

RUNSHAW COLLEGE

POLICY TITLE: Sixth Form College Admissions Policy

APPROVED BY:
Corporation Board

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POSITION:
Director of School Employer &
Community Relationships

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10

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1. General Principles

1.1 Runshaw is a very popular and oversubscribed college. This admissions policy aims to meet the needs of as many young people as possible who wish to study at Runshaw whilst prioritising:

- (i) the needs of Runshaw students progressing internally
- (ii) pupils attending Partner High Schools (**PHS**) in South Ribble, Chorley and other nearby towns/regions.
- (iii) any pupil who is in care or has been in care.
- (iv) a student with an EHCP and/or High Needs
- (v) sons/daughters of current staff at the college
- (vi) students aged 15 or 16 who currently live (or who can prove beyond reasonable doubt that they are moving to live) in the boroughs of Chorley or South Ribble
- (vii) refugees and asylum seekers who are based in Chorley or South Ribble so long as they have a legal right to study in the UK

Our current list of PHS is available on request and is reviewed annually. Decisions to add or remove any schools from our PHS list will normally be based on the demographic trends of the year 11 school leaver population in Lancashire and on recent application/enrolment trends from each school.

1.2 All schools which are **not** Partner High Schools (PHS) are considered to be Reserve Partner High Schools (RPHS)

1.3 We always welcome applications from pupils attending RPHS, but such applicants will only be enrolled on to courses at Runshaw if spaces on relevant courses still exist after the needs of the students listed in paragraph 1.1 have been met. In such cases, if the number of RPHS applicants exceeds the number of spaces, the college will normally select on the basis of prior (GCSE) attainment, and/or on the basis of other skills or achievements (eg. in sport or music) which might be beneficial to other students at the college.

1.4 Irrespective of whether students attend a PHS or a RPHS, the deadline for submission of applications is 1st April.

- 1.5 Offers must be accepted within 2 weeks of the offer being made. By accepting the offer of a place students must also agree to comply with the college's holiday policy. The college reserves the right to cancel the enrolment of any student who takes time off for a holiday during term time. In cases where holidays of this nature have been pre-booked prior to enrolment, these should be brought to the attention of the college at the earliest possible opportunity so that they can be considered by a member of the college's management team.
- 1.6 Applicants in section 1.1 who meet the deadlines for application, and acceptance of the offer, will be **guaranteed** a place at the college provided they meet the entry requirements for the courses that they wish to study and any other criteria stated on the offer letter. All applicants are expected to meet the deadline date, but the college has the discretion to waive the deadline date for applicants who can demonstrate exceptional circumstances (eg. an asylum seeker aged 16-18 who has been placed in South Ribble during the period April-August)
- 1.7 Students must enrol in person by attending the college, with the appropriate requested documents, on the enrolment date stated on the offer letter (or on an agreed alternative date, subject to prior agreement with the college).
- 1.8 So long as the college has not exceeded its overall student capacity, students who are not able to attend the scheduled enrolment days may still be admitted to the college subject to all of the following conditions being fulfilled:
- attending in person to enrol at a mutually agreeable time
 - meeting the entry requirements for the courses of their choice
 - places being available on the courses of their choice
 - being available to attend all classes from the 1st day of teaching in the Autumn term
- 1.9 All applicants who apply by 1st April but who do not respond to the offer of an interview, or book an interview and do not attend, will be sent a reminder* providing them with a further chance to respond. If the applicant does not respond within 2 weeks the college reserves the right not to reschedule their interview and to offer their place to a RPHS applicant who has followed the admissions procedure.

Applicants from section 1.1 who apply by 1st April and after their interview do not respond to the offer of a place, will be sent a reminder* providing them with a further chance to respond. If the applicant accepts the offer within two weeks, they will be guaranteed a place at the college provided they meet the course entry requirements.

Applicants who do not respond within two weeks will be regarded as **late applicants**.
Late applicants are not guaranteed a place at the college – see also 2.1 below.

*The reminder letter will make clear the responsibility of the applicant to ensure a response is received by the College within two weeks. It will also spell out clearly the result of not responding within the two week period.

- 2.0 Applicants from RPHS must also apply before 1st April and reply to any offer within two weeks. It will be made clear to them that a place at Runshaw depends upon vacancies existing in the areas they have applied for.

If these students do not reply to an offer within two weeks, they will also be sent a reminder.

- 2.1 If, following enrolment, some places still exist at the college, for students who do not meet the conditions listed above, i.e. they are not Runshaw students progressing internally and they are not applicants from partner high schools who have met the deadlines above, priority will be given in the order as follows provided there are places available:

- (i) RPHS applicants

(ii) late applicants from section 1.1

- 2.2 Applications to study at the college received **after lessons have begun in September** will be considered on a case-by-case basis, subject of course to any places being available.
- 2.3 Any appeals against an admissions decision will be handled as complaints and will be dealt with in accordance with the college's complaints policy.
- 2.4 As indicated in the Principal's talks at our Open Events, the college has high expectations of its students in relation to conduct and behaviour.

Included within these expectations are a dress code¹ and a no-smoking policy²

Also, due to the limited capacity of our car parks, the college is not able to offer car parking spaces to students³.

Further information in relation to any of the above can be supplied on request to prospective students and/or their parents/guardians.

1 DRESS CODE

All students are expected to wear clothes which are appropriate for a respectful learning community and therefore :

- must not wear clothing which could cause offence or embarrassment to others
- must not wear clothes which could pose a risk to health and safety
- are not allowed to wear clothes or garments in a classroom setting which could interfere with teaching and learning

2 SMOKING

Smoking (including the use of e-cigarettes) is only permitted in the designated smoking area – at the Leyland Campus this is located near the Rydal building and at the Chorley Campus, this is located at the edge of the main car park.

Students are not permitted to smoke on the road at the front of the Leyland Campus (Langdale Road) as this creates a poor impression of the college and causes offence to some of our local residents.

Anyone found to be smoking outside of the smoking areas, or on Langdale Road will normally receive a **formal disciplinary warning**.

3 PARKING

Bicycles

Bicycles should be left in the racks outside the **Eskdale** or **Rydal** buildings, firmly secured, with a chain and padlock. We recommend that students insure their bicycles to cover against potential damage or theft; this can often be obtained via an extension of an existing home insurance contents policy.

Buses

The college has a proud track record for the reduction of its carbon footprint, so we encourage all our students to travel to the college by bus (if they are not able to cycle or walk). Dedicated college buses provide a safe, convenient and environmentally-friendly way to get to and from

college. The bus network is very extensive and serves all our catchment areas. All of our bus passes are attractively priced due to a 50% college subsidy. Bus passes and timetables can be obtained from our transport team transport@runshaw.ac.uk.

Car Parking

The college car parks only have sufficient capacity to meet the needs of staff and visitors.

Car parking permits are only ever considered to be issued to students based on the grounds of ESSENTIAL NEED (eg. due to a specific disability or medical condition). Students wishing to apply for a parking permit should please discuss this with their pastoral mentor.

All applications for a permit will be considered by college managers and decisions will normally be communicated to students within 2 weeks.

All vehicles brought onto the premises must have valid MOT, tax and insurance and be driven in a safe manner and parked in designated areas.

Please note: A private firm manages our car parks and anyone found to be parking without a permit will be subject to parking penalty charges. We therefore urge all students and visitors to observe parking restriction signage, to avoid receiving a parking fine.

South Ribble Council may sell a small number of termly parking passes to Runshaw students for the Worden Park overflow car park. These work out at approximately £5 per week. The programme office reception team can advise on how to apply for one of these permits.

IMPORTANT: There are parking restrictions in operation on most of the local roads surrounding the College. Students are therefore advised to check these carefully before parking on any of the local roads.

Motorcycles

Students wishing to use the designated motorcycle parking area on campus must first register their motorcycle with Student Services. Students will be required to present a valid MOT certificate, insurance documents and driving licence. Any unregistered motorbikes on site are liable to parking penalty charges.