

Admissions Policy 2019-20 Entrants

New College Bradford is committed to providing places in a fair and transparent way. This means that we welcome applications from students 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 heavily 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.

In September 2019 New College Bradford will provide **520** places for enrolling Y12 students. These students will enrol onto study programmes at level 2 and level 3.

The college will have a total capacity of 1200 places (full-time equivalent) for student in the age range 16-19.

Minimum study programme

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours per year.

Those students who have not achieved at least a GCSE level 4 in both English and Maths will be required to study these GCSEs alongside their other subjects¹.

1. Level 3 Minimum Study Programme

Regardless of whether students are enrolled on Level 3 BTEC courses or A Level courses, all students will complete the Level 3 Programme of Study. This includes:

- A minimum of three substantial Level 3 courses – A Level, BTEC or a combination – equivalent to at least 3 A levels in total.
- GCSE maths resit for any students that have not yet achieved level 4.
- GCSE English resit for any students that have not yet achieved level 4.
- A tutorial programme which includes study skills, work and employability skills, preparation for HE, and wider personal development.
- Support and assistance for students taking part in work experience placements.

2. Level 2 Minimum Study Programme

The study programme of Level 2 students will include:

- A minimum of three Level 2 courses – GCSE, vocational or a combination – equivalent to at least 4 GCSEs in total (some GCSE courses may be doubles at worth 2 GCSEs).
 - GCSE maths resit for any students that have not yet achieved level 4.
 - GCSE English resit for any students that have not yet achieved level 4.
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- A tutorial programme which includes study skills, work and employability skills, preparation for HE, and wider personal development.
- Support and assistance for students taking part in work experience placements.

Minimum Entry Requirements

1. Minimum Entry Requirements – A Level Programmes of Study

For students enrolling on a programme of three A level courses all of the following are **required**:

- Achieved at **least level 4 in GCSE English**;
- Achieved at least 5 level 4 (or equivalent) **GCSE** results;
- Achieved an **average GCSE point score of at least 4.5** in the GCSE subjects completed (averaging level 4, or equivalent);
- Met the **course specific entry requirements**, and minimum average GCSE point score set out below, for each of their courses;
- Demonstrate **good or satisfactory academic attainment and commitment to learning at interview**;
- Under 19 and eligible for full funding under ESFA regulations for the full duration of the programme of study – please contact enquiries@ncbradford.uk if unsure.

For most programmes of three A level courses, an average GCSE point score of 4.8 is **recommended**.

For most programmes of three A level courses of which 2 or 3 subjects are asterisked (*) an average GCSE point score of 5.5 is **recommended**.

For a programme of four A level courses an average GCSE point score of 7.0 is **required**.

A-Level	Course Specific Entry Requirements for 2019	Minimum average GCSE point score
Accounting	Level 4 English Language and Level 6 Maths	4.5
Art and Design	Level 4 English Language and 4 in a creative subject or merit in BTEC (if studied)	n/a
Biology*	Level 4 English Language and Level 6 Maths, 6 in Biology or 6-6 in Combined Science	5.6 (or 7 in Maths)
Business	Level 4 English Language and Level 5 Maths	4.5
Chemistry*	Level 4 English Language and Level 6 Maths, 6 in Chemistry, or 6-6 in Combined Science	5.5 (or 7 in Maths)
Computer Science*	Level 4 English Language and Level 6 Maths and 6 in Computer Science	5.6
Drama and Theatre Studies	Level 5 English Language and 5 in a Performing Arts subject or a merit in BTEC (if studied) or an audition	n/a
Economics*	Level 5 English Language and Level 6 Maths	5.0
English Language/Literature	Level 5 English Language or Level 5 English Literature	4.5
English Literature	Level 5 English Language and Level 5 English Literature	4.5
Film Studies	Level 5 English Language or Level 5 English Literature	4.5
French*	Level 6 English Language and 6 in French	5.6 (or 7 in French)
Geography*	Level 5 English Language and 6 in Geography	5.0
Geology	Level 4 English Language and Level 6 Maths and a 6 in Science	5.0
German*	Level 6 English Language and B in German	4.9 (or A in German)
Government and Politics	Level 5 English Language	5.0
Graphic Design	Level 4 English Language and 4 in a creative subject or a merit in BTEC (if studied)	n/a

History	Level 5 English Language and 6 in History (if studied)	5.0
Law	Level 5 English Language	4.5
Maths*	Level 4 English Language and Level 6 Maths	5.4 (or 7 in Maths)
Further Maths*	Level 4 English Language and Level 8 Maths	5.6
Media	Level 5 English Language or Level 5 English Literature	4.5
Music	Level 5 English Language and 6 in Music or a distinction in BTEC (if studied), plus Grade 5 standard in practical and theory	n/a
Photography	Level 4 English Language and 4 in a creative subject or a merit at BTEC(if studied)	n/a
Physical Education	Level 4 English Language and 5 in PE and 4 in Science and must be currently playing a competitive sport	4.5
Physics*	Level 4 English Language and Level 6 Maths and 6 in Physics or 6-6 in Combined Science	5.6 (or 7 in Maths)
Psychology	Level 5 English, Level 5 Maths and 5-5 in Combined Science	4.5
Religious Studies	Level 5 English Language	4.5
Sociology	Level 5 English Language	4.5
Spanish*	Level 6 English Language and 6 in Spanish	5.6 (or 7 in Spanish)
Textiles and Fashion Design	Level 4 English Language and 4 in a creative subject or a merit at BTEC (if studied)	n/a

2. Minimum Entry Requirements – Level 3 BTEC Programmes of Study

For students enrolling on a programme of three Level 3 BTEC courses all of the following are **required**:

- Achieved at least level 4 in GCSE English;
- Achieved at least 4 level 2 qualifications to level 4 (or equivalent)– these could be GCSEs or other accepted qualifications such as level 2 BTECs;
- Met the course specific entry requirements set out below, if applicable;
- Demonstrate **good** or **satisfactory academic attainment** and **commitment to learning at interview**;
- Under 19 and eligible for full funding under ESFA regulations for the full duration of the programme of study – please contact enquiries@ncbradford.uk if unsure.

This applies to students enrolling onto three BTEC Extended Certificate courses (each equivalent to 1 A Level) and to students enrolling onto a single BTEC Extended Diploma course (equivalent to 3 A Levels).

For **BTEC Health and Social Care** courses – students require level 4 in GCSE English and level 4 in a GCSE science subject.

For **BTEC Business** courses – students require level 4 in both GCSE English and maths.

For **BTEC Applied Science** courses – students require level 4 in English, level 4 in maths and level 4 in a GCSE science subject.

For **BTEC Sport** courses – students require level 4 English, level 4 in a GCSE science subject and a 4 in PE (if studied).

In exceptional circumstances, for example where a student has shown good attainment at level 2 in subjects related to preferred Level 3 BTEC courses, but has narrowly missed level 4 English (having achieved at least level 3), the college will enrol a student onto a Level 3 BTEC programme, with the addition of a GCSE English resit enrolment. For example, a student wishing to enrol onto a performing arts BTEC or visual arts BTEC who has achieved level 5 or 6 in performing arts or visual arts subjects at GCSE, but has narrowly missed level 4 in GCSE English.

A student will not be permitted to enrol onto a Level 3 programme if they have failed to achieve level 4 in **both** GCSE English and maths.

3. Minimum Entry Requirements – Mixed A level and BTEC Programmes of Study

Whilst it is recommended that students generally complete either a wholly A level or a wholly BTEC programme of study, in some circumstances a 2:1 split can be appropriate.

A student wishing to enrol on **two A level courses in addition to a single BTEC course** is **required** to meet the entry requirements set out previously for A Level Programmes of Study, plus any course specific entry requirements for the single BTEC course.

For a student wishing to enrol on **two BTEC courses in addition to a single A level** course all of the following are **required**:

- Achieved at least level 4 in GCSE English;
- Achieved at least five level 2 qualifications to level 4 (or equivalent) or above – these could be GCSEs or other qualifications such as Level 2 BTECs;
- Met any course specific entry requirements as described previously for any of the courses to be studied;
- Demonstrate **good** or **satisfactory academic attainment** and **commitment to learning at interview**;
- Under 19 and eligible for full funding under ESFA regulations for the full duration of the programme of study – please contact enquiries@ncbradford.uk if unsure.

4. Level 2 Qualifications and GCSE Point Scores

Our entry requirements consider the breadth of subjects students have studied, regardless of whether those subjects are GCSE, BTEC or other level 2 qualifications. We place high importance on GCSE qualifications, but we also want to recognise other qualifications that students have worked hard to achieve. Courses that we do not consider to be equivalent to GCSE are:

European Computer Driving Licence (ECDL)	Certificate of Personal Effectiveness
GNVQ Foundation Part 1	Preparation for working life (level 1 or 2)
Full GNVQ Foundation	NVQs at level 1 or 2
DIDA level 1 – unless distinction achieved	Endorsed Graphics (3203 Art and Design)
AIDA level 1 – unless distinction achieved	Key Skills – at any level
Adult numeracy – any level	OCR level 1 (first award, award. Certificate)
Adult literacy – any level	NCFE qualifications
Any online testing qualification	Text Processing Diploma

We are also particularly interested in how students have performed specifically in GCSE subjects. As a college delivering mainly Level 3 academic programmes, GCSE subjects are more closely aligned with our curriculum offer and develop the key skills most associated with Level 3 study. Furthermore, the national system (ALPs) used to determine student target grades, to track student progress and to measure college performance considers only the GCSE subjects students have completed at Level 2. For these reasons, we also consider the average GCSE point score students

have achieved. It is important to us that this average is secured not from only a small number of subjects, and so we also specify how many GCSE subjects we want students to have studied in order to progress to either A Level or BTEC.

How We Calculate GCSE Point Scores

We calculate GCSE point scores by simply adding up all the points a student attains (1 to 9) and dividing this total by the number of GCSE subjects they have taken.

If a student has completed 8 GCSE subjects, the average GCSE point score will be the average of those 8 point scores (i.e. the total points achieved divided by 8).

If a student has completed 10 GCSE subjects, the average GCSE point score will be the average of those 10 point scores (i.e. the total points achieved divided by 10).

Other accepted equivalent qualifications will be taken into account.

Applying for places

Students that wish to apply to New College Bradford should read the details in our prospectus, which is available at www.ncbradford.uk. They should consider carefully the course descriptions and entry requirements. We strongly encourage students to attend our open day and similar events that take place in local schools, where they will be able to discuss with us in more detail the courses that we provide. Details can be found on the website. Students may also wish to seek guidance from their current teachers in school who in many cases can provide additional advice to students about their suitability for their preferred study programme.

Whilst some changes to courses may be possible at a later stage, and the college will do everything it can to make changes, the college cannot guarantee this. The college's timetable will be constructed on the basis of courses that students have applied to study. Students will have the opportunity to propose changes to their course choices at interview, and again at enrolment, but any such changes would be subject to availability. We will do our best to accommodate any requested changes.

Once a student has decided upon the courses they wish to study an online application should be completed. It is important that students complete the full application form on the website (www.ncbradford.uk), once the application form goes live. Any expressions of interest or details that students shared before that date will not count as a formal application.

If a student is unable to complete the form online, they may request a paper copy by contacting enquiries@ncbradford.uk. This paper application must then be returned to New College Bradford Application, c/o New College Pontefract, Park Lane, Pontefract WF8 4QR.

For entry in September 2019, the closing date for applications is **Friday 23rd February 2019**. We encourage early applications as we anticipate that there will be very high demand for places. If students miss this deadline the application will be considered a late application, but we would still encourage students to apply. Late applications will only be allocated places not already filled by applications that were made on time, but there may well be places available on some courses after the deadline of 23 February 2019. Further information will be available on the website after Friday 23 February, and you may contact enquiries@ncbradford.uk if you require further advice.

Decisions regarding **conditional offers** for all potential students will be made at interview and will be further confirmed in writing in April 2019, when all students have been interviewed.

In order to receive a conditional offer a student must:

- Have fully completed an **online application**
- Attended an **admissions interview**
- Demonstrate **good or satisfactory academic attainment** and **commitment to learning at interview**

An **Admissions Interview** is a formal requirement of the application process. The interview will allow students to discuss their interests and course choices, careers and future plans and provide information, advice and guidance. The interview will be used by the College to consider the suitability of each student for Level 3 study. The date of this interview will depend when students apply and may depend on which school a student currently attends and the college will write to students after they have applied indicating the date, time and location that they should attend. Further details are available on our website.

In the interview we will make a judgement as to whether each student demonstrates

- 1) **Good** academic attainment and commitment to learning
- 2) **Satisfactory** academic attainment and commitment to learning
- 3) **Limited** academic attainment and commitment to learning

This will be informed by

- 1) Evidence of a student's effort in their studies at school
- 2) Evidence of a student's attendance at school
- 3) Evidence of a student's behaviour at school
- 4) Evidence of the likelihood of a student meeting minimum entry requirements for a level 3 programme of study (min entry BTEC)
- 5) Evidence of a student's enthusiasm for learning and college life
- 6) Evidence of a student's interest in the subjects they wish to study

Good academic attainment and commitment to learning	Satisfactory academic attainment and commitment to learning	Limited academic attainment and commitment to learning
<p>All of the following:</p> <p>Student's performance grades or predicted grades suggest a good likelihood of them meeting the minimum entry requirements for some form of level 3 programme of study.</p> <p>Attendance, behaviour and effort at school appear to be good, with no obvious concerns.</p> <p>Student shows significant interest and enthusiasm in the subjects they have applied to study.</p> <p>Student shows significant interest and enthusiasm in joining the college and engaging fully in college life.</p>	<p>One or more of the following:</p> <p>Student's performance grades or predicted grades suggest there is a reasonable chance of them meeting entry requirements for some form of level 3 programme of study, but there is some doubt.</p> <p>There appears to be a degree of concern about attendance, behaviour or effort at school in some areas.</p> <p>The student shows only limited interest in the subjects they have applied to study.</p> <p>Student shows only limited interest in joining the college and engaging in college life.</p>	<p>One or more of the following:</p> <p>Student's performance grades or predicted grades suggest it is very likely that a student will not meet entry requirements for some form of level 3 programme of study.</p> <p>There appears to be significant or widespread concern about attendance, behaviour or effort at school.</p> <p>The student shows very little or no interest in the subjects they have applied to study.</p> <p>Student shows very little or no interest in joining the college and engaging in college life.</p>

Students will be asked to bring along to their interview their most recent school report along with details of any mock exams or external exams that they have completed. They may also bring anything else that they'd like us to consider, which demonstrates their aptitude and commitment. We are also happy for students to attend their interview with a friend or family member if they would like to. Interviews are informal and students do not need to dress smartly.

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. Sometimes these may have had an impact on a student's attendance, or progress, through no fault of the student. We would never wish for these factors to discourage a student from applying and we would be very happy to discuss any such issues with students at interview. Each student will be considered on individual merit, potential and circumstances.

Conditional offers will become **firm offers** when students enrol, following GCSE results in the summer. In July 2019 the college will write to all students that have already received a conditional offer providing a date and time that students should attend enrolment. Students need to make themselves available for enrolment at any time following GCSE results on 23 August 2019.

Conditional offers will become firm offers provided that:

- Students attend enrolment at the appointed time.
- Students meet the minimum entry requirements for the programme of study and each of the individual courses they have applied to study.
- In the event of course oversubscription, the student meets the prioritisation criteria and a suitable programme of study can be agreed.
- In the event of course undersubscription, the college will need to make a decision as to whether it is viable to run the course, and if not will discuss with the student whether an alternative programme of study can be agreed.

Oversubscription Criteria

Although students in our strategic partner schools and additional partner schools are prioritised in the admissions process, it is the trust's intention to ensure places are made available to students from other schools. We are keen to welcome students that have demonstrated excellent commitment and attitudes at school, students with academic attainment and students who display great potential despite challenges and obstacles they may have experienced, or continue to experience. Students with an Education Health Care Plan naming the College will be admitted if they meet the minimum entry requirements of the College and if the College can meet the needs of the student outlined in the EHCP.

The timetable will be constructed based upon the information we have received from students during the application process. As such, students should think very carefully about the courses they apply to study; if at enrolment a student wishes to change to a different course they will only be able to do so if a place is available. If a place is not available, students will have to choose an alternative course and will be placed on a waiting list (which will remain open for the first few weeks of term) for the oversubscribed course.

Prioritisation Criteria

The following criteria will be used where a course is oversubscribed. Any oversubscription based on students' provisional choices prior to enrolment will also use this criteria. However, because we will aim to construct our timetable and plan our staffing levels on the basis of student choices at application, following the deadline of Friday 23 February, our aim is to keep oversubscription prior to making conditional offers to a minimum. In cases where oversubscription does occur at an early stage, the college will liaise with students prior to issuing conditional offers.

With regard to the criteria below, students will be considered in order of the following categories:

Category 1: All applicants that submitted applications by the 23 February deadline.

Category 2: All late applications received after the 23 February deadline.

Prioritisation criteria to be applied in each category

Provided that students meet the minimum entry criteria:

1. Students with academic attainment and commitment to learning scores (from interview) which are **'good'** who have been classified as **'Looked After'** at any point during Key Stage 3 or Key Stage 4.
2. Students with academic attainment and commitment to learning scores (from interview) which are **'good'** who have been classified as **SEND** at any point during Key Stage 3 or Key Stage 4.
3. Students with academic attainment and commitment to learning scores (from interview) which are **'good'** who have been in receipt of **Pupil Premium** funding at any point during Key Stage 3 or Key Stage 4.
4. Students with academic attainment and commitment to learning scores (from interview) which are **'good'** with the **highest average GCSE point scores**, on the basis that these students have the greatest likelihood of success.

Criteria **5,6,7,8** replicate criteria **1,2,3,4** but for students with academic attainment and commitment to learning scores (from interview) which are **'satisfactory'**.

Tie Breaker

In the event of two or more students that cannot otherwise be separated, remaining places will be allocated according to distance. Students living closest to New College Bradford (measured from the main entrance) will be allocated a place before those who live further away (measured to a student's front door, as the crow-flies).

Random allocation will be used as a tie break to decide who has highest priority for admission of the distance between a student's home and the college is the same in any two or more cases. This process will be overseen by a panel from the college's 16-19 advisory group.

Undersubscription

In the event that a course undersubscribes, the college will need to make a decision as to whether or not it is viable to run the planned course. This will depend both on levels of student application and the strategic importance of a course within the wider curriculum offer. We will do everything we can to find suitable alternatives for students and enrol students that meet the entry criteria onto alternative courses, by mutual agreement, in the event that a planned course does not run.

Students will be asked to select a 'reserve' subject at interview to support curriculum planning and to ease the process in circumstances of undersubscription or oversubscription.

Appeals

Students who wish to appeal against a decision not to offer a place at the college must appeal directly to New Collaborative Learning Trust.

Appeals should be addressed in writing to The Clerk of the Trust, New Collaborative Learning Trust, c/o New College Pontefract, Park Lane, Pontefract, WF8 4QR. The appeal must be lodged no more than 20 college days from the date that the application was unsuccessful. This would usually either be following a decision not to offer a conditional place at the college (after the end of April), or following a decision not to offer a firm place at enrolment (late August/early September).

Appeals will be heard within 15 college days of receiving the appeal.

Appellants will receive at least 5 college days' notice of the place, date and time of their appeal hearing. The Clerk of the Trust will notify appellants of the appeal hearing. Queries may be addressed to the Clerk of the Trust.

Appeals will be heard by a panel of 1 or more members of the college's 16-19 Advisory Group. The appellant can attend to explain their case and may be accompanied by an adviser, friend or family member.

Following the appeal, the Clerk of the Trust will send decision letters to the parties within 5 college days of the hearing taking place.

College days are those days when the college is in session. They do not include weekends and college holidays, for example.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September (i.e. the policy for 2019 will be published in September 2018). The policy will remain on the website throughout the college year.

Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the EFA at Academy.QUESTIONS@education.gsi.gov.uk, though you should first raise any concerns with the college via The Principal, New College Bradford, c/o New College Pontefract, Park Lane, Pontefract, WF8 4QR.