

# ADMISSIONS POLICY

## 1) INTRODUCTION

1.1 William Morris Sixth Form (WMSF) is a 16 to 19 Community Sixth Form; we are able to admit up to 900 students in total each academic year. WMSF welcomes applications from all students who will be aged 16-18 on the 31<sup>st</sup> August in the year of starting their programme of study. WMSF has a strong relationship with the local authority in the London Borough of Hammersmith & Fulham (LBHF) and all references to the “borough” are referring to LBHF.

1.2 Applications received by the published deadline are prioritised in the following order:

- i. Students who are presently studying at WMSF and applying to start on a new programme of study at WMSF (e.g. progressing from a one-year Level 2 programme onto a Level 3 programme);
- ii. Students who are in care, or looked after, who attend a borough special school or other borough special educational provision;
- iii. Other students eligible by age to attend WMSF.

1.3 In all cases, the offer of a place IS subject to the availability of a course, and with the assumption that the entry criteria for the course will be/is met by the student in their prior attainment.

## 2) PROCESS

2.1 WMSF publishes annually details of all courses offered at the sixth form; this information is available both via our website, as well as on subject sheets available at our Open Evenings/Days with the prospectus. External students must apply via the website and will receive a welcome letter with details of the process, timeline and any other pertinent information including dates of our Open Evenings/Days.

2.2 Student will be asked in the application form to supply the details of an academic referee. Information obtained from the reference is used as part of the student information advice and guidance (IAG) process and must be completed by a current Head of Year, tutor, or similar, and returned to WMSF. The primary purpose of the reference is to aid WMSF staff in guiding students onto suitable courses, and to identify any support needs early on.

2.3 The application form, entry criteria for courses, and detailed course descriptions are available for the next academic year from October onwards on our website. Applications for the next academic year open one day before the first open evening. The date is published on our website.

2.4 Applicants will normally receive an acknowledgement of receipt of their application and in due course they may be invited to an interview - this could be online, via telephone or in person. The interview is to establish a relationship with the student, with the purpose of easing their transition into life at WMSF.

2.5. Students who are not invited to an interview will be asked to fill in a detailed questionnaire.

2.5 Students who apply too late in the application cycle for an interview to take place will be asked to complete a detailed questionnaire and will be interviewed at enrolment.

### **3) OFFERS**

3.1 Most students will be offered a place at WMSF at the end of their interview, or upon review of their questionnaire. In some cases an offer will be withheld because further information is needed - when the student has supplied WMSF with the required information an offer will be made. Failure to provide the requested information may result in the student losing their space at WMSF.

3.2 Offers are made for a space at WMSF and not specific courses. Final decisions about courses are made at enrolment in late August when details of individual student GCSE results and other examinations are known. As offers of places on courses are conditional on examination grades, course preference cannot be finalised before this date. Students who do not meet the conditions of their initial offer will be assisted to find an alternative suitable study programme.

### **4) ENROLMENT**

4.1 Enrolment commences each year on GCSE results day and students are invited in to enrol in the order that they applied.

4.2 Students coming to enrol must bring their GCSE results with them. WMSF reserves the right not to enrol a student who cannot provide the enrolment team with their GCSE results; and/or an adequate reference from a prior school.

4.3 All students receive extensive IAG during enrolment - keeping the students future progression goals in mind. WMSF staff gives students expert and realistic advice related to pathway choices, but the sixth form reserves the right not to enrol a student onto a course which is deemed detrimental to their future progression. During enrolment, members of the careers' team are on hand to give specific advice and guidance as needed.

4.4 All students must sign the enrolment form to demonstrate agreement to the chosen course.

4.4 During enrolment WMSF continually assesses course numbers in order to accommodate student preferences as far as is reasonably practicable (e.g. by adjusting the curriculum offer in response to demand, etc.) However, if a course fails to recruit the required number of students or if an unforeseen staffing issue arises WMSF reserves the right to cancel a course, and will provide students with a place on a similar course where possible, as long as the student meets the entry criteria for said course.

4.5 WMSF reserves the right not to enrol a student if the Senior Leadership Group concur that the needs of the student cannot be met adequately either by our staffing, or premises, or course offer. In such a case WMSF will do its best to guide the student to a more suitable provision.

4.6 Once enrolment has occurred students have a limited amount of time from when teaching starts to change their mind about studying a particular subject, they can pick a new subject if they meet the entry criteria and if there is a space available on the new course. The deadline for the end of course changes is well publicised and students will be unable to change courses after the deadline has passed.

4.7 If a student changes their mind about attending WMSF they must return the sixth form ChromeBook and ID with alacrity.