



Admissions Policy (Full time Students)

Statutory

Approved By	Date Approved	Review Date	Sponsor
Governors	July 2016	July 2018	Principal

1. The Maltings College Admissions and Recruitment Policy

- 1.1. The Maltings College is open to applications for full time courses from young people who are (or will be) aged 16 – 19 years on 1st September of the academic year in which they are seeking a place.
- 1.2. The Maltings College will operate with a maximum number of students across all ages of 300 (excluding those who are undertaking apprenticeships or training as part of their learning with another provider); any students above 300 and business case will be submitted to the EFA for additional funding.
- 1.3. This admissions and recruitment policy covers admissions for students to full time learning programmes and the recruitment of employed 16-18 year olds. Students will be admitted in line with the admissions policy statements 2.2 to 2.12.
- 1.4. Learners will be enrolled on to an appropriate course for them at any age between 16-19 years, in line with EFA funding guidance.

2. Admissions for student employees:

- 2.1. The available places on each full time course will be based on the nature of the course and the limitations of the accommodation / resources / equipment available. Please refer to the prospectus and website on www.maltingscollege.co.uk
- 2.2. Applications will be considered according to the set minimum entry requirements for individual course(s) of study requested by the applicant and these can be found in The Maltings prospectus.
- 2.3. Entry to certain courses may include applicants undertaking practical assessments, undergoing interviews and/or submitting personal statements. Where practical assessments are to be used this will be identified in the individual course details within the prospectus. Details for each course will be available through the annual prospectus.
- 2.4. All learners will benefit from a positive and constructive initial assessment of learning and support needs, carried out by trained staff, resulting in an agreed Personal Learning Plan documenting current levels of skill (including literacy and numeracy), knowledge and experience; career aspirations; and the agreed learning programme to suit their personal and work needs.

3. Oversubscription Criteria

- 3.1. Where the number of applicants meeting the minimum entry criteria for a course exceeds the number of places available then places will be offered to young people currently on roll at the following schools in the order listed in below.
- 3.2. In the event that the number of applicants who meet the admission criteria for a course still exceeds the number of places available then applications will be ranked according to student prior attainment levels and where appropriate the outcomes of practical assessments (with higher ranked students given priority).

4. Course Guidance / Appropriate Courses

- 4.1. All applicants will have an interview with a member of the college teaching and learning team, see section 2.4. This interview will provide an opportunity to give appropriate

information, advice and guidance to ensure that the level of course applied for meets individual skills and abilities. This interview will also provide information on the college's requirements for students to study appropriate Maths and English courses.

- 4.2. Those applicants who are unsuccessful in securing a place on a course due to over subscription will be offered an alternative course where a place is available, where the applicant meets the minimum course entry requirements and in accordance with section 3.

5. Appeals

- 5.1. Where applicants have been unsuccessful in gaining a place at the college, arrangements have been established where applicants can appeal to an Independent Admissions Appeals Panel. Details of these arrangements are available from the college www.maltingscollege.co.uk.

6. Waiting List

- 6.1. The college will maintain a waiting list of unsuccessful applications (where the minimum course entry criteria are met) up to 30 November of the academic year in which the application was made. The waiting list will be ranked in accordance with the oversubscription criteria.
- 6.2. See Appendix 1 for Admissions Timeline

Appendix 1

The Maltings College

Application/admission timeline for full time and pre-apprenticeship programmes

November – March	Open Days & Evenings Expressions of interest by the end of each month Personal contact by TMC acknowledging all expressions of interest
January – April	TMC follows up expressions of interest and invites formal applications
31 st May	Deadline for Round 1 formal applications
30 th June	Offers made on Round 1 applications – conditional on examination grades being achieved
August	Open Day/Evening after summer exam results (including AS A2 and GCSE) Applicants who submitted in Round 1 confirm exam results and firm offers made
August – the Friday(s) after results	Deadline for Round 2 applications, with confirmed examination grades
31 st August	Round 2 firm offers made
1 st - 30 th September	Remaining places on courses open for application/entry
1 st October	Applications for full time courses in that year closed.