



CONNELL
CO-OP COLLEGE

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ADMISSIONS POLICY 2021

1. Introduction

- 1.1** Connell Co-op College is a Sixth Form College in East Manchester offering education to students beyond the age of 16.
- 1.2** This policy will provide transparency and consistency in all our admissions' procedures.
- 1.3** Staff of the College will ensure that information regarding entry criteria and application procedures are available to all stakeholders.
- 1.4** Students will be helped by staff to choose courses appropriate to their aspirations.

2. Definitions

For the purposes of this Admissions Policy, the following will apply

- 2.1** 'Children Looked After' has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).
- 2.2** The College' means The Connell Co-op College in East Manchester.
- 2.4** In this policy Eligible Applicants are those who have accepted an offer and met the entry criteria. Entry the foundation programme will be handled separately on a case-by- case basis.
- 2.5** 'The College Prospectus' means the booklet with this title, which is available from the College.

3. Planned admission numbers

- 3.1** The maximum number of students to be admitted into Lower Sixth for September 2021 will be 400 onto the two- and three- year post-16 courses.

4. Admission to the Sixth Form

- 4.1** Students born between 01 September 2004 and 31 August 2005 will be considered for entry into Lower Sixth during 2021, into the two or three year post 16 courses.
- 4.2** Older students, (those born between 1st September 2003 and 31st August 2004, e.g. those who have repeated a year at school previously or those who have spent a short time away from study and now wish to return to study will also be considered, providing they fit the criteria for entry into the College.



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5. Entry Requirements

- 5.1** The minimum academic requirements for entry of Applicants into the College onto the Level 3 two year post 16 courses is five GCSE passes at Grades 9-4. The five GCSE passes must include Mathematics and English Language at Grade 4. Specific subjects have their own entry requirements. The minimum academic requirements for entry onto the 3-year programme are 5 GCSEs at Grade 3 including English Language and Maths at Grade 3.
- 5.2** Special consideration will be given to applicants who are children who are Looked After.
- 5.3** Applicants from schools where GCSEs are not studied should have equivalent qualifications and they need to prove the equivalence to the College, via a statement from UK NARIC. They should also be able to demonstrate that they are working at a level comparable to GCSE qualification.
- 5.4** Students not British Nationals or permanent residents need to refer to the relevant Department for Education funding document [here](#)

6. Interview

- 6.1** Students will receive an invitation to attend an interview during the autumn, spring or summer term. This is when a student's aspirations and career pathway will be discussed and any information regarding special needs will also be discussed and noted.
- 6.2** If there may be a Learning Support need, this should be recorded on the interview record sheet, a copy of which will be given directly to the College SENDCo by the Admissions Team. Applicants must still meet the entry criteria for specific courses. If an applicant does not meet the entry criteria, this will be assessed on an individual basis which may result in an alternative and more appropriate course being offered. If Connell Co-op College is not able to make an offer of a place on any course, IAG will be offered regarding other choices.
- 6.3** Detailed information about such needs will be obtained from the student's present school. Support for any special needs will be considered in line with the College's policy for Learners with Learning Difficulties and/or Disabilities.

7. Offers of Places

- 7.1** Offers of conditional places will be made during the autumn, spring or summer term, following the interview. The conditions will be as set out in section 5 above.
- 7.2** Enrolment dates will be published on the College website and in the offer letter sent to the student.
- 7.3** Students applying after the closing date may be offered places, subject to availability.
- 7.4** Offers are made in good faith based on the information available to the College at the time. The College reserves the right to change the courses offered to an



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applicant in light of curriculum and staffing changes. This means that very occasionally the College may find that it is unable to uphold the original offer made to an applicant if their combinations of courses cannot be accommodated at the point of enrolment in September. Where this happens the student will be notified of this as soon as possible and offered a place on an alternative course. Applicants are advised to ensure that they accept offers from more than one institution to avoid disappointment due to unforeseen circumstances such as the withdrawal of a course in September.

8. Deadline

8.1 Applicants should return completed applications forms no later than 31 January or by the alternative date stated in the letter which offers the applicant a place. On receipt of the completed application form, and a reference on predicted grades from their current school, applicants will be invited to discuss their option choices.

9. Appeals

9.1 The College will set up an independent complaints procedure which will allow students, parents and carers to make an appeal against a decision made by the College. For further details please see the College's website or contact the College.

9.2 The outcome of the complaints procedure is final and binding on all parties.

10. General

10.1 The College may subsequently withdraw a place if false, incorrect or misleading information has been provided which has led to a place being offered or has advantaged the Applicant in the priority order for oversubscription.

10.2 A place at the college is secured by the student being available to attend the published start of term date. Only in exceptional circumstances will a place be held and it is the responsibility of the applicant to notify the college as soon as possible of the circumstances which prevent them being available at the start of term

10.3 Students will be set academic, attendance, and punctuality and study targets at the beginning of each year of their course. The compliance to their targets will be monitored regularly through the Performance Indicator schedule. Students are expected to meet, or exceed, their targets. However, each student will be treated as an individual and the staff will be mindful of any special circumstances which may have led to a student not meeting his/her targets.

10.4 Progression to Upper Sixth is conditional on satisfactory completion of Lower Sixth.

10.5 Progression from the Level 2 Foundation Programme to a Level 3 course is not automatic and conditional on satisfactory completion of the Level 2 programme and meeting the course entry requirements at Level 3

10.6 Continuous failure to meet targets will forfeit the student's right to progression on the course, unless there are exceptional extenuating circumstances recognised by the College.



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RESPONSIBILITY

Responsible Staff	Mrs Jane Hopcroft
Policy administrator	Mrs Christine Butterfield.
Approving body	Governors
Review date	September 2021
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	