



Admissions Policy

December 2019

Mission Statement

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Cardinal Newman College Student Admission Policy

This Admission Policy has been developed with regard to the College's Mission and Strategic Objectives. Cardinal Newman College is committed to equality and diversity

Applications to Cardinal Newman College are welcomed from students who wish to continue their education in a Christian environment. Applications are encouraged from all those who respect the College's Catholic ethos irrespective of their beliefs.

16-18 PROVISION AND 16-24 LLDD

To be offered a guidance interview for a place at the College, applicants are expected to meet the following requirements;

Meet the initial deadline set for the submission of applications. The deadline will be set annually and clearly publicised. Applications received after the initial deadline will be processed and interviewed in order of date of receipt at the next available appointment with the Admissions Team.

A latest school report will normally be requested with respect to the applicant that endorses his/her suitability for the chosen course(s).

The College's 16-18 provision and 16-24 LLDD provision is intended primarily for young people funded by the Education and Skills Funding Agency.

Students who have met the requirements of the procedures set out above will be interviewed, at the College. Applicants will be informed of the interview date by letter.

Allocation of Conditional Places

Conditional places will be offered to students at interview for specific programmes of study subject to the following conditions:

1. Attendance at the interview on the date agreed and satisfactory outcome in terms of a student's expressed commitment to meet the requirements of the chosen subject/course at Cardinal Newman College.
2. The applicant's expected grades meet the entry requirements and the specific course entry requirements.
3. An offer of a place must be accepted via the Newman Portal by the date notified. If no reply is received by that date, a reminder email and text will be sent to the applicant. If an applicant replies after the second date he/she may be required to contact the college to confirm the acceptance of their offer.
4. The subject/course continues to be offered by Cardinal Newman College.
5. Learners on 16-19 provision without English and Maths GCSE at grade 4 or above are required to either re-sit or take an equivalent qualification as part of their Programme of Study.

6. Enrolment interviews will be held in the following order. 1) Partner Schools 2) Schools with a relationship with the college (Associate Schools) 3) Other schools. Partner school students will always have a choice of the full range of college courses at Guidance Interview. The college then reserves the right to declare courses full at any other stage of the process.

In order to be admitted to the College's 16-24 Learners with Learning Difficulties and Disabilities programme, learners will be asked to provide evidence of need, normally including an Education, Health and Care Plan. This provision is funded where places are commissioned by the learners' local authority. Priority will be given to applicants who meet the following criteria:

- Applications from partner high schools
- Meeting deadlines for the submission of application and attendance at interview
- The College can appropriately meet the needs of the Student: to be working either at Entry Level 1 to Level 1 and to have not already completed the accreditation on offer within the programme.

The College reserves the right to refuse an applicant (from any school) where the Principal (or his designated Deputy) believes that the safety and/or well-being of staff and/or students are compromised.

Applicants must confirm their acceptance of the offer of a place through the Newman Portal by the date stated on the offer email. If no reply is received by this time, the offer may be withdrawn. If an applicant attempts to accept after the date specified in their offer he/she will have to contact the College to accept.

If it is anticipated places at the college will be available, interviews from late applicants will be allocated in date order of receipt of the application.

Enrolment

The exact date of enrolment will be communicated by letter following the Newman Portal acceptance of the conditional offer. However, applicants must confirm their acceptance of the enrolment interview offer by the date stated via the Newman Portal or the offer may be withdrawn. If an applicant replies after this date they may be placed on a late acceptance waiting list. Students holding conditional course offers will be enrolled in the nominated period at the end of August. Student places will be confirmed at this point providing:

- The entry requirements for the programme of study and the specific courses offered have been met
- Satisfactory attendance at enrolment has taken place
- The course applied for continues to be offered

In the event of a course being over-subscribed, priority will be given to those holding offers in the following order:

1. Attendance at one of the College's partner high schools

2. The applicant has included the course on their application form.
3. Level of attainment with respect to published programme level entry requirements
4. Date of receipt of application.
5. Distance of home from the college.

Bursary funding

The College is likely to have an allocation of Bursary Funding to support:

- Vulnerable students - in care, care leavers, getting Income Support (or Universal Credit) in their own name, receiving Employment Support Allowance (or Universal Credit) and Disability Living Allowance or Personal Independence Payments in their own name.
- Students who do not fall into one of the vulnerable groups but who need financial help to stay in education.

More information about Bursary Fund support is available from the College. Alternatively, further information is provided at <https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students#to-19-financial-support>

Fees

There are no tuition fees chargeable to full-time students from within the European Union for those under 19 years of age on 1 September of the calendar year of enrolment. Some subjects/courses make a charge for additional books/materials and details of these appear in the published course information. Further information is set out in the College's Fees Framework.

Appeals

If a student is refused a place at the College they may appeal in writing. The appeal will be held by the Principal.

The appeal will be heard at the earliest opportunity. Parents are welcome to be present at any such appeal.

Applicants will be informed in writing of the decision.

A further appeal may be made to a panel of governors. The decision of the panel is final and applicants will be informed in writing.

In the cases where it has not been possible to offer a place we will strive to suggest an alternative at other providers.

Policy to be reviewed annually.