



PETER  
SYMONDS  
COLLEGE

# ADMISSIONS POLICY 2025



# Peter Symonds College Admissions Policy 2025 Entry

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## 1. Introduction

Peter Symonds College is a state funded open access sixth form college governed by an independent corporation. The Corporation sets its own policies and is solely responsible for the admission of students to the College.

The College welcomes students from all backgrounds and supports those with learning difficulties and disabilities to access the curriculum in accordance with its equal opportunities policy.

This policy is reviewed annually by the Governing Body.

## 2. Sixth Form Admissions

Admissions to the College are based on the following criteria:

- Achievement of the required entry criteria to pursue a Level 3 or Level 2 programme of study. For Level 3 this is five GCSEs at grade 4 or above (or equivalent), including Maths and English. For Level 2 it is two GCSEs at grade 4 or above. Some courses have additional specific entry requirements. These are detailed in our prospectus and on our website and are subject to annual review. Applicants studying a non-GCSE programme which is considered to carry equivalence to GCSE may be required to complete sample GCSE papers in Maths and English Language as part of the application process.
- Submission of an application through our online application system by the deadline date (published each year)

The following principles will also apply:

- Students attending one of our partner schools are, subject to meeting the minimum entry requirements, guaranteed a place at the College irrespective of their home address
- Priority will be given to applicants joining the College directly from Year 11 (or equivalent year group if the student has been studying outside of the UK).
- In the event of the College being oversubscribed, places will be allocated to students from non-partner schools on the basis of proximity to the College, as outlined in section 5.
- Applicants with an EHCP in place and who Peter Symonds College as their named institution will be offered a place if: a) they have met the application deadline; and b) they meet our entry requirements; and c) the College is able to meet their needs.
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Students are expected to be living with a parent or legal guardian

Eligibility for funding as defined in the post-16 funding regulations available here:

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16provision>

### **3. Additional consideration**

The College has entry criteria, both for admission to the College itself and for specific courses, to ensure that students are placed on courses which are suitable for them, and on which they are likely to be successful. A high importance will therefore be placed on meeting these criteria in all considerations of applications.

However, the College considers the following as relevant circumstances under which an application will be given additional consideration. This will mean that, in years when a waiting list is in operation, students on the waiting list in these groups will be given priority, as outlined in section 6. The College may also choose to offer additional consideration to applicants in these groups in other, limited ways, such as considering applications after the admissions deadline.

Applicants to whom this applies are:

- Applicants with an EHCP in place and Peter Symonds College as their named institution, who meet our entry requirements and whose needs we are able to meet.
- Looked after children in the care of the local authority or having previously been in care
- Teenage parents or Young Carers (a student who is the primary carer for an ill or disabled person)
- Applicants with a sibling who is studying at the College or whose siblings completed their studies at the College within two years of the application
- Children of current Peter Symonds College staff
- Children of families moving into the area

### **4. Fitness to Study**

The College is committed to 'counting in ones' and supporting all students so that they can be successful in their learning. We make reasonable adjustments where appropriate to meet individual needs.

The College's Fitness to Study policy aims to provide students, parents/carers and staff with a clear framework for the support and management of students with health conditions that affect their studies. This policy can be applied before initial enrolment at the College.

Students are expected to disclose any additional learning needs relating to their physical or mental health during the application process.

Where appropriate, health professionals and/or others who are already supporting a student will be contacted so that an agreed transition plan can be formulated. There will usually be a transition meeting to discuss an appropriate programme of study, individual support needs and any reasonable adjustments the College might need to make. In most cases medical evidence will be required to inform the plan and any reasonable adjustments including access arrangements for examinations. A

'Fitness to Study' letter may also be required from a doctor or other health professional who has recently been supporting the student stating that they consider that the student is well enough to undertake the agreed programme of study.

## **5. Procedures if the College, or a course, is oversubscribed with applications**

### **i) College oversubscription**

Each year the College carries out an analysis to project the number of applications required to achieve the target number of student enrolments. If the target number of applications is exceeded, places will be allocated on the basis of the criteria outlined above and on the basis of proximity to the College from the home address on the application form as the crow flies.

If the College is oversubscribed students who submit applications after the application deadline will automatically be placed on the Reserve List.

### **ii) Course oversubscription**

The College will make efforts to accommodate the course choices of students offered a place. However, practical constraints – especially in relation to specialist teaching spaces – mean that limits may exist on the number of students who can be placed on a particular course.

If, during the admissions process, it becomes evident that a particular course is over-subscribed, the following information will then be used to allocate places:

- The applicant's school – students from partner schools will be prioritised.
- Proximity of the applicant's home address to the College.
- Whether the applicant identified the oversubscribed subject as a reserve subject during the application process.

## **6. Making offers to students on the Reserve List**

If places become available offers will be made to students on the Reserve list on the following basis:

- Students in any of the additional consideration categories outlined above who have not already been offered places will receive offers first
- Places will then be offered in order of geographical proximity to the College

## **7. Guidance interviews**

- All applicants must, as a condition of being offered a place, attend a guidance interview to discuss their application and proposed course choices.
- If an interviewer has any concerns about an applicant's suitability to study at the College an offer may not be made or conditions may be applied to the offer.

## **8. Students with Additional Needs**

All students are encouraged to disclose on their application form any medical conditions, specific learning difficulties or physical or sensory disability so that we can discuss with them how they might be supported in their learning to fulfil their academic potential.

Students should indicate on their application if an Education, Health and Care Plan (EHCP) has been agreed and completed by the Local Authority. Sharing this information will help us to assess a student's needs and the additional support we are able to provide.

## **9. Students wishing to re-start or to re-enrol**

Students who have already studied at the College need to demonstrate their suitability for further study at interview and may have specific conditions placed on their re-application which they must meet, for example, production of a fitness to study letter and/or a certain level of attendance. Staff feedback and recommendations will always be sought and will influence a final decision about a student's re-application.

## **10. Older applicants**

When making offers, priority will go to students joining the College directly from Year 11 (or equivalent year group if the student had been studying outside of the UK). Applications to the Sixth Form from students who will be 18 years and older when they plan to start studying at Peter Symonds will not normally be considered. All applications from students who will be 17 years or older when starting their course will be considered by the Senior Management Team. Any student in this situation is advised to contact the Head of Admissions & Marketing to explain their situation and if they have very exceptional circumstances which they wish to be taken into consideration. In such cases, if an application is accepted, any offer of a place will be subject to interview. Provision for adults is made by the College in the Adult & Higher Education Division.

## **11. Boarding**

Places in Boarding are strictly limited and will be allocated according to our assessment of the academic needs of each individual student, their suitability for boarding as demonstrated at interview and the date of their application. All students **MUST** be over the age of 16 by 1<sup>st</sup> September of the year they start at college but not have reached their 17th birthday

Priority will be given to:

- Applicants progressing to the College directly from Year 11 and who are aged 16 years, but under 17 years on 1<sup>st</sup> September in the year of entry
- Applicants with a sibling who is studying at the College or whose siblings completed their studies at the College within two years of the application
- Applicants who apply by the deadline for boarding applications
- Applicants who will qualify for an Advanced, (Level 3) course, as indicated by their predicted grades, school reference, etc.

## **12. Appeals**

- Any concerns relating to admissions should be referred in the first instance to the Head of Admissions & Marketing
- The Principal will make the final judgement in relation to appeals about admissions, taking into account the criteria above

### **Adult Students at AHED**

Adult learners must sign the Learning Agreement as confirmation that they will adhere to the Rules of the College as set out in the Student Handbook (Adults)/HE Student Handbook and to any agreements made between the College and individual students that the College can reasonably require.

The College aims to provide all applicants with a programme of study that suits their individual needs. However, places may not be offered for the following reasons:

- The applicant is unable to demonstrate that they hold the minimum entry requirements
- The applicant is seeking to undertake a programme where there is no realistic chance of success
- The applicant has a criminal conviction which bars them from certain areas of work and therefore some courses will not be available.

If the College is unable to admit an applicant to the programme of their choice, we will try to offer a suitable alternative programme and/or appropriate advice and guidance.

*NB A separate admissions policy exists for Higher Education students and is available on the Adult & Higher Education website under 'Wider Information about HE' (see HE Admissions Protocol).*

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.

Linked Policies

- Fitness To Study Policy
- Equality & Diversity Policy (Students)
- Criminal Convictions & Police Investigations Policy - Students

Date of next review: May 2025