



Name of Policy:	Admissions Policy
Last Approved:	February 2026
Approved by:	TSFCT Trust Board on LGB recommendation
CMT Owner:	Assistant Principal – Student Experience

Admissions Policy

1. Introduction

- 1.1. Long Road Sixth Form College is a state-funded sixth form college and is part of The Sixth Form Colleges Trust. Henceforth referred to in this document as the Trust. The Trust is accountable for the Policy and delegates decision making to the Principal and Local Governing Body (LGB).
- 1.2. Long Road welcomes applications from all students. The college is an open, accepting and diverse community of staff and students where everyone can achieve their potential and no one will be disadvantaged because of their identity, disability or personal circumstances.
- 1.3. Students who are nationals of EU (or EEA) countries and meet the criteria under the DfE (Education and Skills Funding agency) guidelines will be considered for a fully funded place with the college. Once enrolled students will be eligible for funding for the full duration of their study programme.
- 1.4. As part of a Multi-Academy Trust, Long Road is unable to sponsor foreign national applicants intending to access UK education on a Student Visa.
- 1.5. This policy can be made available in large print and in other accessible formats as requested.

2. Scope

This policy applies to all:

- 2.1. 16 -18 year-old applicants who are eligible for state funded places applying for a full-time programme of study (tuition fees are not charged for eligible students who are under 19 on 1st September at the start of their study programme).
- 2.2. those aged 19 to 24 with an Education Health Care Plan, where Long Road is recorded as the preferred destination, and, providing the college has a suitable programme of study to meet the needs identified and the student meets the entry requirements for the course.

3. The Application Process and Offers of Places

- 3.1. Long Road has an extensive pre-enrolment process that includes: school events, Open Evenings, Advice and Guidance Meetings for applicants, Welcome Days where students attend lessons in their offered courses, and individual Enrolment Meetings after GCSE results are received.
- 3.2. All applicants are required to apply using the online application form.
- 3.3. The college aims to provide all applicants with a guidance meeting where the programme of study and subject choices will be discussed, however, a place can only be confirmed at enrolment after GCSE results have been achieved.
- 3.4. Applications received by the published deadline will be prioritised for a guidance meeting.
- 3.5. Places are offered on the understanding that applicants are fully expecting to attend full-time (minimum 580 hours per year), for the duration of their course, and are able to participate regularly, safely and appropriately, with reasonable adjustments, if required, in the college curriculum and community.
- 3.6. A 'Place' at college consists of a Full Time Study Programme consisting of funded courses, tutorial, guidance and support meetings and enrichment. The college curriculum is delivered 'face-to-face' and in person. Remote learning is not offered as part of the curriculum.
- 3.7. Conditional offers of a place to study at Long Road will be made at the guidance meeting and will normally be confirmed on the applicant's online account within 4 weeks.
- 3.8. Applicants should accept their place through their online account within 2 weeks of receiving their conditional offer.
- 3.9. If a student wishes to change any of their course choices after receiving a conditional offer, they should contact the Admissions Office as soon as possible. Course change requests will be reviewed but cannot be guaranteed.
- 3.10. An offer of a place may be paused:
 - 3.10.1. whilst the college gathers more information from medical professionals, school referees or others to assure the college that the student is able to benefit from and succeed at college
 - 3.10.2. to allow applicants to demonstrate their commitment to studying at Long Road before an offer can be made.
- 3.11. All offers are conditional and require applicants to meet the required entry criteria for the programme of study applied for and for each subject within that programme
- 3.12. Applicants who have a history of disrupted education, exclusion, behavioural problems or low attendance will be reviewed on a case by case basis to assess suitability for a place. If approved, a place may be offered a place subject to probationary conditions attached to the offer, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the college. The probationary period will be set from enrolment until the first half term. During this time learners are monitored for academic ability, attendance,

behaviour and performance. The requirements for satisfactory progress must clearly be communicated to the learner and their parents/carers along with any specific actions needed to meet these requirements. During this period students may be asked to leave if the requirements for satisfactory progress has not been met. Learners have the right to appeal by following the appeals procedure outlined in section 9.

- 3.13. For safeguarding purposes, all applicants are required to declare any criminal convictions. We request applicants share if they are a part of an ongoing investigation.
- 3.14. Programmes of study and subject choices will be confirmed or adjusted as part of the enrolment process, after GCSE results are published and the applicant's entry qualifications are confirmed.
- 3.15. Applicants who do not meet the entry requirements for their original choices will, wherever possible, be offered an alternative programme or course at the college which they are qualified to study.
- 3.16. The offer of a place on a Level 2 programme of study is for one year, and does not automatically guarantee the offer of a place on a course of study in subsequent years.
- 3.17. Long Road reserves the right to withdraw an offer at any stage if an applicant is found to have submitted false or misleading information or has been involved in serious misconduct.
- 3.18. Should incorrect achieved grades be submitted, we reserve the right to review and adjust a study programme accordingly, after enrolment.

4. Students with Additional Needs

- 4.1. All applicants are requested to disclose, on the application form, any medical conditions, learning difficulties, or physical or sensory disability to enable the college to understand how best to support the student's future learning.
- 4.2. An Education Health and Care Plan completed by the Local Authority will help the college assess a student's need. Applicants should indicate if an application for an EHCP is in process.
- 4.3. Students who disclose additional learning needs will be invited to attend a guidance meeting with appropriate staff, who are able to provide bespoke support and advice.

5. Entry Criteria:

5.1. For all applicants including those from Year 10, Year 11, Year 12

The college will offer conditional places to students:

- 5.1.1. who apply by the published deadline
- 5.1.2. who demonstrate a positive commitment to further study and the ethos of Long Road
- 5.1.3. who are predicted to qualify for the course(s) they intend to study which includes any subject specific entry criteria (the entry criteria for each

programme of study and for each course will be published annually on the website).

- 5.1.4. whose application has the support of their present school or college
- 5.1.5. who fulfil any targets or conditions set at the guidance meeting
- 5.1.6. who accept that should they not achieve a Grade 4 in GCSE English or Maths they will be required by the college's funding agreement to enrol and attend these courses until they achieve a grade 4 or higher.
- 5.1.7. who have been home educated and hold the required GCSE profile to qualify for the courses they intend to study

5.2. Applicants moving to the area

- 5.2.1. Long Road recognises that on occasion students may need to make late or mid-year applications, for example due to family relocation.
- 5.2.2. **Applications from students in this category will be considered individually.**
- 5.2.3. In some circumstances it may be possible to join a two-year course after the induction period, however a match on the syllabus and course content already covered is essential. In most circumstances, students will need to re-start the two-year programme.
- 5.2.4. Joining the second year of a two-year course would only be considered in **exceptional circumstances**. Entry would be dependent on places available, the course(s) entry criteria being met and a positive school/college reference including attendance and performance.

5.3. Applicants who wish to re-start or re-enrol

- 5.3.1. An offer of a restart/re-enrol place will be subject to availability and will be determined individually by the college. Requests for re-starting studies are reviewed by the Guidance Team. Students in this category may be placed on a waiting list and considered post enrolment in August.
- 5.3.2. If the student has had time away from education due to ill health, the Fitness to Study policy will be applied.
- 5.3.3. Long Road students at the end of year one, who have changed their intended career aims and now require a revised study programme (e.g. from the Sciences to the Arts) may be considered for a re-start in Year 12. This change of programme would need to be supported by an excellent attendance record, positive academic references and support from the Guidance team.
- 5.3.4. Former Long Road students who did not complete their programme of study, for reasons other than ill health, will not usually be offered a place at the college in any subsequent year. Students in this position who are considering making an application should contact the Admissions Office at an early stage for advice.
- 5.3.5. Applications from students who have been asked to leave their previous post 16 centre will be required to supply a positive

school/college reference to support further study. Students in this category may be required to attend an additional guidance meeting and their application will be placed on the waiting list and considered post enrolment in August. **The decision as to whether a place will be offered will be the decision of the Principal.**

5.4. Applicants who have completed a two-year Level 3 programme

5.4.1. Applications in this category are not usually considered.

6. Applications from overseas students (including UK & European Union Nationals)

Applicants from this category that are moving to the area for the full duration of the course applied for, will be accepted as long as the student can:

- 6.1. demonstrate that travel documents have been endorsed to show they have right of abode in the UK for the full duration of their study programme.
- 6.2. meet the course entry requirements with particular reference on qualifications gained in their own country.
- 6.3. demonstrate their competence in English, if required.
- 6.4. confirm accommodation arrangements and be able to provide the name of a responsible adult living locally. The college does not offer any accommodation nor do we assist in finding appropriate accommodation for any applicant.

7. Level 4 Foundation Art & Design applications

- 7.1. **The Level 4 Foundation Art** course is open to students who have successfully completed Level 3 study and intend to progress to Higher Education courses in arts. The course is funded in the same way as other college courses, in that tuition fees are not charged for UK students who are under 19 on 1st September at the start of their study programme. Applicants are welcomed from students completing Level 3 courses at Long Road Sixth Form College and from other centres.
- 7.2. **Entry criteria are stated on the college website**, and all students predicted to meet the minimum entry criteria will be interviewed.
- 7.3. **Offers will be made once all meetings are completed.** Applicants will need to provide a portfolio of artwork for review at meeting.
- 7.4. **In the case of over subscription, offers will be made using the predicted grades** for Art as the first deciding factor, followed by grades in other subjects at Level 3. For example, students predicted an A* for Art will be above those predicted an A. Students with the same Art grade will consider other qualifications to differentiate. UCAS points will be used to compare different types of qualifications.

7.5. Students who do not get an offer will be placed on a waiting list in order of predicted grades as above. Should places become available following enrolment, offers will be made to the waiting list in that order or priority.

7.6. The **appeals** process is as the main policy, **section 9**.

8. Over Subscription

If the college were to be oversubscribed, students from partner schools, applying by the published deadline, will be given priority.

The Cambridge Area Partner (CAP) comprises the following group of schools and colleges and post-16 centres in the partnership:

CAP 11-16 schools:

Bassingbourn Village College, Bottisham Village College, Cambourne Village College, Chesterton Community College, Comberton Village College, Cottenham Village College, Ely College, Impington Village College, Linton Village College, Vista Academy Littleport, Melbourn Village College, Netherhall School, Northstowe Secondary College, North Cambridge Academy, Parkside Community College, Trumpington Community College, , Coleridge Community College, Sawston Village College, Soham Village College, St Bede's Inter-Church School, Swavesey Village College, and Witchford Village College.

CAP schools/colleges with Sixth Form provision:

Bishop Laney Sixth Form, Comberton Sixth Form, Cottenham Village College, Impington International College, The Oakes College Cambridge

CAP special schools:

Castle School, Granta School, Highfield School, the Centre School, The Harbour School, Olive AP Academy

CAP sixth form colleges:

Hills Road Sixth Form College, Long Road Sixth Form College,

CAP further education colleges:

Cambridge Regional College
College of West Anglia (Cambridge Campus)

Science and technology:

Cambridge Academy for Science Technology

Current CAP guidelines states that applicants may apply to more than one post-16 centre.

Additional priority groups include: Students with Educational Health Care plan which can be best met at Long Road, Looked After Children, and Care leavers.

9. Appeals Procedure

To request a review of a decision with respect to the admissions process, an applicant should write to the Director of Admissions, outlining the grounds for the review, including any supporting evidence that you wish to be taken into consideration, such as medical letters or additional references. A letter of acknowledgement will be sent to the complainant within five working days of receipt of the review request. Should further documents or clarification be required, the outcome of the investigation may be delayed whilst this is obtained from relevant parties.

Following investigation, a full written response will be sent to the applicant within ten working days (where possible). Should there be a delay, we will notify the complainant, explain why and clarify the revised timescale.

If the applicant is unhappy with the college response, they may make an appeal to the Principal. All appeals should be made within 7 working days of receipt of the college's response to the review decision.

The Principal's decision is final. The Principal will endeavour to supply a written response within 10 working days.