ADMISSIONS POLICY 2027

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 2027.



Kimberley Sixth Form College Admissions Policy for September 2027

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. **It is a selective college where the final allocation of a place is based upon achievement in formal examinations.** In September 2027 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 2027.

4. Entry criteria

For application for a place in September 2027 the college will offer 18 A level courses. All students enrolled at Kimberley **Must** have achieved:

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.

NB The College does not offer any Level 2 pathways.

Please see the College website for details of each subject's specific entry criteria. Additionally, be aware the college reserves the right to amend the curriculum offer at any time during the application process and courses will only run if there is sufficient demand.

5. The Admissions Timeline – Important dates

Event	Key date[s]
Application stage	
Application form + prospectus on web	Tuesday 10 November 2026
Open Evening	Tuesday 10 & Thursday 12 November 2026
School visits and assemblies	W/C Monday 28 September 2026
Deadline for ALL applications	**Monday 1 February 2027**
Deadline for sending conditional offers	Monday 1 March 2027
Deadline for accepting or rejecting conditional offers	10 school days after offer letter sent
Deadline for appealing against non-offer	10 school days after offer letter sent
Withdraw of conditional offers not accepted	15 school days after offer letter sent
Pre-Enrolment Stage	
School Liaison meetings	March 2027
Pre-admission conversations begin this week	March 2027
GCSE exams	Monday 10 May - Friday 18 June 2027
Induction days	Wednesday 23 or Thursday 24 June 2027
GCSE Results Day	Thursday 19 August 2027
Enrolment Stage	
Enrolment Day 1- Uploading results and accepting your place at Kimberley college.	We ask all applicants to complete enrolment by 4pm on Thursday 19 August 2027
Enrolment Day 2 – Final deadline to enrol	**10.00am** Friday 20 August 2027
Transfer of student files + Safeguarding files requested from previous schools	W/C Monday 6 September 2027
Extended induction days	Monday 6 **or** Tuesday 7 September 2027
Y12 Teaching begins	Wednesday 8 September 2027
Probationary period ends	Friday 1 October 2027

Definitions

A. **Application stage** – period between submitting an application and point of accepting conditional offer
B. **Pre-Enrolment stage –** period between March 1 to August 19 2027
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:

- 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 1 February 2027.**

The college will:

- publish course information and application guidance 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 2027, applications MUST be completed by the deadline of **Monday 1 February 2027.** 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 – We do not intend to interview all applicants however; we reserve the right to interview any applicant.

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 DfE 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. Hard copies of these documents will be checked for validity during extended induction.

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 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 2027.
- eligible for full funding under DfE 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*. 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. The number of classes we *intend* to run for each course offered at the college will be determined by the number of applicants for each subject and modelled on conversion rates from previous years. We will also in to take account of the availability of accommodation and teachers and the needs of the subject.

* *Along with all sixth form providers, Wootton Academy Trust reserves the right to amend the curriculum at any point in the academic year.*

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 there will be an additional opportunity for applicants who do not receive a conditional offer on the grounds of their academic attainment (as supplied in evidence of their application on or before 1 February 2027), to inform the college of any changes in academic attainment, for consideration.**
- have completed an application on Applicaa by 1 February 2027
- 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 DFE 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. Whilst the conditional offer will be made to students who are expected to achieve the minimum grades for entry to the college, please be aware that the entry criteria for most subjects are higher and spaces on courses with minimum entry criteria are very small. If you are unlikely to achieve the entry criteria for the courses you want to study, you are advised to make sure you have an alternative option to Kimberley College.

7.1 Special Consideration – Conditional offers

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. 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. The College reserves the right to make discretionary conditional offers to applicants that may not have fully satisfied the criteria for a conditional offer where extenuating circumstances deemed by the College warrants 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 Sixth Form 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 Sixth Form 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. meet the minimum entry criteria required both for their chosen 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 20 August 2027.**

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 subject/s when results are published in August, you will have the opportunity to request alternative subjects **providing your results meet the requirement and there is space in the subject to do during the enrolment phase.**

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 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 who are in the care of the local authority or previously were in the care of the local authority
iii. Students who currently receive Free School Meals
iv. Students living in the parishes of Cranfield, Houghton Conquest, Marston Moretaine, Lidlington, Stewartby and Wootton;
v. 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, impact of regraded exam papers and discretionary offers of places

Should you have experienced exceptional circumstances which may have impacted your formal exams and would result in any special consideration from an awarding body, we would expect this to have been applied for through the awarding body and therefore the resulting grades will normally determine eligibility for admission. The College will not routinely make a further concession for circumstances already considered by the awarding body.

Discretionary admission for applicants who remain below the published entry requirements will be considered only in exceptional circumstances, should this apply to you, a special considerations form must be completed. All decisions will be made by the Head of College, whose decision will be final.

Should you request a review of marking that results in an improvement of grade that would enable you to fulfil the entry criteria of your chosen subject, please notify college admissions. We will endeavour to allocate you to your chosen subject but only if there is sufficient space to do so. Where we are unable to allocate you to a subject, you will be placed on a waiting list or you may choose a different subject which you have the entry grades to study.

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 **ten days** of the date of outcome of their enrolment: The Clerk to the Appeals Panel, Kimberley Sixth Form College, Green Lane, Stewartby, Bedford, MK43 9LY. Please be aware an appeal from an applicant who has not achieved the entry criteria 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

The College withholds the right to withdraw any student who has accepted a conditional offer but subsequently fails to attend the induction day and/or does not complete enrolment by **10:00am on Friday 21 August** unless that student has 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 DfE 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 and requested via email to our admissions team
- During the enrolment process (post results)
- During extended induction
- During a narrow window in the probationary period between 20th and 22nd September.

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.

18. International Applicants and Applicants with Overseas Qualifications

- **Assessment**: Applicants presenting qualifications other than GCSEs may be required to complete the College's English and mathematics assessments to establish whether they meet the relevant academic entry requirements. International applicants may also be required to attend an admissions interview with the Head of College.
- **Age:** Applicants entering Year 12 must normally be aged 16 or 17 on 1 September in the year of entry. Any exception will be considered at the College's discretion, subject to applicable funding and eligibility requirements.
- **Qualification verification**: 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 applicant's 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/**
- **Admission and funding eligibility**: All applicants must satisfy the College's published entry requirements and provide the documentation necessary to establish their eligibility for admission and, where applicable, DfE funding. An application will not be confirmed until the College is satisfied that the applicant's qualifications and eligibility have been appropriately verified. The College may withdraw the place if it is subsequently found that the information supplied in respect to eligibility is incorrect or not valid evidence.

Wootton Academy Trust operates:
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