

# ADMISSIONS POLICY

# 2025

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- a) This policy applies to Kimberley Sixth Form College managed by Wootton Academy Trust (WAT).
- b) The policy is reviewed annually.
- c) The reviewed policy is then ratified by the Trust board usually at its first meeting of the next academic year.
- d) The next review will take place in the summer term 2025.



# Kimberley 16 -19 College Admissions Policy for September 2024

## 1. Introduction

Kimberley College, a 16 – 19 academy, opened as a free school in September 2013. It operates as a sixth form college. Applications are welcome from students currently in Year 11 from any locality, from any school and from any background. Our first priority will be to ensure that students enrol on courses which they will enjoy, which link to their aspirations and progression goals, and which, most importantly, they are likely to be successful studying. Information, advice and guidance is central to our admissions process. Consequently, our admissions process draws upon a range of statistical indicators, considering students' GCSE predicted results at application and actual GCSE results achieved, alongside national data about the accessibility and performance of different courses. We are committed to ensuring that students can be successful on individual courses and also the full programme of study.

## 2. Equality and Diversity

Kimberley College is committed to providing an inclusive environment in which diversity is celebrated and valued, and where the needs of individual students are recognised and supported. We are committed to a culture in which each individual student is treated with respect and dignity, and we will ensure that every member of our community studies and learns in an environment free from discrimination, harassment or victimisation.

## 3. Places Available

Kimberley College offers a Level 3 curriculum only (A levels and BTECs). **It is a selective college where the final allocation of a place is based upon achievement in formal examinations.** In September 2024 the published admission number for Year 12 is **350**. This means that there are **350** places for students who will start Year 12 in September 2025.

## 4. Entry criteria

The college offers two distinct academic pathways, each with different entry criteria which reflect the assessment style of the qualifications undertaken:

- Core Pathway – 3 A levels [or exceptionally 4 A levels where Further Maths is studied]
- Mixed Pathway – A mixture of BTEC qualifications with access to some A level subjects

**NB** The College does not offer any Level 2 pathways.

### **Core Pathway**

1. Minimum GCSE Average Point Score [APS] of at least 5.0 across eight GCSE subjects including GCSE English Language or English Literature (both achieved at 4 or higher, with one of them at Grade 5 or higher) **and** Mathematics (achieved at a minimum of grade 4 or higher where stated in subject entry criteria).
2. Meet the additional specific subject entry requirements of your chosen A Level courses.

### **Mixed Pathway**

1. Minimum GCSE Average Point Score [APS] of at least 4.0 across eight GCSE subjects including GCSE English Language **or** English Literature and Mathematics – all of which must be a minimum of grade 4.
2. Meet the additional specific subject entry requirements of your chosen BTEC & A Level courses.

*Please see the College website for details of each subject's specific entry criteria and possible course combinations.*

## 5. The Admissions Timeline – Important dates

Event	Key date[s]
<b>Application stage</b>	
Application form + prospectus on web	Tuesday 24 September
Open Evening	Tuesday 24 September
<b>School visits and interviews of applicants begin</b>	Monday 4 November
<b>Deadline for ALL applications</b>	Monday 2 December
CAT Tests for the majority of applicants (please note this is a training day for most schools)	W/C Monday 6 January 2025
<b>Deadline</b> for sending conditional offers	Wednesday 12 February
<b>Deadline</b> for accepting or rejecting conditional offers	10 school days after offer letter sent
<b>Deadline</b> for appealing against non-offer	20 school days after offer letter sent
Withdraw of conditional offers not accepted	25 school days after offer letter sent
<b>Pre-Enrolment Stage</b>	
<i>Letters sent to schools informing them of their pupils offered places at KC and requesting pre-admission contact at SENDCO/DSL/CLA/Pastoral level</i>	Monday 10 March
Pre-admission conversations begin this week	Monday 17 March
GCSE exams	Tuesday 6 May - Friday 27 June
Parent/carer information evening [ <i>online</i> ]	Wednesday 25 June
Induction days	Tuesday 1 July <b>or</b> Wednesday 2 July
GCSE Results Day	Thursday 21 August
<b>Enrolment Stage</b>	
<b>Enrolment Day 1</b>	Thursday 21 August
<b>Enrolment Day 2</b>	<b>10.00am</b> Friday 22 August
Transfer of student files + Safeguarding files requested from previous schools	Wednesday 3 September
Extended induction days	Thursday <b>4 or</b> Friday 5 September
Y12 Teaching begins	Monday 8 September
Probationary period ends	Monday 29 September

### Definitions

- A. **Application stage** – period between submitting an application and point of accepting conditional offer
- B. **Pre-Enrolment stage** – period between March 10 to August 21 2025
- C. **Enrolment stage** – the period from when students confirm they have met the terms of their conditional offer, enrol at the college and complete the transfer process concluding at the end of the probationary period.

## **We recommend that students wishing to apply for places at Kimberley College should:**

- read our prospectus, available at [www.kimberleycollege.co.uk/application-process](http://www.kimberleycollege.co.uk/application-process)
- consider carefully the course descriptions and entry requirements
- attend our open evening or visit the college during the day to discuss with us in more detail the courses that we provide.
- seek guidance from their current teachers who in many cases can provide additional advice to students about their suitability for our courses
- check they will meet the entry requirements for the courses they wish to study
- apply for a college place online using the *Applicaa* programme. This must be completed no later than **Monday 2 December 2024**.

### **The college will:**

- publish its prospectus, course information, application form and timetable blocks online and in hard copy
- provide students with information and advice on the courses it offers
- invite to interview those applicants who require additional support as identified in their application or where the college has questions regarding the appropriateness or cohesion of subject choice or where a student requests an interview
- write to all applicants with the outcome of their application.

## **6. Applying for a place**

- A) Apply online** - Complete your application on the Applicaa platform. For entry in September 2025, applications **MUST** be completed by the deadline of **Monday 2 December 2024**. If an applicant misses this deadline their application will be considered as a late application. Therefore, we recommend you complete your application as soon as you can, so you do not forget about it and end up missing the deadline.
- B) Academic evidence of suitability** - All students will need to upload to Applicaa, their most recent school grade sheet including details of their most recent mock exams or external exams that they have completed as part of their application.
- C) Interviews –**

**Please note in a change to previous years, we do not intend to interview all applicants however, we reserve the right to interview any applicant. Please note some interviews may be group interviews. Students may request an interview if they wish to find out more about the college or bring to our attention anything which has impacted their academic studies.**

There will be a mix of interviews on site at Kimberley College, on-line interviews and interviews in applicants' current schools. The **interview** is an opportunity to meet students, to discuss their interests and course choices, careers and future plans, to provide information, advice and guidance, and to consider the suitability of each student for Level 3 study.

Interviews are informal and students do not need to dress smartly. For interviews taking place within your current school we will work with senior colleagues there and notify you of the arrangements for your interview.

#### **D) References and communication with your current school**

We will always invite your current school to provide information about you, either in a reference or during meetings with the appropriate school leader in your current school. We will ask for comments on:

- i. How hard you work in your lessons and with homework
- ii. What your attendance has been at your current school
- iii. Verify the grades you have entered into Applicaa in your application.
- iv. Any clubs and activities you have participated in at your school or out of school
- v. Whether your school thinks you will meet our minimum entry requirements for a Level 3 programme of study and suitability of your subjects chosen
- vi. Any other information your school thinks is relevant.

#### **E) Show evidence of entitlement of eligibility**

- a. full funding under ESFA regulations for duration of programme of study.
- b. Your age at point of application and therefore age at commencement of studies
- c. Your current address

The above will be evidenced by uploading an image of your passport **and** a formal letter addressed to you as part of the application process and/or supplying the appropriate right to remain documentation.

We understand that some students may have experienced difficulties during Key Stage 4 of a personal or school-based nature, some of which may have been out of their control. Sometimes these may have had an impact on a student's attendance, or progress, through no fault of the student. We would never wish for these factors to discourage a student from applying and we would be very happy to discuss any such issues with students at interview. It must be noted that whilst these difficulties may be considered in relation to a conditional offer, all students must achieve the full entry criteria in the formal examinations to be enrolled in the college.

### **7. Conditional offer**

**A conditional offer is not the guarantee of a place at Kimberley College.** The terms of each student's conditional offer will be dependent on the pathway and course combinations the student has applied to study.

#### **In all cases conditional offers will only be made to students who are:**

- applying for a place in Year 12.
- no older than 17 years of age on 1 September 2025.
- eligible for full funding under ESFA regulations for duration of programme of study.
- have supplied academic evidence of the ability to achieve the entry criteria for level 3 study.

**Kimberley College is a selective Level 3 provider. If you are unlikely to achieve the minimum standards outlined above, you should ensure you have taken appropriate advice and guidance from your current school to explore alternatives to Kimberley College.**

All conditional offers will be for **Level 3** programmes of study – A Level and BTEC courses\*. We will write to a minimum of 350 students with conditional offers. Given that a proportion of students offered places also receive offers from other sixth form colleges, and a further proportion of students may not meet the terms of their conditional offers, we reserve the right to make as many additional offers as we believe necessary to ensure the College is full at the beginning of the academic year. In the event that more than 350 students meet the grades in their conditional offer and wish to accept their place in August, we may admit above 350 students.

Kimberley College plans to ring-fence 200 conditional offers for Year 11 students currently attending a Wootton Academy Trust secondary school. Each year we will make clear how many classes we *intend* to have for each course offered at the college and the number of places available in each class. This will take account of the availability of accommodation and teachers and the needs of the subject.

*\*The DfE is currently undertaking a national review of all key stage 5 qualifications, the review of which will not be known until December. Therefore, along with all sixth form providers, Wootton Academy Trust reserve the right to amend courses in light of the outcome of this review.*

#### **In order to receive a conditional offer a student must:**

- Provide evidence from your current school in support of your applications that suggests you will attain the appropriate grades to reach the entry requirements for Kimberley College as demonstrated in the most recent grade sheet; **this must be uploaded as part of your application. Please note you are able to submit an updated grade sheet to our admissions team no later than Monday 20 January**
- have completed an application on Applicaa by 2 December 2024
- completed a CAT tests taken on site in w/c 6 January 2025
- demonstrated a general commitment to study and show evidence of interest and aptitude in the subjects you wish to study at Kimberley 16 - 19 College
- International applicants must also upload key evidence/documentation that illustrates your right to access ESFA funded education for the duration of your studies as outlined above

Conditional offers will be made to any applicant where the college is satisfied the applicant will achieve the minimum entry criteria for the college. **Please note this is not a guarantee of a place in September.** The college will make more offers than places and sufficient in number to ensure the college meets its target number of learners for the cohort and classes.

#### **7.1 Special Consideration – Conditional offers**

The College reserves the right to make discretionary conditional offers to applicants that may not have fully satisfied the criteria for a conditional offer; the College considers the following criteria as relevant circumstances for such applicants:

- requires additional support, has an EHCP or has special learning needs
- is a Looked After Child
- is a student carer or parent
- has been in receipt of Free School Meals funding, or
- has extenuating circumstances deemed by the College to warrant Special Consideration.

#### **8. Accepting a Conditional offer**

**All students with a conditional offer** MUST reply to the offer within **ten school days** of receiving it, to indicate **one** of the following:

- i. They are accepting the conditional offer and that they are a firm applicant, expecting that they will enrol at Kimberley College (this is an indication and is non-binding)
- ii. They are accepting the conditional offer and that they are an undecided applicant, unsure of whether they will enrol at Kimberley 16 - 19 College
- iii. They are declining the conditional offer

## 9. Enrolment

Upon the receipt of your results of the summer formal examination series, the college will enrol applicants holding a conditional offer who:

- I. meets the minimum entry criteria required both for their chosen pathway and the individual subjects on which their conditional offer was made.
- II. has sufficiently high GCSE APS to be allocated to a class in the subject upon which their conditional offer was made, and that curriculum combination of subject permits. Please note requests to change a subject during enrolment may put your subject choices at risk.
- III. Has completed enrolment by **10.00am on Friday 22 August 2025**.

### The importance of the enrolment day

If for any reason a student fails to complete enrolment, then spaces on the courses they have selected will **not** be reserved for them. We cannot reserve spaces for students that do not complete enrolment at the expense of students that do. The college will arrange opportunities for students to enrol at a later stage but course choices will be subject to remaining availability.

**If you do NOT meet the full entry criteria for your chosen pathway or subjects when results are published in August, we will try to offer you a place on a different pathway providing your results meet the requirement for that pathway.**

## 10. Oversubscription criteria and waiting lists

Following enrolment in August, should the number of students who have met the terms of their conditional offer in full be greater than the number of places available in the class, places will be allocated to those students using the following hierarchical criteria, however all applicants must meet all the entry criteria for their chosen pathway and subject combination before the oversubscription criteria is applied.

- i. Students with the highest GCSE APS from 8 GCSEs including GCSE mathematics **and** GCSE English.
- ii. Students with the highest CAT score.
- iii. Students who are in the care of the local authority or previously were in the care of the local authority
- iv. Students who currently receive Free School Meals
- v. Students living in the parishes of Cranfield, Houghton Conquest, Marston Moretaine, Lidlington, Stewartby and Wootton;
- vi. Any other students

In the event that demand for a subject is greater than spaces available, the college will operate a waiting list for applicants where a subject is oversubscribed. Applicants whom the college is unable to offer the full curriculum requested will be asked to consider a reserve subject(s) during the enrolment process. The place on the waiting list will be determined using the criteria above. Should a space become available in the subject where an applicant is on a waiting list, they will be offered an opportunity to change back to their preferred subject up to and including the end of the probation period.

## 11. Special consideration and discretionary offers of places

If an applicant has experienced exceptional difficulties during the formal exams, they may request special consideration of these circumstances. This can be done by completing a special considerations form as part of the enrolment process. This will be considered by the college leadership team. As a consequence, the college reserves the right to make a discretionary offer of a place to an applicant who has not fully satisfied the full entry criteria of a subject. As part of this process we will review applicants holding discretionary conditional offers. The final decision will lie with the Head of College.

### **13. Appeals against non-admission**

Should an applicant (or their parent(s)/carer(s)) who is not offered a place following enrolment, believe that Kimberley College has failed to follow this admissions policy they have the right to appeal the decision made. An independent Appeals Panel, established by the Local Governing Body reviews each case. An appeal should be put in writing to the Clerk to the Appeals Panel and sent to Kimberley College within **twenty days** of the date of outcome of their enrolment: The Clerk to the Appeals Panel, Kimberley 16 - 19 College, Green Lane, Stewartby, Bedford, MK43 9LY. Please be aware an appeal from an applicant who has not achieved the entry criteria for both pathway and relevant subjects will not be considered grounds for appeal. If you believe there has been an error in considering your qualifications, please notify the admissions team.

### **14. In the event the college has spaces following enrolment – this includes late applicants**

Courses that still have places available will be published on the college website and we would welcome late applications from individuals who have the full entry criteria to enrol on these published courses. Late places will be allocated based upon the college admission entry requirements.

The senior leadership team will hold the right to make a small number of discretionary offers to applicants who have not been offered a place at enrolment. The decision to offer such a place is at the discretion of the Head of College and will only be considered if there are sufficient places available at the college once enrolment has been completed.

### **15. Withdrawal of Places**

Any student who has accepted a conditional offer who subsequently fails to attend the induction day and does not complete enrolment will have their offer withdrawn by the college at **10:00am on Friday 22 August** unless that student has the written agreement of the Head of College in advance of both events.

**Applicants and their parents / carers should be aware that checks may be undertaken to ensure that the information presented to the College in respect of the application including the identity of the applicant, address, predicted and achieved GCSE grades, right to access ESFA funded education are true. If there is reasonable suspicion that this is not the case, the applicants place may be withdrawn at any point during the academic year, even after the applicant has joined Kimberley College.**

### **16. Probationary Period**

The transition from school to college is a significant one, and students will adapt to it in different ways. The college treats the first six weeks (from enrolment) as an important period during which each student will have the opportunity to make changes to their study programme and teachers and tutors will be able to monitor and support every student to enable them to succeed and achieve. This period is referred to as the Probationary Period, and it enables both students and staff to work together to ensure that students are working well, are happy and engaged, and are developing good study habits.

For some students, this period will allow them to re-consider their subject choices with appropriate guidance and support from college senior leaders and at the appropriate time. For the majority it will serve as a useful settling in period in which they can be helped to develop as college students rather than school pupils. Occasionally the probation period will identify students for whom the



college environment is not working, for whatever reason. Whilst the college will work with these students and use a range of ways to engage and motivate, it may in rare instances be judged better that the student is asked to leave.

### **17. Request for curriculum change**

Students can request a change to their subject choices:

- During the application phase until Monday 20 January 2025, prior to conditional offers being sent. This will not be completed on Applicaa
- During the enrolment process (post results)
- During extended induction
- During the probationary period

Allocation of places in a class in August is prioritised to those who have achieved the entry criteria in full, are allocated to a class based upon GCSE APS from best 8 subjects including English and mathematics and have not requested a subject change during enrolment. The college recommends that requests to change a subject are made during the one to one interviews at extended induction days. Requests earlier than this can have unintended consequences and jeopardise the applicants curriculum choices and potentially their place at Kimberley College.

### **18. International Students**

- All international students (or students who have qualifications other than GCSEs) are required to sit an entrance examination in English and mathematics before they are considered for a place at the college and must demonstrate capability in both subjects.
- International students entering Year 12 must be no older than 17 on 1 September on the year of entry.
- All international students are required to have an entry interview with the Head of College.

International applicants need to sign up and register with UK ENIC to get a UK ENIC statement of compatibility (or similar equivalent). Kimberley College will not enrol any student without this ENIC statement (or equivalent) as we cannot compare/convert grades effectively. It is the applicants responsibility to do this, not the college. Once the applicant has the ENIC statement, they can get in touch with our admissions team and take an application forward. The website to progress with ENIC can be found at: <https://enic.org.uk/>

Wootton Academy Trust operates:  
Wootton Upper School & Arts College  
Kimberley 16-19 STEM College  
Registered in England and Wales  
Company No. 7740758

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