

The Technical School at Broadstairs College Admissions Policy

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 Technical School website.

The Technical School has 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 rigorous academic GCSE and Vocational learning.

Students in Year 9 can apply directly to The Technical School 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 in a timely manner to provide certainty to applicants of their place of study well before the academic term begins.

The Technical School is 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 Technical School's Admissions Policy

Responsibilities

Everyone has a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented. The Deputy Principal is responsible for the effective implementation of the policy.

Published Admissions Number

Applications are accepted from current year 9 students who are due to enter year 10 in September. We are not able to consider applications from students currently in any other year. We do not accept "in year" enrolments.

The Technical School is not limited to any capped admissions number. It is anticipated that The Technical School will have group sizes that will enable efficient delivery that will provide a stimulating and rewarding learning experience. The space occupation of the sites used by the school will be taken into account when allocating places so as to ensure high quality learning. In 2018, the expectation is to allocate up to a maximum of 25 year 10 and retain 18 year 11 student

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places with the expectation that students could infill into any vocational pathway of their choosing.

Pre-application

Enquiries should be made by email to technicalschoolenquiries@eastkent.ac.uk. The Technical school will respond to all enquiries by arranging a meeting to provide further information where requested.

There will be a series of open events in Terms 2 & 3 where parents/guardians and students can find out more about The Technical School, discuss course options and ask any questions they may have. Details of these are available on the East Kent College website.

Applications and information

- All applicants are required to complete an application form to apply for a place at The Technical School. This will be available either online or by emailing technicalschoolenquires@eastkent.ac.uk
- Applications should be submitted directly to the email address technicalschoolapplications@eastkent.ac.uk
- Application deadline is 29th April
- When applying for a place in Year 10, parents/carers should express a preference for a technical pathway alongside the delivery of the core academic GCSEs. This initial expression can be given through the link on the website or via technicalschoolenquiries@eastkent.ac.uk
- The application will be input into The Technical School's records system within 24 hours after receipt. All applicants will receive an acknowledgement letter and an invitation to a Taster session.
- All applicants are required to attend a Taster session, which will include activities designed to provide an experience of the study programmes. Information of the taster days will be shared with the mailing list created from the website and enquires email address.
- If a young person still wishes to pursue a place at The Technical School once the Taster session has been held then the young person and their parents/carers will be invited to participate in a meeting to discuss the application further. The purpose of this meeting is to discuss the curriculum and how this fits with an applicant's own aspirations. The Deputy Principle or Assistant head of school will also answer any questions students or parents/guardians may have.
- Only once an application is received, signed by a parent/carer and at least one meeting has been held with the student, parent/carer and a representative of The Technical School, will consideration be given to an offer of a place.
- As part of the admissions process, an applicant may be required to complete a cognitive abilities assessment, provided by GL Assessment. This is to ensure that the applicant's basic skills in English and mathematics are adequate to study the chosen courses. Support arrangements for this assessment can be made for applicants providing evidence of a learning difficulty, physical disability and/or sensory impairment which has been authorised by an appropriate source (for example a statement of special needs, an education, health and care plan, or evidence from an educational psychologist). Access

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arrangements for the assessment will be made available, according to the recommendations made in the evidence provided. Candidates for whom English is an additional language will be allowed extra time in the assessment, and use of an approved bilingual dictionary, if they have been resident in the UK for less than 2 years at the time of the examination, unless one or both parents are English or the candidate has attended a school following an English curriculum for 2 years or more.

- Parents/guardians will be given the opportunity to disclose any learning difficulty and/or disability in discussions with the Head of School, on application, or on enrolment. It is the responsibility of parents/guardians to provide evidence of a statement of special educational needs, or “Education, health and care plan” as this can help the School support the student according to its recommendations. We will make ‘reasonable adjustments’ to avoid learners with special educational needs and disabilities being disadvantaged in their studies.

Key Criteria for successful transition to The Technical School

- Applicants should be able to demonstrate their commitment to one of the technical pathways offered in the school and their enthusiasm for this provision as identified in the taster day.
- No prior knowledge or experience is essential within the chosen technical area but English and maths skills must be engaged in to study the chosen level 2 courses.
- Suitability will be judged in discussion with the student and her/his parent or carer and with a recommendation from the school where possible, as well as evidence from the applicants of progress levels within current school i.e. school reports, marked work etc.

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 technical courses combined with the core DFE academic GCSEs.
- Offers of places and enrolments at the School are made on the basis of there being sufficient demand for the technical pathway to make the courses viable, or there being sufficient spaces available on the pathway concerned. Places at The Technical School will be confirmed to students and their parent/carer by 27th May. At this point, the parent/carer of the learner should notify the current school of their intention to remove their child at the end of Year 9. Parents/guardians will be asked to confirm student places by 20th June. To be officially enrolled a learner must have completed an ‘enrolment form’, and had the enrolment form signed by the Deputy Principal. This is an important contractual stage in the admissions process and will take place in late August/early September.
- In the event of oversubscription, students with statements of special educational needs or an ECH Plan which names The Technical School will be admitted to the School before other applicants. The next priority will be given to children in care or adopted children, then children with a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Finally, places will be allocated to those living nearest the school when measured by a straight line at the time of application.

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- The Admissions panel will comprise the Deputy Principal (Broadstairs Campus) and the Assistant head of school. The panel will be responsible for the allocation of places according to the admissions policy at The Technical School, and it is not possible for any individual member to allocate a place.

Late Applications

Applications received after the admissions closing date may be considered at the discretion of The Technical School.

Right to Refuse an Application

- The Technical School reserves the right to refuse an application to an applicant who does not meet the admissions criteria as outlined in the previous sections of this policy.
- The Technical School reserves the right to refuse an application from an applicant who has previously been permanently excluded from another educational institution.
- If an applicant withholds information; provides false information or misleading information, The Technical School reserves the right to refuse an application or withdraw an offer of a place.
- If the applicant's needs cannot be met by reasonable adjustment, 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 School has the right to refuse an application or withdraw an offer of a place.
- Applicants who have indicated a recent recurring or serious health problem may be asked to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the Assistant Head of School. The Deputy Principal (Broadstairs) supported by the Assistant head of school, along with the supported learning team, are ultimately responsible for ensuring that the School is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available.

Appeals

- Parents/carers of students whose application for a place is unsuccessful are entitled to appeal. An Independent Appeals Panel will act in accordance with the provisions of the 'Schools Admissions Appeal Code' published by the Department for Education.
- Information on how to appeal will be provided with the confirmation that an application has been declined and can be accessed through The Technical School website.

Enrolment

Students can only be enrolled with the consent of their parents/guardians. A record of parental/guardian consent should be kept, and parents/guardians should be advised that they are legally required to notify the current school that the student will cease to attend that school, and they will be enrolled at The Technical School from start of the academic year (September).

Monitoring & Evaluation

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The College's School's Advisory Board will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

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 technical pathways may not run depending upon viable student group sizes.