usually reserved for students from schools where a partnership arrangement is in place; or where a recommendation was previously made at interview.
- 4.2. Confirmation of registration / Induction:**
- 4.2.1. Places for students who have been provisionally registered will be confirmed at the nominated induction session, subject to course availability.
 - 4.2.2. In the event of a course being over-subscribed, priority will be given to those holding offers in the following order:
 - 4.2.2.1. Attendance at Notre Dame RC Secondary Girls' School, Southwark, SE1 where a partnership arrangement is in place:
 - 4.2.2.2. Level of attainment with respect to published programme level entry requirements.
 - 4.2.2.3. Availability on courses chosen on application form or during interview
 - 4.2.2.4. Date of receipt of application.

This policy will be routinely reviewed annually in June / July to take effect for the following academic year and may be updated at any other time in response to changes in funding conditions or legislation.