

ST. DAVID'S CATHOLIC COLLEGE

COLEG CATHOLIG DEWI SANT

## Admissions & Progression Policy

## Mission Statement / Datganiad Cenhadaeth

The mission statement provides the basis of the college's admissions priorities.

“A **Catholic college for the community**, seeking to discover and realise the full potential of all in an atmosphere of love, service and respect inspired by Christ”.

Consistent with the Catholic Church's social teaching, the college seeks to pursue a “preferential option for the poor”. To be of service to the disadvantaged and marginalised particularly in terms of spiritual and material poverty is a key part of our mission as a Catholic institution. Such intent is articulated through our approach to marketing, liaison and recruitment. The diversity of our community is celebrated as enriching for all and is cherished and supported through our behaviours, culture and structure as a college.

### 1. Scope and Purpose

1.1 The college aims to meet the needs of the Catholic and wider community of Cardiff and the Vale of Glamorgan. In this way, the college strives to recruit **learners from diverse socioeconomic backgrounds** as reflected in the demographic of the college's four partner schools. Two of the four Catholic partner schools, Mary Immaculate in Ely and St Illtyd's in Rumney, are located in areas of social deprivation represented by their inclusion in the **Welsh Government's Communities First programme**.

1.2 The College is committed to operating a fair and transparent admissions process which considers all applicants consistently and without prejudice on their individual merits. The principles of this Policy will apply to all course applications and enquiries.

1.3 The College in processing applications, will abide by its Equality and Diversity, Health & Safety, Careers Guidance, Duty of Care, Child Protection, UCAS, Fee, Student Disciplinary, Confidentiality and Safeguarding of Children and Vulnerable Adults Policies.

1.4 The College is committed to the promotion of the Welsh Language and will endeavour to address and support the needs of Welsh Language speakers in accordance with the College's Welsh Language Scheme.

1.5 The College aims to offer appropriate course provision for all applicants, however, for some applicants, its courses or facilities would not be appropriate. In these instances, the College will refer applicants to the Careers, Employment Services or other supporting Agency for impartial guidance about other education and training opportunities.

1.6 The College is committed to multi-agency working and will, where appropriate, share information regarding applicants who are participating in multi-agency arrangements, in compliance with the College's Data Protection Policy. The Head of Learner Services and Safeguarding will be the key contact for these Agencies.

### 2. Management and Organisation

2.1 The Senior Manager responsible for Admissions is the Assistant Principal for Quality, Marketing & Recruitment, who is supported in this role by the Manager for Admissions.

2.2 Admissions Management Information Reports will be presented to SLT subgroup for Pastoral, Learning Support and Recruitment.

2.3 The Manager of Admissions will organise interviews for all applicants.

2.4 All staff who are involved in interviewing applicants will be required to attend staff briefing sessions given by the Assistant Principal for Quality, Marketing & Recruitment and the Admissions Manager and will be provided with an Admissions Information Pack prior to interview.

2.5 Online Learning applications and admissions will be processed by the Admissions Manager.

2.6 Applications from International students will be processed by the International Manager in line with the College's International Policy and the UK Border Agency requirements.

### **3. Admissions Priorities**

As a designated Catholic College, Saint David's is required to give priority to Catholic applicants, although the college wishes to offer its services to students drawn from the wider community, who would benefit from our ethos.

**The following criteria are used to discern priority in receiving an offer to study.**

- i. Students who are present and past pupils of our partner schools: Corpus Christi, Mary Immaculate, Saint Illtyd's, Saint Richard Gwyn.
- ii. Catholic students from other schools within Cardiff and the Vale of Glamorgan.
- iii. Other Catholic students within the region whose needs cannot be met within their local Catholic post 16 provision or who are moving into the area.
- iv. Students who have studied at the College during the past four years as part of the Faith Based Learning Network.
- v. Siblings of students who have studied at the College during the past 4 years (special circumstances will be considered).
- vi. Students who have special educational needs for which the college is perceived or likely to be the best provider.
- vii. Students from 11-16 provision within the region who look to the College for the opportunity to develop the religious and spiritual dimensions of their lives.
- viii. Students from other Christian denominations and other major world faiths who look to the College for the opportunity to develop the religious and spiritual dimensions of their lives.
- ix. Students whose presence in the College will contribute to the community or assist in making curriculum provision viable.
- x. Other students who look to the College for the opportunity to develop the religious and spiritual dimensions of their lives.

### **4. General Principles**

4.1 The Admissions Manager will invite all applicants for full-time programmes for a College interview.

4.2 To ensure that the Admissions process is clear and followed fairly and consistently, transparent entry requirements will be used to underpin judgements relating to a decision to admit. The

current entry criterion can be found in Appendix 1. Entry criterion will be reviewed annually by SLT subgroup for Pastoral, Learning Support and Recruitment. This includes, where appropriate, applicant age, applicant qualifications on entry and aptitude for study.

- 4.3 A failure to declare information or provide incorrect information on an application form may result in an offer being withdrawn.
- 4.4 All applicants will be invited to attend an admissions interview, after which they will be made a conditional or unconditional offer dependent upon the applicant meeting the course entry criteria.
- 4.5 Confirmation of conditional offers will be made in August of each year post GCSE results.
- 4.6 Applicants who meet their offer requirements will be invited to a College Enrolment Event.
- 4.7 Applicants who do not meet their offer requirements will be referred to the Careers, Employment Services or other supporting Agencies for impartial guidance about other education and training opportunities.
- 4.8 Applicants will be required to declare a diagnosed educational or medical need. Where the applicant declares an educational or medical need the application will be forwarded to the Learning Support team for consideration. Where applicants do not declare a diagnosed educational or medical need the college cannot ensure that support will be available.
- 4.9 Applicants already studying at the College and who wish to progress onto another course, are required to complete a College Application Form which will be subject to the above screening process.
- 4.10 If the College is unable to make an offer of a place, the applicant will be referred to the Careers, Employment Services or other supporting Agency for impartial guidance about other education and training opportunities.

## **5. Applicants with a Disclosure**

5.1 In compliance with College Safeguarding and Duty of Care arrangements, applicants are required to disclose details of any charges pending, criminal convictions, cautions, reprimands, final warnings and bind over orders on application to the College. Any applicant who has answered yes to the question regarding criminal convictions or charges pending, will be sent a Disclosure Form for return to the applications Administration Team.

5.2 The College operates an Equality and Diversity Policy and therefore having a disclosure or being previously excluded, will not necessarily exempt a person from joining a course. However, this will depend upon the nature of the course of application, the circumstances

## **6. Appeal**

6.1 Any student initially refused a place will be notified in writing of their right to appeal against a decision in relation to their application for admission to the College.

6.2 Appeals should be made in writing to the College Principal within fifteen working days of the date that the decision was confirmed by the College, and should set out the specific grounds on which the appeal is made.

6.3 Appeals will be considered by the Principal, who will take into account the comparable merits of appeals made by other applicants. The outcome of the appeal will be confirmed to the applicant in writing.

## **7. Progression to the Upper Sixth / Year 2 of the College**

7.1 For AS learners to progress to the second year of the A' level course (sometimes referred to as the A2), a minimum of a grade D is required at AS.

7.2 For vocational learners to progress to the second year of their course, all lower sixth units need to be completed, at a minimum of a Pass grade.

### **Appendix 1**

#### **Entry Criteria for all Programmes**

1. Applicants must not be older than 19 years of age on entry to the college. This is in order to maintain the sixth form ethos of the college.
2. To be enrolled on level 3 programmes applicants must meet the following entry criteria:
  - a) Learners with at least six GCSEs at grade C or above will study 3 AS level courses. Students with a mixture of As and Bs at GCSE will study 4 AS level courses. Individual level 3 courses have their own entry criteria. The individual course criteria are published on the college website.
  - b) Learners with the equivalent of 5 GCSE passes in vocational level 2 course can study level 3 vocational courses only.
3. To be enrolled on a level 2 course applicants will meet the following entry criteria:
  - a) Learners aged sixteen at the start of the academic year, with a GCSE grade profile containing Ds & Es will study a level 2 vocational course with the option to resit Maths or English at GCSE if needed.
  - b) Learners will not generally be considered for admission to a second year of study at level 2 in the college unless there are extenuating circumstances for the learner, which meant they were unable to progress to level 3 within the college. This is that learners aged seventeen or over at the beginning of the academic year will not be offered an opportunity for study at level 2.
4. Applicants in interview must demonstrate an aptitude to work hard and show they would benefit from the college's Catholic mission.