

The following policy relates to applications for places on the college's full-time 16-19 programmes of study and applicants are asked to recognise that the sixth form college and its courses are designed primarily to meet the needs of students within that age range. An Academic Support booklet detailing the support available can be sent on request.

### **1. Applications from Year 11 students**

The college welcomes all applications and will offer places to all students who apply before the published deadline, are applying for courses which meet their career or future ambitions, who are predicted to qualify for the course they intend to study and whose applications have the support of their present school or college.

### **2. Applications from students taking a post 16 level 2 course**

Level 2 students who wish to apply for a two-year level 3 course should be able to demonstrate a good attendance record and submit a supportive academic reference. Students will be interviewed before an offer is made, and the offer of a place is subject to the normal entry criteria for a level 3 course and successful completion and achievement on their study programme.

Students who do not complete their Level 2 programme of study will not normally be offered a place at the college in any subsequent year. Former Long Road students in this position who are considering making an application should contact the college at an early stage before following the normal application procedure.

### **3a. Applications from students who have not completed their two-year Level 3 programme, because they are moving into the area.**

Applications from students in this category will be considered individually. In some circumstances it is possible to join a course during the two years but a match on the syllabus and course content already covered is essential. In most circumstances students will need to start the two year programme.

### **3b. Applications from students who have not completed their two-year Level 3 programme, because they have had time away from education**

Applications from students in this category will be considered individually. A positive reference is required for students who have been asked to leave their post 16 centre. Students in this category will be placed on the waiting list and considered post enrolment in August.

If the student has had time away from education due to ill health, the fitness to study policy is used. If the student is qualified then they will be offered a place, if there is space on the courses applied for, on the conditions that written medical evidence is submitted no more than four weeks prior to starting but before enrolment, clearly stating they are fit for full-time education.

### **3c. Applications from students who do not intend to complete their two-year Level 3 programme at a different post 16 institution and wish to join Long Road to either re-start or to join mid programme.**

Applications from students in this category will be considered individually. If a student is able to continue at their existing school or college an application will not normally be considered. Students in this category will be placed on the waiting list and considered post enrolment in August.

**In all circumstances**, an offer of a place will be subject to the normal admissions criteria for Long Road Sixth Form College and receipt of a supportive academic reference and assessment records including good attendance, and a clear progression aim. The offer of a place is subject to availability and to approval by the Vice Principal (Student and College Services).

In all cases, students will not be considered if they are aged 19 or over on 1<sup>st</sup> September of the year they start a programme. Students will only be offered one re-start opportunity.

### **4. Applications from students who have completed their two-year Level 3 programme.**

Applications in this category are not normally considered. We are not able to offer a re-take course for A levels, although in some exceptional circumstances it may be possible to join a year 2 class to attend all the scheduled lessons for the entire year. This is subject to availability, a supportive reference and evidence of predicted grades which exceeded the published results. Enquiries about this should be made in the week following the publication of A level results by emailing the admissions office. In all cases, students will not be considered if they are aged 19 or over on 1<sup>st</sup> September of the year they start a programme.

### **5. Applications from students residing overseas**

Applications from students from overseas will be considered if the student is moving to Cambridge with their family for the duration of the course applied for. Students must have confirmed 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. Students who have not been living in the European Economic Area for three years prior to the start of the course may have to pay tuition fees, and they should contact the Admissions Office for further details. The full fees for the entire year must be paid before the student commences the course. The fees in September 2017 were £5 450 per year.

### **6. Other applications**

The college anticipates that most applications will fall into one of the above categories. Other applications will be considered on their merits.

### **7. Partner Schools**

In the event that the college is oversubscribed, students from partner schools will be given priority over other applicants. The partner schools are: Bassingbourn VC, Bottisham VC, Chesterton CC, Comberton VC, Cottenham VC, Ely CC, Impington VC, Linton VC, Melbourn VC, Netherhall School, North Cambridge Academy, Parkside CC, Parkside Federation Coleridge CC, Sawston VC, Soham VC, St Bede's School, Swavesey VC, UTC Cambridge and Witchford VC. This is subject to the applications having been received by the published deadline.

## **8. Interviews**

The main purpose of the interview is to provide advice and guidance in order to ensure that the programme and courses of study chosen are suitable. Interviews also provide an opportunity for applicants to find out more about the college. Written offers will be made within four working weeks of the interview.

## **9. Appeals Procedure**

Applicants have the right to appeal against our decision if they are not offered a place. Appeal applications should be made in writing to the Vice Principal within 10 days of the applicant receiving the admissions decision and must give grounds and particulars for the appeal. The Admissions Policy criteria will be used to determine the outcome. The applicant will be informed of the outcome in writing.

## **10. Withdrawal of courses**

The College will try to ensure that students are able to follow their first choice of programme and courses. However, the College reserves the right to withdraw a course, for example, if there are insufficient numbers of students or unforeseen circumstances. Full guidance will be given to students during the enrolment process