

Kimberley 16 – 19 College Admissions Policy 2023 - 2024

- a) This policy applies to Kimberley College managed by Wootton Academy Trust (WAT)
- b) This policy is reviewed annually.
- c) The reviewed policy is then ratified by the Trust board usually at its first meeting of the next academic year.
- d) The next review will take place in the summer term 2023

Kimberley 16 -19 College Admissions Policy for September 2023

1. Introduction

Kimberley College, a 16 – 19 academy, opened as a free school in September 2013. It operates as a sixth form college. Applications are welcome from students currently in Year 11 from any locality, from any school and from any background. Our first priority will be to ensure that students enrol on courses which they will enjoy, which link to their aspirations and progression goals, and which, most importantly, they are likely to be successful studying. Information, advice and guidance is central to our admissions process. Consequently, our admissions process draws upon a range of statistical indicators, considering students' GCSE predicted results at application and actual GCSE results achieved, alongside national data about the accessibility and performance of different courses. We are committed to ensuring that students can be successful on individual courses and also the full programme of study.

2. Equality and Diversity

Kimberley College is committed to providing an inclusive environment in which diversity is celebrated and valued, and where the needs of individual students are recognised and supported. We are committed to a culture in which each individual student is treated with respect and dignity, and we will ensure that every member of our community studies and learns in an environment free from discrimination, harassment or victimisation. We have a fundamental belief in the entitlement of every student to fulfil their potential and will help to remove barriers to learning and support the wider development of all of our students. We also want to recognise where students have successfully overcome barriers to learning.

3. Places Available

In September 2023 the published admission number for Year 12 is **350**. This means that there are **350** places for students who will start Year 12 in September 2023.

All places will be for **Level 3** programmes of study – A Level and BTEC courses. We will write to a minimum of 350 students with conditional offers. Given that a proportion of students offered places also receive offers from other sixth form colleges, and a further proportion of students may not meet the terms of their conditional offers, we reserve the right to make as many additional offers as we believe necessary to ensure the College is full at the beginning of the academic year. In the unlikely event that more than 350 students meet the grades in their conditional offer and wish to accept their place in August, we may admit above 350 students. Kimberley College plans to ring-fence 200 offers for Year 11 students currently attending a Wootton Academy Trust secondary school. Each year we will make clear how many classes we *intend* to have for each course offered at the college and the number of places available in each class. This will take account of the availability of accommodation and teachers and the needs of the subject. In any situation where the number of students who have met the terms of their conditional offer in full is greater than the number of places available in the class, places will be allocated to those students with the highest Average Points Total and highest grade in that subject. The final decision will lie with the Head of College.

4. College Programmes of Study

All students will complete Level 3 Programmes of Study. These includes A Level and BTEC qualifications. Our expectation is that all students will study the equivalent of 3 A levels in total, except those studying Further Mathematics, who will normally do this with three other qualifications.

The College plans to offer the opportunity for students to improve their grades in GCSE English and GCSE Mathematics. This opportunity may be offered as twilight provision.

A tutorial programme which includes study skills, careers – including work and employability skills, preparation for HE, and wider personal development is a compulsory part of the core curriculum. Additionally, all Year 12 students are expected to complete a period of Work Experience.

Our programmes of study fall into distinct pathways:

- Core Pathway – 3 A levels [or exceptionally 4 A levels where Further Maths is studied]
- Mixed Pathway – A mixture of BTEC qualifications with access to some A level subjects

Any students wishing to study GCSE English or maths will study that in addition to the three subjects that are included within their pathway.

The College does not offer any Level 2 pathways.

5. Conditional offers

The terms of each student's conditional offer will be dependent on the pathway and course combinations the student has applied to study.

In all cases conditional offers will only be made to students who are:

- applying for a place in Year 12
- under 19 years of age on September 1 2023.
- eligible for full funding under ESFA regulations for duration of programme of study

Core Pathway

1. Minimum GCSE Average Point Score [APS] of at least 5.0 across eight GCSE subjects including GCSE English Language and Mathematics – both of which must be a minimum of grade 5.
2. Meet the additional specific subject entry requirements of your chosen A Level courses

Mixed Pathway

1. Minimum GCSE Average Point Score [APS] of at least 4.0 across eight GCSE subjects including GCSE English Language and Mathematics – both of which must be a minimum of grade 4.
2. Meet the additional specific subject entry requirements of your chosen BTEC & A Level courses

NOTE

The College reserves the right to require any applicant to complete an assessment in Mathematics and English where it is felt necessary, i.e. students who have qualifications other than GCSE in these subjects.

Please see the College website for details of each subject's specific entry criteria

If the College makes you a conditional offer which you do NOT then meet when results are published in August, we will try to offer you a place on a different pathway providing your results meet the requirement for that pathway
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6. The Admissions Process for the academic year 2022 - 2023

Event	Key date[s]	Week
Application Stage		
Application form + prospectus on web	Thursday 29 September	5
Open Evening	Thursday 29 September	5
CAT Tests for applicants prior to interviews	Friday 21 October → Tuesday 13 December	8 - 15
Interview for applicants begin	Monday 14 November	11
Deadline for ALL applications	Monday 28 November	13
<i>Opportunity for parents to meet key pastoral staff to advise of key needs</i>	Thursday 12 January 2023	17
Interview for applicants end	Thursday 26 January 2023	19
Careers Fair	Thursday 26 January 2023	19
Deadline for sending conditional offers	Monday 6 February 2023	18
Deadline for accepting or rejecting conditional offers	10 school days after offer letter sent	NA
Deadline for appealing against non-offer	20 school days after offer letter sent	NA
Withdraw of conditional offers not accepted	25 school days after offer letter sent	NA
Pre-admissions Stage		
<i>Letters sent to schools informing them of their pupils offered places at KC and requesting pre-admission contact at SENDCO/DSL/ CLA/Pastoral level</i>	Mon 27 February	23
Pre-admission conversations this week	Monday 13 March	25
GCSE exams	Monday 15 May – Tuesday 27 June	32 - 37
Next Steps Evening [<i>or virtual</i>]	Wednesday 28 June	37
Next Steps Day [<i>or virtual</i>]	Monday 3 July	38
GCSE Results Day	Thursday 24 August	-
Admissions Stage		
Enrolment Day 1	Thursday 24 August	-
Enrolment Day 2	Friday 25 August	-
<p>If an applicant is unable to enrol in person on either Enrolment Day, they MUST let the Admission Team know as soon as possible and NOT later than 2.00pm on Friday 25 August to agree an alternative enrolment procedure.</p>		

Academic Year 2023 – 2024		
Transfer of student files + Safeguarding files requested from previous schools	Monday 4 September	
Meet the Tutor Event	Tuesday 5 September [prov.]	2022 wk. 1
Y12 Teaching begins	Wednesday 6 September	2022 wk. 1
Probationary period ends	Monday 25 September	2022 wk. 4

Definitions

- A. **Application stage** – period between submitting an application and point of accepting conditional offer
- B. **Pre-admissions stage** – period between February 27 to August 30 2023
- C. **Admissions stage** – the period from when students confirm they have met the terms of their conditional offer, enrol at the college and complete the transfer process concluding at the end of the probationary period.

We recommend that students wishing to apply for places at Kimberley College should:

- read our admissions policy, available at www.kimberleycollege.co.uk/application-process
- consider carefully the course descriptions and entry requirements
- attend our open evening or visit the college during the day to discuss with us in more detail the courses that we provide.
- seek guidance from their current teachers who in many cases can provide additional advice to students about their suitability for our courses
- check they will meet the entry requirements for the courses they wish to study
- apply for a college place online using the *Applicaa* programme. This must be completed no later than Monday 28 November 2022
- download our student reference form from our website and give it to your form tutor to complete and then bring it with you to your interview or complete it as part of your online application process on *Applicaa*.
- attend the interview we will offer you to discuss your application or ask for an alternative date or time if the one we offer you is not suitable

The college will:

- publish its admissions policy, course information, application form and timetable blocks online and in hard copy
- provide students with information and advice on the courses it offers
- invite to interview those applicants expected to meet their forecast grades
- write to all applicants with the outcome of their application

Returning the application form by the deadline

For entry in September 2023, applicants should complete their online application by the deadline of **Monday 28 November, 11.00 am**. If a student misses this deadline their application will be considered as a late application. Therefore, we recommend you complete your application as soon as you can, so you do not forget about it and end up missing the deadline. *No places were offered to students for September 2022 who did not meet the November 2021 application deadline.*

Interviews

There will be a mix of interviews on site at Kimberley, on-line interviews and interviews in applicants' current schools.

The **interview** is an opportunity to meet with students, to discuss their interests and course choices, careers and future plans, to provide information, advice and guidance, and to consider the suitability of each student for Level 3 study.

The date of this interview will depend when students apply and when they have completed their Cognitive Ability Tests [CATS]. The college will contact students after they have completed their CAT tests to advise them how to book an interview. Further details will be available on our website.

In the interview we want you to tell us all about yourself including if you have had to overcome any barriers to learning which might affect your forecast grades. We will also encourage you to tell us if you have any individual needs, which might impact on your learning and whether you need any extra help (e.g. extra time for examinations). Using what you tell us we will assess how committed you are to studying Level 3 courses at Kimberley based on what you tell us about your interest in these subjects. We will also want to talk to you about how well you did on your CAT tests as well as your forecast grades, based on your most recent grade sheet to help us make a professional judgement as to whether or not you will meet our entry criteria. In your interview we may want to talk to you about the comments on your reference form.

Students will be asked to bring along to their interview, a reference from their form tutor or another person [see next section], their most recent school report along with details of any mock exams or external exams that they have completed. Students may also bring anything else that they'd like us to consider, which demonstrates their aptitude and commitment to learning.

We are also happy for students to attend their interview with a friend or family member if they would like to. Interviews are informal and students do not need to dress smartly. For interviews taking place within your current school we will work with senior colleagues there and notify you of the arrangements for your interview.

We may ask you if there is a reserve subject you would be willing to study in case we can offer you a place on two of your preferred courses but not the third.

We understand that some students may have experienced difficulties during Key Stage 4 of a personal or school-based nature, some of which may have been out of their control. Sometimes these may have had an impact on a student's attendance, or progress, through no fault of the student. We would never wish for these factors to discourage a student from applying and we would be very happy to discuss any such issues with students at interview. Each student will be considered on individual merit, potential and circumstances.

References

We will always invite your current school to provide a reference including asking for comments on:

- i. How hard you work in your lessons and with homework
- ii. What your attendance has been at your current school
- iii. How your school would describe you as an individual and what sorts of clubs and activities you have participated in at your school or out of school
- iv. Whether your school thinks you will meet our minimum entry requirements for a Level 3 programme of study
- v. Any other information your school thinks is relevant.

If fewer than 400 conditional offers have been made for September 2023, then the College reserves the right to hold additional interview sessions.

7. Conditional offers

In order to receive a conditional, offer a student must:

- be forecast to reach the entry requirements for the courses and pathway selected for study;
- have completed an application form and completed CAT tests
- have attended an interview
- provide the college with your most recent Year 11 report/grade sheet
- provide the college with your completed student reference form
- demonstrated a general commitment to study and their interest and aptitude in the subjects they wish to study at Kimberley 16 - 19 College

In the event that there is exceptionally high demand for places at the college from good applications who meet the November 28 2022 deadline and whose applications merit conditional offers we will make offers according to the following **over-subscription criteria**:

- i. Students who are in the care of the local authority or previously were in the care of the local authority;
- ii. Students who currently receive Free School Meals
- iii. Students living in the parishes of Cranfield, Houghton Conquest, Marston Moretaine, Lidlington, Stewartby and Wootton;
- iv. Any other students

In the case of a tie-break needing to be used at any point the tie break will be the distance the student lives from the college as measured by a straight line with the highest priority being given to those who live closest. In the very rare case that two or more students live an equal distance from the College the additional tie break will be by selecting the name drawing lots. If the application of the above criteria results in a tie, places will be allocated randomly in a process independent of Kimberley College.

Next steps for students with a conditional offer is for students to whom conditional offers are made **MUST** reply to the offer within ten school days of receiving it, to indicate **one** of the following:

- i. They are accepting the conditional offer and that they are a firm applicant, expecting that they will enrol at Kimberley College (this is an indication and is non-binding)
- ii. They are accepting the conditional offer and that they are an undecided applicant, unsure of whether they will enrol at Kimberley 16 - 19 College
- iii. They are declining the conditional offer

All students who accept conditional offers as firm applicants or who accept the conditional offer as an undecided applicant is assured of a place at Kimberley College to study the subjects agreed at interview providing the student:

- meets in full the terms of the conditional offer
- attends an enrolment day: **Thursday 24 August 2023 & Friday 25 August 2023**

In any situation where the number of students meeting their conditional offers would lead to a class size greater than the published maximum class size, the College will allocate places to students with the highest APS in their eight subjects including English and Mathematics, alongside the highest grade in the subject being studied.

In any situation where two or more students have the same grade and the same average points score, then preference will be given to students based on the oversubscription criteria:

- i. Students who are in the care of the local authority or previously were in the care of the local authority.
- ii. Students who currently receive Free School Meals
- iii. Students living in the parishes of Cranfield, Houghton Conquest, Marston Moretaine, Lidlington, Stewartby and Wootton.

- iv. Other students based on distance from their home to the college with highest priority going to those who live closest.

The importance of the enrolment day

If for any reason a student fails to attend the enrolment day, then spaces on the courses they have selected will **not** be reserved for them. We cannot reserve spaces for students that do not attend the enrolment day at the expense of students that do. The college will arrange opportunities for students to enrol at a later stage but course choices will be subject to remaining availability.

8. Appeals against non-admission

Should an applicant (or their parent(s)/carer(s)) who is not offered a place, believe that Kimberley College has failed to follow this admissions policy they have the right to appeal the decision made. An independent Appeals Panel, established by the Local Governing Body reviews each case. An appeal should be put in writing to the Clerk to the Appeals Panel and sent to Kimberley College within **twenty days** of the date of the original admission decision: The Clerk to the Appeals Panel, Kimberley 16 - 19 College, Green Lane, Stewartby, Bedford, MK43 9LY.

9. Late Applications

Late applications may be submitted after the deadline and will be considered in March in line with our admission policy. There may be spaces on some courses following enrolment in August. Courses that still have places available will be published on the college website and we would welcome late applications from individuals who have the full entry criteria to enrol on these published courses. Late places will be allocated on a first come first served basis.

10. Withdrawal of Places

Any student who said they were firmly accepting a conditional offer or said they were undecided about accepting a conditional offer who subsequently fails to attend the induction day **and** also fails to attend an enrolment day will have their offer withdrawn by the college at 4:00pm on Friday 25 August unless that student has the written agreement of the Head of College in advance of both events.

Applicants and their parents / carers should be aware that checks may be undertaken to ensure that the information presented to the College in respect of the application including the identity of the applicant, address, predicted GCSE grades are true. If there is reasonable suspicion that this is not the case, the applicant's place may be withdrawn at any point during the academic year, even after the applicant has joined Kimberley College.

11. Probationary Period

The transition from school to college and from Level 2 to Level 3 study is a significant one, and students will adapt to it in different ways. The college treats the probationary period [i.e. up to Monday 25 September] as an important period during which each student will have the opportunity to make changes to their study programme and teachers and tutors will be able to monitor and support every student to enable them to succeed and achieve. This period is referred to as the Probationary Period, and it enables both students and staff to work together to ensure that students are working well, are happy and engaged, and are developing good study habits.

For some students, this period will allow them to re-consider their subject choices with appropriate guidance and support. For the majority it will serve as a useful settling in period in which they can be helped to develop as college students rather than school pupils. Occasionally the probation period will identify students for whom the college environment is not working, for

whatever reason. Whilst the college will work with these students and use a range of ways to engage and motivate, it may in rare instances be judged better that the student is asked to leave.

12. Request for curriculum change at enrolment.

Students will have the opportunity to propose changes to their course choices on the two enrolment days. Requests will be considered based where there remain spare places in a class. The order for allocating additional places is as follows:

- i. Applicants who applied by November 28 2022 who were unable to do one of their course choices because the College determined that the course was NOT viable due to insufficient demand;
- ii. Applicants who applied by November 28 2022 who requested a curriculum change before a conditional offer is made.
- iii. Applicants who applied by November 28 2022 who request a curriculum change on enrolment day [all requests will be considered once the second enrolment day has ended.
- iv. Any other applicants who applied after November 28 2022 who request a curriculum change.

Within each of the above criterion the priority order for allocation will be highest APS and highest subject specific grade.

The College will only consider requests where there are places available, i.e. the number of students in the class does NOT breach the published maximum class size.

13. Request for curriculum change at post admission to the College.

Students may request a change of curriculum during the probationary period between Monday 18 September and Wednesday 20 September. No changes will be made in the first two weeks to allow students and teachers to make informed decisions. All requests for curriculum change submitted will be considered by the College at the same time on Thursday 21 September 2023 by the Head of College and Deputy Head of College. If it is possible to implement changes they will take effect on Monday 25 September 2023 at the end of the probationary period.

13. International Students

The Education Skills Funding Agency [ESFA] has strict rules on eligibility of international students to access Sixth Form Education at the public purse. If any international student wishes to make an application for admission for a place at Kimberley College they MUST firstly meet ALL of the ESFAs current eligibility criteria for access to free education in the UK.

Where all current ESFA eligibility criteria are met, international student applicants MUST:

- i. Register with UK ENIC to get a UK ENIC statement of compatibility [<https://enic.org.uk/>]
- ii. Forward the ENIC statement of compatibility NOT later than Monday 28 November 2022 to enable the Admission Team to assess the applicant's academic capability, and,
- iii. Complete the application form using Applicaa by Monday 28 November 2022
- iv. Complete Cognitive Ability Tests before interview - *where applicants are based overseas, these will be completed online.*

In order to complete the application process international students are expected to attend an interview with either the Head of College or Deputy Head of College. Where applicants are based overseas, the interview will be virtual.

Wootton Academy Trust operates:
Wootton Upper School & Arts College
Kimberley 16-19 STEM College
Registered in England and Wales
Company No. 7740758

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