



1 Policy

1. King Edward VI College is committed to creating an inclusive and exciting learning community where young people with high aspirations can achieve their full potential as they journey towards realising their future personal and academic goals.
2. The demand for places is high and the College seeks to administer its admissions process in a fair, transparent way which ensures both equality of opportunity and continued excellence.
3. In assessing the suitability of applicants, the College will make judgements not only on the basis of evidence of academic ability, but also the contribution the individual may make toward the College and wider community. However, whilst successful candidates may have a wide range of different GCSE grades, the minimum entry requirement is for at least six GCSE subjects at grade 5 or above.
4. In addition, some subjects have additional minimum entry requirements; these are detailed in the prospectus, on the College website and also included with offers.
5. Throughout the admissions process, the College seeks to offer applicants and their parents/guardians high quality, impartial advice and guidance designed to assist them in making well informed decisions about their study choices and future careers.
6. The College will endeavour to provide timely responses and keep applicants fully informed as to how their application is progressing.

2 Procedure

1. Information about the College is made available via the College's digital prospectus, website, open events and by staff visiting schools who extend an invitation.
2. All applications are made online with the application portal, which is available on the College's website from late September 2023.
3. The expectation is the vast majority of applicants will be Year 11 school pupils who are aged 16 on 31 August. However, the College will also consider applications from students who are aged 17 and 18 on that date.
4. All applications received between the opening of the applications portal and 28 February 2024 will receive equal consideration.
5. Applicants are required to fully complete the online application form before the process can progress. This includes their assessment of how they expect to perform at GCSE, the subjects they wish to study, a personal statement (300 words max) and details on their career aspirations (100 words max).
6. All admissions to the college are through the usual application process running from September to February each year or from the waiting list on GCSE results day. We do not accept students at other times such as in year transfers or students moving from year 12 at a different provider to year 13 at King Edward's.
7. A proportion of applicants may be declined an offer on the basis of the information provided in their application.

8. The decisions to offer a place to study will be based on the application form. The college no longer interviews applicants.
9. The College’s admissions team responds to all applications as soon as possible. In all cases the College will endeavour to process all applications received at least two weeks in advance of the acceptance deadline (26 April 2024).
10. Email and managing via the application portal will be the primary means of communication between the applicant and the College.

3 Extraordinary admission at the discretion of the Principal

1. The College recognises that some young people may experience life circumstances in the time leading up to the completion of Year 11 that will result in them not achieving their true academic potential.
2. In such cases, where there is reasonable evidence to suggest that applicant could be successful at A Level, but the College’s minimum entry criteria may not be met (1.3), the Principal may choose to make an extraordinary offer.
3. Young people seeking such dispensation should initially contact the admissions office.

4 The Appeals Process

Applicants who are not offered a place may appeal to the Principal. Details of the appeals procedure can be found on the College’s website.

5 Making an application after the publication of GCSE results (clearing)

1. After the publication of GCSE results in August, the College may have some late places available. Regardless of whether they have previously been refused a place, any young person who achieves GCSE results that they believe suitably qualifies them to study can ask to be considered for these places. Those interested in securing a place through clearing should email admissions@kedst.ac.uk clearly indicating the subjects they wish to study, their actual GCSE results and a contact telephone number.
2. Applications received following the publication of GCSE results will be considered on the basis of the availability of places and the evidence supplied in the application. Any application declined after GCSE results will not have recourse to the appeals process.

6 Equality Impact Assessment

The College’s equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
May 2023	June 2023	N/A	14 June 2023	June 2024	

Appeals Procedure for September 2024 Admissions

1. Introduction

- 1.1 Each year King Edward VI College receives over 2500 applications for around 1250 available places. Therefore, the college administers its admission system with a view to equitably assessing applicants and offering the available places to those who are most likely to succeed at A Level.
- 1.2 This formal appeals procedure enables applicants and parents/guardians to appeal in writing against the college's decision to not offer a place, if they feel that this assessment has been undertaken unfairly, inaccurately or has failed to take into consideration some other aspect of the individual or their application.

2. Procedure

- 2.1 Appeals should be submitted in writing and sent to the Executive Office Manager to arrive at the college no later than Friday 8 April 2024.
- 2.2 The documentation submitted will need to set out clearly the reasons for the appeal and the appellant should also submit any other documentary evidence they feel is relevant with the form.
- 2.3 The Principal will consider any appeal made by either the applicant or his/her parents/guardians, guardians or carers provided that the appeal is made within the guidelines set out above.
- 2.4 The subsequent decisions made by the Principal are final.
- 2.5 The college will normally inform all applicants of the decisions by letter within a week of the Appeals Committee meeting.

3. Criteria for admission

- 3.1 The college seeks to operate an inclusive recruitment process for able young people with ambition and potential who can benefit most from a curriculum that strives to challenge students to achieve excellence. The full college policy regarding admissions can be viewed on the college website.
- 3.2 Although the minimum criterion for beginning a programme of studies at the college is typically at least 6 GCSEs at Grade 5 or above, there will be a number of applicants whose predicted grades are above the minimum requirement and who will not be offered a place. In these cases, there are likely to be other aspects of the application that lead us to believe that it is inadvisable for them to embark upon an A level course.
- 3.3 Where applicants are refused a place at King Edward's on the grounds of information regarding their expected performance at GCSE, we encourage such applicants to contact us once GCSE results have been published if the grades they achieved were better than they suggested they would be, as places may still be available.