

EKC GROUP JUNIOR COLLEGES 14-16 DIRECT ENTRY ADMISSIONS POLICY

1. Introduction

Further education colleges have been able to directly enrol 14 to 16-year-olds since September 2013. The admissions laws, and the DfE Codes of Practice as they apply to maintained schools, do not apply to FE colleges. Whilst we use the admissions code as a model, we accept applications and make admissions decisions based on our own Admissions Policy. This policy sets out, very clearly, the criteria upon which we base our admissions decisions. Admission arrangements will be published in a manner accessible to students and parents, through this document which will be available on the EKC website.

The EKC Junior Colleges have been developed in direct response to the needs of local parents, young people, and importantly employers. We aim to develop employability skills and confidence alongside robust and relevant academic GCSE and Vocational learning.

Students in Year 9 can apply directly to a EKC Junior College to study from September of the following academic year. The application must be made by the parent/carer, on behalf of the young person. Admissions decisions will be made promptly to provide certainty to applicants of their place of study well before the academic term begins.

The EKC Junior Colleges are committed to ensuring equality of opportunity for all applicants that will be achieved by:

- ensuring that all applications are processed in a manner that is clear, fair, explicit, and consistent
- all places are offered and allocated in accordance with the EKC Junior College's Admissions Policy

This admissions policy is for full time 14-16 direct entry students only.

Safeguarding of all students in the EKC Group is paramount. Therefore, it is critical that students applying to an EKC Junior College meet the Key Criteria in section 5 so they will be safe in their learning.

2. Admissions Numbers:

2.1 The EKC Junior Colleges are not limited to any capped admissions numbers, and cohort sizes will be dependent on curriculum offer that academic year. Offers of places and

enrolments at an EKC Junior College are subject to there being a sufficient demand for the course or pathway, or there being sufficient spaces available on the course concerned to enable the course to be financially viable. The space occupation of the sites will be taken into account when allocating places.

Where an EKC Junior College is oversubscribed, the outcomes of all admissions activities will be assessed against the key admissions criteria, these scores/outcomes will determine allocations. Should more than one applicant score equally following the completion of all admissions activities then in such a case the deciding factor will be the applicant that applied first will be prioritised.

3. Applying for a place at a Junior College

3.1 Applications and information

Applicants will need to register via the relevant college's website, within the Pre 16 tab. Following registration, parents/carers should complete the application which will trigger booking into a parent/carer information talk, which is a mandatory element of the admissions procedure.

The information talk will be led by the college senior lead for Pre 16 and the Head of Junior college at the relevant EKC Junior College. Key information on the provision, specialist industry curriculum offer, key criteria, and the admissions process will be given. Failure to attend this mandatory part of the admissions process could result in your application not being taken forward.

All applicants are required to complete a series of activities as part of the admissions process as outlined below:

- Attend taster sessions made up of observed workshop sessions within the specialist vocational area, Maths and English baseline assessments, and team-building activities.
- Complete a subject specific project/task. This will be set by the relevant EKC Junior College, and all applicants will have a set period of time to complete the task independently at home. Requests for reasonable adjustments can be made to the relevant Junior College and will be considered on an individual basis. The title of the project as well as the criteria used for assessing Key Criteria 5.1. 5.3 and 5.4 will be shared on application.
- Parents/carers must provide a reference from the most recent school, using our reference template. If the applicant has been home-schooled for 12 months or more information can be provided by another professional outside of a school setting.

- Attend a meeting chaired by a Senior Lead for Pre 16 and/or Head of Junior and a Student Progression Mentor. This is a meeting between staff and the applicant, but the parent/carer must be present.
- Staff feedback and outcomes from activities from the taster sessions will be collated and will inform the decision-making process regarding application outcomes .
- Sufficiently robust careers guidance must be provided to all applicants as part of the admissions process and prior to enrolling at an EKC Junior College. This is to ensure a well-informed choice is made by the parent/carer to ensure their child is following the most appropriate learning route. (This is in line with the 14-16 direct entry guidance).

4. Allocation of places

Places will be offered to students who are able to make full use of the distinctive full-time offer of Level 2 vocational courses combined with academic GCSEs. The relevant EKC Junior College aims to communicate admissions outcomes by the end of Term 5. Places will be offered to students who meet the Key Criteria in section 5 and in alignment with the student numbers explained in section 2.

5. Key Criteria for a successful transition to an EKC Junior College

5.1 A student must demonstrate a commitment to the vocational specialism offered at the EKC Junior College they are applying for.

5.2 Student attendance, behaviour, and effort at their current school must demonstrate a positive attitude to education. A reference from the child's current or previous school will be required on application. Where a student has been home educated for a period of 12 months or more, this should be demonstrated through information provided by another professional outside of a school setting. (Refer to point 3 section 3)

5.3 Students must be able to demonstrate a level of maturity, independence, and commitment to learning, to enable them to integrate and work safely with both post 16 and adult learners in a technical environment. Students must demonstrate the ability to manage their learning and behaviour to enable them to be safe and succeed in a further education mainstream environment.

5.4 Basic Skills in English and Mathematics must be adequate to study within the chosen vocational areas at level 1/2.

5.5 A mainstream offer in a post 16 environment must meet the needs of the individual student. It is essential that current progress linked to support, attendance, behaviour, and achievement would not be put at risk through the transfer to a EKC Junior College.

5.6 Applications are made by Parents/Carers with students and at least one application meeting with a student's parent/carer must have taken place with an EKC Junior College.

6. Late Applications

Applications received after the admissions closing date may be considered at the discretion of the EKC Junior College Pre 16 Senior Leader and/or Head of Junior College. This will depend on the number of applications made.

7 Right to Refuse an Application:

The EKC Group reserves the right to refuse an application at any stage of the admissions process to an applicant who does not meet the key criteria as outlined in Section 5 of this policy.

- The EKC Junior College reserves the right to refuse an application from an applicant who has previously been permanently excluded or managed moved from another educational institution.
- If the applicant's needs cannot be met, or if the applicant presents or has a history of high-risk behaviour, which may pose a risk to the health and safety of themselves or other learners or staff, the EKC Junior College has the right to refuse an application or withdraw an offer of a place. A full consideration of reasonable adjustments will be made and a risk assessment will be carried out on each individual case to help inform the decision.
- If an applicant withholds information; provides false information or misleading information, the EKC Junior College reserves the right to refuse an application or withdraw an offer of a place.
- If a parent/carer wishes to appeal the decision to withdraw an application early, they can do so by writing to the college Principal within 10 calendar days of the letter of withdrawal. This is a separate process to that of the external appeals as per point 8 of this policy. If the decision to withdraw the application is overturned, the application will be reinstated, and the admissions process will continue before a final decision is made.
- Applicants who have indicated a recent recurring, serious health problem or high level of learning need may be asked to allow us to request a medical report on their condition to assess whether reasonable adjustments need to be made. These reports do not form part of the selection process and will not be available to anyone except the Pre-16 Senior Lead for the EKC Junior College and Inclusive Learning team. The Pre-16 Senior Lead for the EKC supported by The Head of Inclusive Learning, will meet

with any student and parent/carer presenting any high needs or serious health condition to discuss the suitability of the setting and provision along with a tour during the college day. Once this meeting has taken place, if it is felt the provision is suitable and reasonable adjustments can be made to accommodate needs, students will continue with the admissions process in section 3 of this policy and be measured against the Key Criteria listed in section 5 of this policy.

8 Appeals

- Parents/carers of students whose application for a place is unsuccessful are entitled to appeal within 10 calendar days of the date within the decline. The appeal will be arranged and organised using external partners to the EKC Group and in line with the government guidance on admissions (14-16 Direct entry). This will be made up of an independent panel, none of whom are employees of the EKC Group and are completely impartial. Full details of the process and how to appeal can be found in the EKC Junior College Admissions Appeal Procedure.
- Information on how to appeal will be provided with the letter confirming that an application has been declined. If parents or carers choose to appeal, the assigned clerk will then communicate with the applicant and parent/carer from that point.

Notes:

1. Please note this admissions policy will be updated on an annual basis according to business need and the response of the local communities.
2. Some vocational pathways may not run depending upon viable student group sizes.
3. No student is guaranteed a vocational pathway.
4. Learners with an EHCP should apply following the admissions processes listed within this policy.

Related EKC Policies and Government Guidance

[Equality and Diversity Policy](#)

[Data Protection Policy](#)

[Safeguarding Policy](#)

[Full-time enrolment of 14 to 16 year olds in further education and sixth-form colleges](#)

[Junior College Admissions – Appeals Procedure.](#)