

## **Admissions Policy and Procedures**

### Applying for a place at Saint Francis Xavier Sixth Form College

At Saint Francis Xavier Sixth Form College we 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. The College is contracted by its funding body (ESFA) to admit full-time students only. Funding is extended to those who are aged 18 or under on 31 August immediately before the teaching year starts. Applications are therefore only accepted from applicants who are eligible for funding.

#### **2. The Application:**

- 2.1. Applications should be made online using the Saint Francis Xavier Sixth Form College Online Application system which is available via the College website <https://apply.sfx.ac.uk>
- 2.2. The online application form must be completed and submitted to be considered.
- 2.3. Applicants requiring advice or support when completing an online application can contact the admissions office by email [admissions@sfx.ac.uk](mailto:admissions@sfx.ac.uk) or telephone 020 8772 6072.
- 2.4. Applicants must enter the contact details of an appropriate and verifiable referee from the applicant's current or **most recently attended** school/college. An applicant who has already started/ completed Year 12 should also name a verifiable referee from their previous school/ college, if different from their current institution. Additional referee details can be submitted by email to [admissions@sfx.ac.uk](mailto:admissions@sfx.ac.uk).
- 2.5. Applications are encouraged from looked after young people/children (LAC).

#### **3. Admission Interviews:**

- 3.1. Applicants will be invited to interview if the following requirements are met:
  - 3.1.1. Submission of the application form by the stated deadline.
  - 3.1.2. Receipt of a satisfactory reference or, in place of a reference, the contact details of an appropriate and verifiable referee from the applicant's current or most recently attended school/ college.
  - 3.1.3. Fulfilment of the entry & residency requirements for the College.
- 3.2. Applicants who meet these requirements will be invited to an interview at the College. The written notification of the appointment will be sent by letter and/or email and a reminder sent by text.

- 3.3. Applicants unable to attend the appointment should notify the College as soon as they know they cannot attend and prior to the day of the appointment date wherever possible. Three appointments will be offered, after which, the application may be rejected.
- 3.4. A parent, guardian or adult sibling is welcome to accompany the applicant to the interview.
- 3.5. Applicants will be notified of the outcome of their application in writing at the end of their interview, or, in cases where an academic reference has not yet been received or further review is needed, as soon as we can follow the interview (subject to receipt of a satisfactory reference).
- 3.6. There is a specialist admissions procedure for students who identify themselves on the application form as having a learning difficulty or disability or a physical disability. These students are offered special arrangements for their interview where required. For students with specific learning needs a specialist teacher will conduct the interview during which students will be invited to identify and discuss their support needs.

#### **4. Offers:**

- 4.1. A conditional offer of a place will be made if the applicant meets the minimum general entry requirements of a satisfactory academic reference and a satisfactory interview.
- 4.2. The offer of a place at the college is conditional on the following:
  - 4.2.1. Maintaining a satisfactory academic reference for the remainder of the academic year. School referees are asked upon submitting the reference to notify the College of any substantial changes to their reference recommendations.
  - 4.2.2. Meeting the entry requirements for the applicant's chosen course(s). Where entry requirements are not met, an alternative course will be offered if spaces are available (see 7.1.4.).
- 4.3. Applicants with additional learning needs or an Education Health Care Plan (EHCP) will have their application reviewed by the Additional Learning Support Team to ensure the College is able to meet their educational needs.

#### **5. Deferred offers:**

- 5.1. Where an applicant does not meet the general College entry requirements of a satisfactory academic reference and/or satisfactory interview:
  - 5.1.1. The application will be reviewed by a member of the senior management team who will make a decision on the application
  - 5.1.2. Where it is decided the reference falls marginally below what is deemed satisfactory, the application may be put on hold and a second reference requested towards the end of the academic year.

#### **6. Unsuccessful Applications**

- 6.1. Applicants will be informed by post if their application is unsuccessful as a consequence of an unsatisfactory reference and/or interview.
- 6.2. Applicants who wish to appeal the decision can do so by submitting a letter of appeal by email to [admissions@sfx.ac.uk](mailto:admissions@sfx.ac.uk) or by post to Admissions, Saint Francis Xavier Sixth Form College, 10 Malwood Road, London, SW12 8EN.

#### **7. Enrolment:** Enrolment to SFX is in two stages:

##### **7.1. Enrolment:**

- 7.1.1. Prospective students holding a conditional offer will be invited to attend a nominated enrolment session during the weeks following GCSE results. Exam results (qualifications), age and residency documentation will be verified and entered on the College management information system.
- 7.1.2. Students will be provisionally registered to their chosen course/subject where:

- 7.1.2.1. Entry and residency requirements for the College and programme of study are met.
  - 7.1.2.2. An acceptable reference has been provided (4.2.1) from the applicant's current or most recently attended school and there has been the satisfactory completion of Year 11 and also, where applicable, Year 12.
  - 7.1.2.3. Satisfactory attendance at enrolment and production/verification of all required documentation.
  - 7.1.2.4. The course applied for continues to be offered.
  - 7.1.3. 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 during enrolment s/he must notify the College in advance. It may be possible to nominate a representative to attend and enroll on her/his behalf.
  - 7.1.4. A prospective student who does not meet the entry requirements of their chosen course(s) 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.
- 7.2. Confirmation of registration/ Induction:**
- 7.2.1. Places for students who have been provisionally registered will be confirmed at the nominated induction session, subject to course availability.
  - 7.2.2. In the event of a course being over-subscribed, priority will be given to those holding offers in the following order:
    - 7.2.2.1 Attendance at Notre Dame RC Secondary Girls' School, Southwark, SE1 where a partnership arrangement is in place;
    - 7.2.2.2 Level of attainment with respect to published programme level entry requirements.
    - 7.2.2.3 Availability on courses chosen on application form or during interview
    - 7.2.2.4 Date of receipt of application.

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