



Admissions Policy for

Post 16

2021-22 Entrants

Version 1

CONTENTS PAGE

Paragraph Number	Heading	Page Number
1.0	Introduction	3
2.0	Equality and Diversity	3
3.0	Financial Support for Study	4
4.0	Definitions	5
5.0	Programmes of Study	5
6.0	The Application Process	8
7.0	Higher Education Courses (Post 18)	15
8.0	College Discretion	15
9.0	Appeals/Complaints Procedure	16
	Associated Publications (available from Trust Student Services)	
	Prospectus New College Pontefract 2020-21	
	Prospectus New College Doncaster 2020-21	
	Prospectus New College Bradford 2020-21	

1.0 Introduction

New Collaborative Learning Trust is committed to providing places in a fair and transparent way, on an open access basis.

This admissions policy sets out arrangements for Post 16 admissions, with a primary focus on students in Year 11, for applying to start post 16 study in September. Our first priority is to ensure that students enrol on courses which they will enjoy, which link to their aspirations and progression goals, and which, importantly, they are likely to be successful at studying. Information, advice and guidance is central to our admissions process which 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.

Our colleges offer wide-ranging qualifications for our applicants. This curriculum breadth is intended to provide access to wide-ranging higher education courses, higher level apprenticeships or employment. Our curriculum offer, and our information, advice and guidance, are designed to support progression to a wide range of careers and study pathways at 18.

We are committed to recruiting with integrity, ensuring that students can be successful on individual courses and also their full programme of study. New Collaborative Learning Trust reserves the right to refuse admission to a course in the interests of student success.

The transition from school to college and from level 2 to level 3 study is a significant one, and students will adapt to it in different ways. The Trust treats the first six weeks as an important period during which each student will have the opportunity to make changes to their study programme and teachers and tutors will be able to monitor and support every student to enable them to succeed and achieve. This period is referred to as the Probationary Period, and it enables both students and staff to work together to ensure that students are working well, are happy and engaged, and are developing good study habits.

For some students, this period will allow them to re-consider their subject choices with appropriate guidance and support. For the majority it will serve as a useful settling-in period in which they can be helped to develop as college students rather than school pupils. Occasionally the probation period will identify students for whom the college environment is not working, for whatever reason. Whilst the college will work with these students and use a range of ways to engage and motivate, it may in rare instances be judged better that the student is asked to leave.

2.0 Equality and Diversity

New Collaborative Learning Trust is committed to providing an inclusive environment in which diversity is celebrated and valued, and where the needs of individual students are recognised and supported.

We are committed to a culture in which each individual student is treated with respect and dignity and we will ensure that every member of our community studies and learns in an environment free from discrimination, harassment or victimisation.

We have a fundamental belief in the entitlement of every student to fulfil their potential and

will help to remove barriers to learning and support the wider development of all of our students through teaching and learning, our student support and pastoral systems and our enrichment programme. We also recognise where students have successfully overcome barriers to learning, to ensure that a difference of any kind does not prevent any student from succeeding and achieving their full potential.

We welcome students with disabilities or learning difficulties and will ensure that there is continuity and equal access to the opportunities and experiences on offer. Via our close working relationships with our local schools and study support teams, we endeavour to ensure that transition from high school to our colleges is as smooth as possible.

We take our responsibility to eliminate all forms of inequality seriously and our Single Equality Scheme provides the framework for our commitment. The Student Executive, within each of the colleges of The Trust, includes an elected Member for Equality and Diversity who is active in the promotion of events and celebrations, as well as in the regular reporting of equality issues to the Equality and Diversity Committee.

We are required to admit all students with an education health and care plan, or a statement of special educational needs naming the college, providing college entry requirements are met.

3.0 Financial Support for Study

3.1 NCLT Bursary

The Bursary Fund is for students aged 16-19 and is a payment of money provided to support students in their learning. The allowance is means-tested and students may be eligible if total household assessed income is below the threshold which is re-assessed annually.

More information on the Bursary Fund and application forms can be downloaded from the website or available from Student Services and reception.

This is subject to satisfactory student attendance which is checked weekly. Payment one made half termly in arrears. Payment is made pro-rata to attendance. E.g. 96% attendance = 96% of bursary payment.

For further information regarding the 16-19 Bursary Fund email finance@nclt.ac.uk

3.2 Free School Meals

For the purposes of The Trust's Admission Policy a student is considered to be entitled to free school meals if a student or their parent/guardian is in receipt of:

- Universal Credit with net earnings not exceeding the limit.
- Income Support.
- Income-based Jobseekers Allowance.
- Income-related Employment and Support Allowance (ESA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided they are not entitled to Working Tax Credit) with income below the assessment threshold.
- Working Tax Credit run on - (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).

- the Guarantee element of State Pension Credit.

4.0 Definitions

4.1 Pupil Premium

Students classified as pupil premium are:

- children who have been looked-after by a local authority continuously for more than six months
- children currently registered as eligible for free school meals
- children who have been registered as eligible for free school meals at any point in the last six years.

4.2 Children in Care/Looked After Children

A 'child in care' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child previously in care' is a child who was in care but ceased to be so because they were adopted immediately after. This includes children adopted under the Adoption Act 1976 (see section 12 adoption orders) and Adoption and Children's Act 2002 (see section 46 adoption orders).

Children subject to a special guardianship order or child arrangements order immediately after they were looked after are also considered to be 'previously looked after children'

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders determine a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

5.0 Programmes of Study

All students are required to:

- enrol on a programme of above 540 planned learning hours in order to maintain funding from the ESFA. Students will not be accepted on programmes less than 540 hours. This will be agreed with the student on enrolment and form part of their learning agreement
- have met the course specific entry requirements, and minimum average GCSE point score for each of their courses
- be under the age of 19 at enrolment and eligible for full funding under ESFA regulations.

5.1 A level and Applied General Qualifications

Our colleges offer two types of qualification at level 3: A level qualifications and Applied General qualifications. Applied General qualifications are equivalent to A levels, albeit with a different grading system, and are accepted by the vast majority of universities within their entry criteria. A level courses are grades A* to E, and most Applied General qualifications use grades Distinction*, Distinction, Merit and Pass. Nearly all A level courses are assessed entirely with formal end of course examinations, although some courses do include a small coursework element (NEA – non-examined assessment). Applied General qualifications (such as BTEC, UAL and WJEC courses) include a very significant amount of coursework alongside controlled assessment, which tends to be the completion of written tasks under more formalised exam conditions.

5.2 Level 3 programmes of study

This programme includes:

- A minimum of three substantial Level 3 qualifications – A Level, Applied General or a combination – equivalent to at least 3 A levels in total.
- GCSE Maths resit for any students that have not yet achieved grade 4 at GCSE.
- A tutorial programme which includes study skills, work and employability skills, preparation for HE, and wider personal development.
- Support and assistance for students wishing to take part in work experience placements.

Colleges offer 4 pathways for level 3 programmes, with the following minimum entry requirements:

5.3 Pathway 1: Excellence Pathway

Four A-Level qualifications:

- achieved Grade 4 or above in GCSE English Language
- achieved an average GCSE point score of at least 6.8 from a minimum of 5 subjects
- achieved each of the subject specific entry requirements.

5.4 Pathway 2: Academic Pathway

Three A-Level qualifications:

- achieved Grade 4 or above in GCSE English Language
- achieved an average GCSE point score of at least 4.5 from a minimum of 5 subjects
- achieved each of the subject specific entry requirements.

5.5 Pathway 3: Mixed Pathway

A combination of up to 3 A-Level and Applied General qualifications:

- achieved Grade 4 or above in GCSE English Language
- achieved an average GCSE point score of at least 4.0 from a minimum of 5 subjects.
- achieved each of the subject specific entry requirements, which may also require a point score higher than 4.0.

5.6 Pathway 4: Applied General Pathway

Three Applied General qualifications, or the equivalent of three:

- achieved Grade 4 or above in GCSE English Language
- achieved an average GCSE point score of at least 3.5 from a minimum of 5 subjects.
- achieved each of the subject specific entry requirements.

Please note:

- In exceptional circumstances, for example where a student has not been in full time education for a period of time or has recently moved to the United Kingdom from another country, students may also be asked to sit a short assessment to determine the suitability of a programme and course choices.
- Subject-specific entry criteria are published annually in each college's prospectus, which is available on each college's website. Students must meet the individual subject entry criteria for courses they wish to study in addition to the overall entry criteria for their preferred pathway.

6.0 The Application Process

Before students apply, our colleges provide information, advice and guidance through a range of events and activities:

6.1 Taster Events

Students may be invited to visit college for the day in Year 10 or 11 to experience a day in the life of a College student.

6.2 Assemblies and School Events

A presentation assembly will take place in a number of local schools. A copy of our prospectus may be made available for students but will be available via each individual College's website. Where we are invited, the colleges will attend events such as post-16 or careers events taking place in schools.

6.3 Prospectus

Students should start to consider the courses they are interested in and those that are available at their chosen college and consider carefully the course descriptions and entry requirements.

6.4 Open Events

We strongly recommend that all students and parents attend one of our open events throughout the year. There will be opportunities to listen to a short presentation and speak to subject staff and students in more detail about the courses on offer. Further details can be found on college websites.

Once the application process opens, in early September for the following academic year, students can then formally apply.

6.5 Application Form

Students must then fill in an online application form which is available on each college's website.

Students are advised to check that they have received a confirmation email after completing their application. This provides a reassurance that the full application has been completed and correctly submitted. The college will not consider or process applications that have not been fully completed or correctly submitted.

6.6 The Application Deadline

The official deadline for applications is always in the spring term and is published on each college's website. Please note that each college may have a different application deadline. Given that all colleges are likely to have courses which become oversubscribed, students are advised to apply as early as possible.

6.7 Late Applications

If applicants miss the official application deadline we would still encourage them to apply as there may still be remaining availability for some courses.

If students miss the official application deadline, the application will be considered a 'late application'. We will endeavor to process and consider late applications and will invite students to interview where possible, but this cannot be guaranteed. In the event that courses are oversubscribed at enrolment, priority will be given to students who met the deadline. Colleges reserve the right to restrict course availability to late applicants if it is evident that some courses will be oversubscribed by the official application deadline.

Please note that it is unlikely that applications after 1 June ('very late applicants') will be processed before or during the summer break. Any such students will only be invited to the late enrolment event if there are spaces available, and at the college's discretion, in late August / early September.

6.8 Applications after Enrolment Day

Any students that apply after the Enrolment Day will be considered at the discretion of the senior leadership team. Senior leaders will take into consideration:

- course availability and class sizes
- the amount of teaching students' have missed and the likelihood of the student successfully catching up on work, given their GCSE profile, if they apply after teaching has started
- background reasons for the very late application.

6.9 Interview

Colleges will run a number of interview evenings throughout the year to which students will be invited after application. This is an informal opportunity to meet with students, to discuss their interests, course choices and career aspirations, and to provide information, advice and guidance, as well as considering the suitability of each student for their proposed programme of study. Parents/guardians are welcome to accompany students to interview.

We will consider:

- evidence of a student's effort in their studies at school, their attendance and behaviour, such as their most recent school report, along with details of any mock or external exams
- evidence of the likelihood of a student meeting minimum entry requirements for a Level 3 programme of study
- evidence of a student's enthusiasm for learning and college life and of the student's interest in the subjects they wish to study
- each student will be considered on individual merit, potential and circumstances.

Where we have significant concerns about any of the above, or where a student fails to bring the information requested to their interview, we reserve the right not to make a conditional offer of a place.

It is important that each applicant brings their most recent school report to their interview, so that the college can review attendance, behaviour and progress. The college reserves the right not to make a conditional offer if an applicant does not bring their most recent school report.

6.10 Conditional Offer

If all goes well at interview students will be offered a **conditional** place. A conditional offer means that the student can be confident of a place at enrolment to study the courses agreed at interview **provided that**:

- the student meets the minimum entry criteria required both for their chosen pathway and the individual courses they have selected, **and**
- has attended an induction event or let us know in advance if they are unable to attend their induction
- the student attends the enrolment day at the appointed date and time, **and**
- in the event that a course is oversubscribed, the student is selected to be enrolled using the prioritisation criteria set out within this policy.

If a student is made a conditional offer and does not tell us otherwise, we will assume the student is provisionally accepting the offer. This does not bind the student to enrolling with NCLT. However, we reserve the right to withdraw an application or conditional offer if a student does not respond to our written communications, fails to attend interview, or fails to attend enrolment. The college will make reasonable adjustments where a student makes a reasonable attempt in advance to reschedule an interview, or requests to attend the Late Enrolment Day.

If an applicant is already in post-16 education elsewhere or has not been in Year 11 during the current academic year, a conditional offer is unlikely to be made until the college has secured a good reference from a current or previous educational provider.

6.11 Induction Day

Students will receive a letter through the post inviting them to attend an Induction Day after their final GCSE exams in July, in order to spend some time in the subjects they have chosen to study. The focus of this day is to prepare them for the start of term in September.

6.12 Enrolment Day

The dates of the enrolment days for each college will be published on the college's websites.

We will write to students in July inviting them to an Enrolment Day, students will be invited in accordance with the prioritisation criteria on page 14. In order for students to complete the final stage of applying to New College, they will need to attend the Enrolment Day, in person, following receipt of results in August. It is important that students bring proof of qualifications and identity, if not already provided at interview, in order to enrol at the college and discuss options with staff. The interviewer will focus on ensuring subject choices and programmes of study meet the student's interest, their career or progression aspirations, and the college's entry criteria.

6.13 Course Changes

Whilst some changes to courses may be possible, and colleges will do everything they can to make changes, this cannot be guaranteed. The 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, induction and again at enrolment, but any such changes would be subject to availability. We will do our best to accommodate any requested changes, and to ensure that students are making fully informed decisions before any changes are agreed and implemented.

6.14 Late Enrolment

If for any reason a student fails to attend the Enrolment Day and has not notified Student Services well in advance by the method of communication outlined in the invitation letter, then spaces on the courses they have selected will not be reserved for them. For students that have notified Student Services in advance, and who have been invited to attend the Late Enrolment Day, any changes to courses chosen at interview will be subject to remaining availability.

The date of late enrolment will fall between the main Enrolment Day and the first day of teaching, both of which are published on each college's website. Students are advised to make themselves available throughout that window, should they be unable to attend the Enrolment Day. The date of the Late Enrolment Day is usually approximately a week after the main Enrolment Day.

Any student that has not enrolled by the first day of teaching will not have any places on courses discussed at interview reserved for them. It will be at the college's discretion to determine the feasibility of carrying out any additional enrolments outside of the enrolment and late enrolment day.

6.15 Transfers and Restarts

The colleges are unlikely to be able to offer in-course transfers from other schools and colleges, either during the academic year, or for students wishing to transfer into Year 13 at the end of Year 12. The college is likely to request a reference from the current or previous school in order to inform its decision. Transfers are fully at the college's discretion.

Only in exceptional circumstances would the colleges consider requests to restart Year 12 at New College when a student has already completed Year 12 elsewhere. The college is likely

to request a reference from the current or previous school in order to inform its decision. Restarts are fully at the college's discretion.

For students that have completed Year 12 at New College, a Year 12 restart will only be considered where there is a clear identified need and is at the college's discretion. In nearly all circumstances, a restart is likely to involve a change of courses.

The colleges are very unlikely to be able to offer students an opportunity to retake Year 13, whether they have completed Year 13 at New College or elsewhere.

6.16 Waiting Lists

If a course becomes oversubscribed at the application stage, the college will apply its prioritisation criteria to determine which students are allocated places at enrolment.

Sometimes a course becomes full not at the application stage, but as a result of students wishing to change courses at enrolment or in the early weeks of the term.

If a student is wishing to transfer to a course which has no remaining availability, the college will try to find an alternative. However, in some circumstances it may be appropriate to keep a waiting list, so that some students can be allocated a place should space become available in the early weeks of the year.

When a course has a waiting list as a result of course change requests at enrolment, the college will prioritise the allocation of spaces that become available as follows:

Priority 1

- Students for whom the enrolled programme is considered 'risky' because of a student's GCSE profile. In such cases, the college judges that the student would have a significantly greater chance of success if able to enrol on the waiting list course, for example a student who very narrowly meets the entry criteria for A level law transferring to BTEC law.
- Students that the college considers to be vulnerable or disadvantaged, for example because of special educational needs, a child in care, or pupil premium.

Priority 2

- Students that would prefer to change course, but where the student does comfortably meet the entry requirements for their enrolled programme.

Priority 3

- Students that request a course change after enrolment, when teaching has already begun.

6.17 Oversubscription – 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 application deadline, our aim is to keep oversubscription to a minimum. In cases where oversubscription does occur at an early stage, the college will liaise with applicants at the earliest opportunity. Applications for some courses may in some cases be strictly limited to those students that meet the application deadline.

When a course is oversubscribed, students that have met the minimum entry criteria will be

allocated places in order of the following categories, and taking account of the additional prioritisation criteria within those categories outlined below, until the maximum number of available places have been allocated.

Students will also be invited to enrolment day(s) in this order. This means that the allocation of places to courses that are oversubscribed, and the allocation of places when students change their subjects, will consistently take account of this method of prioritisation. In rare circumstances, it may be necessary to apply prioritisation criteria after the enrolment day(s) and the small number of affected students would be contacted quickly to explore alternatives.

Category 1: On-time applicants, internal

Year 11 applicants that submitted applications by the application deadline, attended an interview, were given a conditional offer, accepted their conditional offer by the given deadline, attended the Enrolment Day, and who are students with a provider that is within New Collaborative Learning Trust

Category 2: On-time applicants, external

Year 11 applicants that submitted applications by the application deadline, attended an interview, were given a conditional offer, attended the Enrolment Day, and who are not students with a provider that is within New Collaborative Learning Trust.

Category 3: 'Late applicants' (between application deadline and 31 May)

Year 11 late applicants that submitted applications after the application deadline, attended an interview, were given a conditional offer and attended the Enrolment Day. We will not differentiate between internal and external applicants where an application is late.

Category 4: On-time applicants, not in Year 11

Subject to age restrictions set out on page 5, any applications received **by** the application deadline from applicants that completed Year 11 prior to the current academic year, that attended an interview, were given a conditional offer (informed by a good reference) and attended the Enrolment Day. For example, students already in post-16 education elsewhere, or not currently in education, employment or training.

Category 5: Late applicants, not in Year 11 (between application deadline and 31 May)

Subject to age restrictions set out on page 5, any applications received **after** the application deadline from applicants that completed Year 11 prior to the current academic year that attended an interview, were given a conditional offer (informed by a good reference) and attended the Enrolment Day. For example, students already in post-16 education elsewhere, or not currently in education, employment or training.

Category 6: All Others

Including, but not restricted to:

- very late applicants, received after 1 June, and for whom it was not possible to provide an interview and make a conditional offer before the summer holidays
- applicants that failed to attend interviews but subsequently ask for their applications to be considered
- applicants that withdraw their applications but subsequently ask for their applications to be considered
- applicants that fail to attend enrolment day and do not provide advance notification that they are unable to attend

- applicants that are unable to attend either the enrolment day or the late enrolment day
- applicants for whom applications are withdrawn by the college due to a lack of response or a failure to correctly engage in the admissions process

6.18 Additional prioritisation criteria to be applied within each category

- Provided that students meet the minimum entry criteria
- Students who have been classified as '**Looked After**' at any point during Key Stage 3 or Key Stage 4. Please see the page 5 for a full definition of 'looked after'.
- Students with an **Education, Health and Care Plan (EHCP)** or **My Support Plan (MSP)**
- Students who have been in receipt of **Pupil Premium** funding at any point during Key Stage 3 or Key Stage 4. Please see the page 5 for a full definition.
- Students with the **highest average GCSE point scores**, on the basis that these students have the greatest likelihood of success.

Colleges will take reasonable steps to try manage enrolment so that these categories can be taken into account as much as possible. For example, students may invited to attend enrolment in order of the identified 6 categories, and it might be necessary to invite later categories to the late enrolment day to fairly manage any anticipated oversubscription. Due to the complexity of enrolment and timetabling, it may in rare cases be necessary to apply the prioritisation criteria for some courses after the enrolment days have been completed and we will contact students quickly to discuss alternatives where appropriate.

6.19 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 their college of choice will be allocated a place before those who live further away. We will measure the 'as the crow flies' distance between the **postcode** of the student's address and the **postcode** of the chosen college.

To calculate these distances we will use the website tool at <https://www.freemaptools.com/distance-between-uk-postcodes.htm>.

Random allocation will be used as a tie break to decide who has highest priority for admission if 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 Advisory Group.

6.20 Undersubscription

In the event that a course undersubscribes, a decision will be made as to whether or not it is viable to run the planned course. This will depend both on levels of student applications 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.

6.21 Administration Fee

All students enrolling will be required to pay an administration fee. This fee is payable at the

start of each academic year and includes the cost of a new or replacement lanyard, student ID card and printing credits.

Some courses have additional fees to cover the cost of trips and activities within the course.

For further information of these costs please see the Fees Policy.

7.0 Higher Education Courses (Post 18) (Art Foundation Diploma) Pontefract only

7.1 Entry Requirements

To succeed on the Art Foundation Diploma students will have had to have coped well in a Visual Arts subject at level 3. This would be at least a pass grade but preferably higher. We then will ask students to produce a portfolio of work and attend an interview with the course tutors.

If students have not studied a Visual Arts subject at Level 3 then we will consider their application but we may require them to produce work based on a project set by the Foundation Art tutors. Students who enrol on the course and have not passed GCSE Maths or English will need to study this alongside their Foundation Diploma (as a condition of funding).

7.2 Course Cost

The course is free to any student who is 18 at the start of the course but if 19 or over students will be required to pay a contribution toward the course fees.

7.3 Funding

- **16, 17, 18 year olds** - All full-time students under the age of 19 before 31 August will be funded by the Education Funding Agency (ESFA).
- **19+ students** - Students who are over 19 and apply to enrol on the Foundation Diploma will be accepted on payment of the appropriate tuition fee but will not be entitled to funding (Government regulations, ESFA).

8.0 College Discretion

The College reserves the right to decline the offer of a place if:

- an applicant is not in full-time education owing to being excluded (temporarily or permanently), or the applicant has been out of full-time education for a significant period of time for some other reason
- the college is unable to meet the needs of a particular applicant
- applicants want to transfer in-year from an external provider
- applicants want to transfer at the end of Y12 into Y13 from an external provider
- applicants have already started post-16 education elsewhere, or have completed post-16 education
- applicants have not applied on time, or have not correctly followed the admissions procedures
- the college judges from an applicant's school report, or information provided by the school, that the student's behaviour, attendance or commitment are of sufficient concern to consider successful completion of courses at college to be at serious risk, or the safety of staff and

students to be at risk

- the college judges, from a reference provided by a current or previous educational provider (for applicants not in Year 11), that a student's behaviour, attendance or commitment are of sufficient concern to consider successful completion of courses at New College to be at serious risk, or the safety of staff and students to be at risk.

For any admission enquiries please contact Student Services on 01977 702139, at studentservices@nclt.ac.uk, or via college reception.

9.0 Appeal/Complaints Procedure

If you are unhappy with any aspect of the application/interview process or wish to appeal please contact 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 or following a decision not to offer a firm place at enrolment. 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. Appeals will be heard by a panel of one or more members of The Trust's local 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).

If you wish to complain about The Trust's Admissions Policy or the way we have applied it you may make a complaint by following The Trust's Complaint Procedure details of which are available via the website.

Policy Status

Policy Lead (Title)	Trust Director – Curriculum and Education (HJ)	Review Period	Annual
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	N

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	How Communicated
1					Moodle/website