



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Admissions Policy

Revised: September 2023

Review date: August 2024

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 two separate teaching buildings and two boarding houses. There are approximately 180 students on roll.

The College admits male and female students 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 can be invaluable. The College appreciates advanced notice of potential visits by prospective students their families and agents to ensure staff availability. However, we appreciate that in person visits are not possible for all applicants. If you would like to visit the college in person, please contact, the College, on 01865 793 333 or email admissions@oxfordsixthformcollege.com to arrange a visit. The College reserves the right to postpone a visit request. Details regarding available virtual events and open days will be published on our website.

The Principal and the Director of Admissions are responsible for the admission of students, in consultation with the admissions team, SENDCO and Vice Principal 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 Lower Sixth from the One Year GCSE or Pre A-Level programmes is not automatic although preference will be shown to internal progressing students in the event of over-subscription. Progression from the One Year GCSE programme into the Lower Sixth 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 provide all relevant information including a copy of an educational psychologist's report or a medical report if they have one when making an application.

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 either the Director of Admissions, the Principal or another senior and experienced member of staff. The SENDCO may join interviews where appropriate. The style of the interview is intended to be informal and provides an opportunity for the student (and their family) to make their own decision over the education on offer as well as for the College to learn about the student and family.

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 educational needs (if any) can, in the opinion of the SENDCO, 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

Following the submission of a completed online application and receipt of required documents, the College will write to the parents, agent or regional manager with details of any academic testing that will be required prior to interview. Upon successful completion of any required tests the parents, agent or regional manager will be contacted with a choice of possible interview dates and times for the student to select from. The interview will then be conducted either in person or via Microsoft teams. Following this the interviewer will direct the admissions team to send a suitable offer for the student.

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 linked 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 Compulsory School age, choose not to board with us and do not have an adult family member living in the UK are required to appoint an appropriate Guardian who is local, or geographically close to the College.