



# Admissions Policy

Revised: July 2020  
Review date: June 2021

This policy should be read in conjunction with the OxSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

## **Introduction**

Oxford Sixth Form College ("the College") is registered with the Department for Education (DfE) as a co-educational, non-selective independent school. It presently encompasses three separate teaching buildings and two boarding houses. There are approximately 180 students on roll.

The College admits male and female pupils between the ages of 15 and 19, subject to the availability of places.

Deciding on the right school or college for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your son or daughter will visit the College. The College appreciates advanced notice of potential visits by family, friends, guests and prospective students to ensure staff availability. The College reserves the right to postpone a visit request. We also hold a number of open events throughout the year, which give a general introduction to the College. Details of these are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact, the College, on 01865 793 333 or email [info@oxfordsixthformcollege.com](mailto:info@oxfordsixthformcollege.com) to arrange a visit.

The Principal and the Director of Admissions are responsible for the admission of students, in consultation with admissions team and the Assistant Principal (Academic) as appropriate.

The main entry point to the College is 16+ (Year 12), at the beginning of the Academic Year but the College also offers a January entry point.

Admission at other times and into other years can be accommodated subject to the availability of places.

Entrants will normally be placed in a programme of study appropriate to their age but where a student requires a programme of study at variance with their age this can be considered.

Entry into the Sixth Form from the One Year GCSE or Academic Preparation Programme (APP) is not automatic although preference will be shown to such internal transfers in the event of over-subscription. Transfer from the One Year GCSE programme into the Sixth Form is subject to satisfactory performance at GCSE and where applicable to relevant students, the achievement of the required level of English language.

### **Equal treatment**

Oxford Sixth Form College aims to encourage applications from candidates with diverse backgrounds; this enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **Special Needs**

The College will do all that is reasonable to comply with its legal and moral responsibilities under the Equalities Act 2010 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the College can cater adequately.

The College welcomes students with special educational needs (SEN) provided that it can offer them the support that they require. We welcome students with disabilities provided that the setting and site appropriate to the student's age and academic programme can accommodate them. Nevertheless, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements at the first interview stage and no later than at Registration. Parents should provide a copy of an educational psychologist's report or a medical report if they have one at this stage.

The College will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a student at the College. In addition to these arrangements, and at the parent's request, further

additional support funded by the parent may be deployed to assist the child to make more rapid progress.

If known SEND issues concerning a student are not revealed to the College during the admissions process the College cannot guarantee to make any SEND provision beyond that available to any other student.

As appropriate, the College will assist parents where learning differences are developing to the extent the child is unable to make good progress, in their application to the local education authority (LEA) for an Education, Health and Care Plan (EHCP). Claires Court makes available its local offer through the LEA (Oxfordshire County Council) within which our students are normally drawn.

#### **Pupils with Statements of SEN (Statement) or EHC Plans**

Once the LEA has agreed that a child is best placed at the College under Statement or EHCP, it will be financially responsible for those elements of the College tuition and/or additional supplementary fees described in the statement/plan. Where there are additional costs to the College over and above LEA funding, the College will require parents to meet these additional costs

#### **Fluency in English**

In order to cope with the academic and social demands of the College students will normally be fluent English speakers. For those whose skills are less developed, tuition in English as an Additional Language (EAL) will need to be provided to ensure their English language skills are rapidly developed.

#### **Religious Beliefs**

The College does not select for entry on the basis of religious belief. Our College values underpin all that we do, and we expect all to follow the principles enshrined therein, namely Responsibility for ourselves, Respect for others and Integrity above all.

## **Academic Selection Criteria**

All students applying to study a full-time programme at the College will be required to take part in an admissions interview and supply a report/reference from the school they have mostly attended or are attending.

Children working towards GCSEs are expected to gain at least grade C/Level 5 and at A Level have gained sufficient higher grade GCSEs or international equivalents to permit appropriate study leading to and A-Level grade C pass or BTEC Merit grade or better in their Sixth Form studies.

The interview is conducted by the Director of Admissions, the Principal, or another senior and experienced member of staff. The style of the interview is intended to be informal, and provides an opportunity for the family to take its own decision over the education on offer as well as for the College to learn about the family and the applicant.

The College sets other criteria for entry which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;
- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Director of Admissions and/or the Principal, be managed within the College's normal provision;
- where such an admission would not create an imbalance of needs within the year group
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- where such an admission would jeopardise the performance and progress of their peers;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Principal that they are in a position to pay the fees of the academic programme applied for.

The College will take no heed of an applicant's race, nationality or ethnic or national origin, religious faith, area

of residence or socio-economic group in any admission assessment. The College is not obliged to state its reasons for rejection of an applicant.

### **Procedure**

Although the College opens to prospective families on several occasions each year, parents are encouraged to make an appointment to look around the College (with or without their child), to watch the students at work, to meet teaching staff and to experience the ethos and atmosphere of the College. No child is admitted until personal contact has been made.

Following the completion of an admissions interview and receipt of required documents, the College will write to the parents with an offer of a place. If parents wish to proceed with entry, they will be asked to complete an Enrolment Form and pay a Registration Fee and Deposit. Upon receipt of a completed Enrolment Form, the Registration Fee and Deposit, the College will then confirm that the name of the child is on the Entry List and confirm the offer of a place at the College.

The Enrolment Form is attached to a copy of the College's Terms and Conditions\* which will form the basis of the contract with Oxford Sixth Form College and which parents are asked to retain for their records.

The College has a Scholarship programme based upon a student's intended undergraduate studies and/or career objectives. The College's expectation is that parents will not require further financial support throughout the time that their child attends Oxford Sixth Form College except in wholly unforeseen circumstances.

The Principal and Governing Body of Oxford Sixth Form College hope that parents and students do not have any complaints about the College's admissions process but a copy of the College's complaints procedure can be sent to parents on request and is available on the website.

**Guardianships**

All students who study at the College, who are of Statutory School age and do not have an adult family member living in the UK are required by law to appoint an appropriate Guardian.

We strongly recommend that all International students, under the age of 18 have a Guardian who is local, or geographically close to the College.

The Director of Admissions can provide you with more information if required.