



# **The Sixth Form Bolton Admissions Policy**

# **Admissions Policy**

**For students applying for entry in August 2024**

## **Principles**

- The Sixth Form Bolton (B6) is a 16-19 institution of Further Education and as such is able to produce and operate an admissions policy which reflects its educational character, as expressed in its mission, vision and values.
- The Sixth Form Bolton welcomes applications from students of all backgrounds and supports those with learning difficulties and disabilities to access the curriculum. The College operates an Equality and Diversity policy and aims to ensure that recruitment of students is undertaken in a fair and non-discriminatory manner.
- The Principal has the sole right to receive appeals and the ultimate authority to accept or reject any student in line with the appeals process.
- All students offered a place must agree to subscribe to the Student Learning Agreement and the College values.

## **Vision Statement**

To be an outstanding Sixth Form and pursue excellence in everything we do.

## **The Sixth Form Mission**

To provide educational excellence which releases potential and promotes individual achievement in an environment where diversity is valued and students and staff are supported, challenged and encouraged to reach for their best in everything they do.

## **The Sixth Form Values**

- Value and respect every student, their unique talent, ability and personal values, whilst encouraging a culture of self-respect and personal responsibility.
- Create and nurture a culture whereby all staff and students feel fully supported and valued in an atmosphere of mutual respect and tolerance.
- Value hard work and endeavour.
- Champion the concepts of inclusion, equality and fairness in all that we do

## **Defining features and characteristics of The Sixth Form:**

- All students are aged 16–19 and full time.
- There is a strong focus on maximising student achievement, raising aspirations and ambition and on the quality of teaching and learning.
- The curriculum focus is on Advanced level with a wide range of A Levels and Vocational A Levels on offer.
- Student support and specialist support for individuals is given high priority.
- Parents are engaged in the process of educating their children whenever possible.
- There is a strong focus on progression to Higher Education.
- Engagement in a wide range of enrichment opportunities is strongly encouraged.

- The admissions policy is inclusive and seeks not to place barriers to participation, whilst recognising the demands of study at advanced level.
- Student safeguarding is afforded extremely high priority.

## **Applications from current Year 11 students to join The Sixth Form Bolton in 2024**

The **minimum** entry requirements for all applicants are as detailed below:

### **Level 3 Advanced Courses**

#### A Levels

Students studying three A Levels will be expected to have a minimum of two GCSEs at grade 6 and three GCSEs at grade 5/4 including English Language and Mathematics at grade 5/4 or above. Or eight GCSEs at a minimum of grade 5.

Students studying **four** A Levels will be expected to have a minimum of six GCSEs at grade 7, 8 or 9 including English Language and Mathematics at grade 6 or above.

#### Single/Double Vocational A Levels

These may be taken alongside A Level courses and are subject to the same entry criteria as A Levels.

#### Triple Vocational A Levels

Students will be expected to have five GCSEs at grade 9-4, or a Merit in a relevant vocational Level 2 Diploma (or equivalent). In addition, students will need a grade 4 in GCSE English Language and a minimum grade 3 in Mathematics.

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Students will be expected to have five GCSEs at grade 9-4, or a Merit in a relevant vocational Level 2 Diploma (or equivalent).

In addition, students will be expected to have GCSE grade 4 in English Language and Mathematics.

### **Additional Course Requirements (additions to the standard entry requirements)**

Many subjects have additional entry requirements. Please visit the website for the latest entry requirements: <https://www.bolton-sfc.ac.uk/entry-guidelines-2/>

### **Priority applications**

The College intends to offer places to current year 11 students in the following order of priority.

#### **Priority 1:**

Students must apply on-line via the college website before 12.00pm on Wednesday 31<sup>st</sup> January 2024.

Any applications received by the college after this time will be considered a late application.

All students will be interviewed before an offer of a place is made. Interview offers are made on the basis of the date of application.

Offers of a place to study at The Sixth Form Bolton are either Confirmed, Conditional or Aspirational based on predicted entry grades.

- Confirmed – If the applicant achieves the grades required their place at The Sixth Form is secure upon attendance at their enrolment appointment.
- Conditional – If the applicant achieves the grades required and there are places available on their chosen course(s) their place at The Sixth Form is offered upon attendance at their enrolment appointment.
- Aspirational – If the applicant achieves the grades required and there are places available on their chosen course(s) their place at The Sixth Form is offered upon attendance at their enrolment appointment.

- Enrolment interviews will be offered in the order of confirmed, conditional and then aspirational offers.

Enrolment at The Sixth Form Bolton commences from GCSE results day (Thursday 22<sup>nd</sup> August 2024). Applicants holding an offer will be invited to enrol either on or from this date. It is essential that applicants attend their allocated enrolment appointment. Applicants who are unable to attend their enrolment appointment are not guaranteed a place.

The College has the right to withdraw applicants who do not book and/or attend their admissions interview.

### **Priority 2:**

Students who **do not** apply on-line via the college website before 12.00pm on Wednesday 31st January 2024.

Any applications received by the college after this time will be considered a late application.

- Students will only be invited to interview at the Principal's discretion.
- Consideration will be given to all aspects of the application form, as well as places available on requested subjects before an interview can be arranged.
- As the college may be over-subscribed an interview cannot be guaranteed.
- Interviews will take place before an offer of a place can be made.

### **Offers**

Offers of a place to study at The Sixth Form Bolton are made at interview. All offers are conditional on achieving the minimum college entry requirements and any subject specific entry requirements, plus any other specific conditions communicated during the interview process. Confirmation and details of offers are sent via email to the applicant and next of kin within two weeks of the interview.

During the interview students must meet the following criteria:

- The student should demonstrate a strong commitment to further study and the ethos of the College.
- Students can confirm predicted grades (provided by their school) that are likely to meet the minimum college entry requirements, as well as any additional subject requirements. Students should bring their latest progress

report/mock exam results to the interview. Students should be aware that The Sixth Form staff may discuss predicted grades with their school.

In some cases, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses and suggest alternative courses elsewhere.

The College reserves the right to take into account any individual and exceptional circumstances that may impact upon the normal college entry requirements being met. This will be done at the discretion of the Principal, whose judgement will be final in relation to whether a student can or cannot be offered a place at the College.

The College reserves the right to refuse admission if previous behaviour, attendance, effort, achievement or any other significant factor has cause for concern, even if a conditional offer has already been made. The College maintains the right to withdraw an offer if a student submits false or misleading information or is involved in misconduct on or off the College site.

The College reserves the right to withdraw a course if there are insufficient numbers of students, or suspend applications for courses which are full. In these cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

### **Applications from students not currently in Year 11**

Only in exceptional circumstances will current B6 students be authorised to restart their first year of study. Applicants must complete the application form and show The Sixth Form as their previous school. Please include full reasons for wanting to return and any additional information we may need in order to review your application fully.

Students wanting to join The Sixth Form Bolton in year 12 or 13 from another post 16 educational institution will only be considered in exceptional circumstances. Applicants must

complete the application form and clearly indicate the institution where they are currently studying and not their previous high school. Please include full reasons for wanting to study at The Sixth Form Bolton and as much information as possible about the exceptional circumstances to be considered.

Applications to The Sixth Form Bolton from students who will be 18 years and older when they plan to start studying will not be considered as the College has no available provision for adult learners.

Students must apply on-line via the college web site before 12noon on 31<sup>st</sup> January 2024. Any applications received by the college after this time will be considered a late application. Invitations to interview will be made at the Principal's discretion.

### **Late Applications**

Any application received by the college after the application deadline will be considered a late application and the student will be placed on the waiting list.

- All students who submit a late application will be placed on the waiting list.
- Students placed on the waiting list will only be invited to interview at the Principal's discretion.
- Consideration will be given to all aspects of the application form including date of application, as well as places available on requested subjects before an interview can be arranged. Any exceptional circumstances should be included in the application form.
- Priority is given to current year 11 students who are moving in to the borough of Bolton with their parents/carers.
- The college may be over-subscribed and therefore cannot guarantee that an interview and/or offer will take place.
- Interviews will take place before an offer of a place can be made.



## **Enrolment and Holidays**

Enrolment at The Sixth Form Bolton commences from GCSE results day (Thursday 22nd August 2024). Applicants holding an offer will be invited to enrol either on or from this date. It is essential that applicants attend their allocated enrolment appointment.

Applicants who are unable to attend their enrolment appointment are not guaranteed a place. If you choose to be on holiday during the enrolment period and are therefore unable to attend your enrolment appointment it is essential that you contact admissions as soon as possible. Please note that this may affect your place at The Sixth Form Bolton as places will not be held in reserve for applicants who are on holiday.

## **Appeals Process**

If an applicant wishes to appeal with regard to any decision, they are advised to make the case in writing to the Principal within two weeks of the decision.

The Principal has the sole right to receive appeals and will make the final judgement in relation to appeals about admissions.

## **Contact information:**

The Sixth Form Bolton

Address: Deane Road, Bolton BL3 5BU

Telephone: 01204 846215

Email: [admissions@bolton-sfc.ac.uk](mailto:admissions@bolton-sfc.ac.uk)

**Approved/reviewed by**

Susanna Flood, Head of Marketing and Admissions –  
11/07/2023

Stuart Merrills, Principal – 11/07/2023

Board of Governors – 11/07/23

**Date of next review June 2024**