Policy:
Admissions Policy

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FRANKLIN COLLEGE TRUST

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ADMISSIONS POLICY

1. Purpose

Franklin Sixth Form College invites applications from dedicated students who wish to enrol in full-time 16-19 education. The College offers Study Programmes at two levels:

- Level 3 (which includes A Levels, Applied General Qualifications, Applied Academic Qualifications, T Level Qualifications and V Levels) and
- Level 2 (which consists of GCSEs and Level 2 vocational courses).

The College has fair and transparent general entry criteria, as well as subject-specific entry requirements, to guide applicants in securing an offer of a place at the College. The College also has behavioural standards for students to maintain their place at Franklin Sixth Form College which are detailed in the College's Learning Behaviour and Attendance Policy. All applicants are expected to engage fully in the application process; failure to do so may jeopardise their chances of securing a place. If it is determined that an applicant may be better suited for a course of study or training with another provider, appropriate careers advice and guidance will be offered.

1.1 Scope of Policy

This policy is designed to enable every potential student to understand the processes, outcomes and requirement guidelines applied to their application and enrolment to study at Franklin Sixth Form College.

1.2 Aims

- Franklin Sixth Form College is committed to delivering an inclusive offer that ensures equal opportunities for a diverse range of applicants seeking to access a Study Programme at Franklin Sixth Form College.
- To engage with applicants and, as appropriate, their parents and/or carers in a transparent and fair way so that all involved parties understand processes, outcomes, and requirements throughout the admissions process.
- To make reasonable adjustments to ensure that, wherever possible and appropriate, applicants with SEND needs can access Franklin Sixth Form College. Potential students should be considered 'able to fully engage in full-time mainstream education'.
- To ensure a smooth transition into the College for each applicant and ensure their individual needs are taken into consideration.
- To enable applicants to realise their full potential, develop as responsible young adults, and progress successfully to further learning, employment, apprenticeships or other destinations.
- To ensure students access the most suitable courses to ensure they are successful in their next steps; Franklin Sixth Form College supports applicants to offer places that align with their career aspirations and grade profiles.
- To enable the College to forward plan based on application numbers and the nature of the cohort.

2. Expectations

2.1 Application Expectations

- Applications should be submitted via the College's website, Lincs2, Lincs4u or Lincshigher
- Applicants are required to attend an interview following receipt of a completed application submitted before the application deadline.
- Franklin Sixth Form College will communicate with applicants via post, email, text, and phone at different times to ensure applicants are fully informed throughout their admissions journey. It is expected that applicants will inform the College if they are unable to attend an appointment, need to make amendments to applications, or wish to withdraw their application.
- Applicants are expected to inform the Admissions Team prior to their appointment if they are unable to attend at the requested time. Timeframes for this are outlined in the appointment letter.
- Appointments may be rearranged by an applicant twice, but, if an applicant fails to inform Franklin Sixth Form College that they are unable to attend, the College will only contact an applicant once to rearrange. After this an applicant may be withdrawn.
- Entry criteria will be applied to all applications, both general and subject-specific. Entry criteria are available on our website and may be subject to change at any time.
- Franklin's Learning Behaviour and Attendance Policy detailing the College's ABC expectations are available on the College website and will be applied to all applications.
- An applicant with predicted grades that fall below the College's minimum entry criteria may not be offered an interview, but further information, advice and guidance will be offered.
- Applications should be received during the College's application window, which is published annually via the website and communicated at events and with schools.
- An interview, enrolment, or place at Franklin Sixth Form College are not guaranteed for applications received after the published deadline.
- Applications that are received and not fully completed may be returned and an interview, enrolment appointment, or place at Franklin Sixth Form College may not be guaranteed.
- The quality of an application received by Franklin can inform the decision made during the applicant interview; refer to section 2.22 of the policy.
- At an applicant's interview the Admissions Team will review the submitted application, including personal details and needs, interests and future aspirations, potential study programme, predicted grades and current or previous school performance indicators. It is expected that an applicant shares these details with the interviewer.
- Applicants are required to bring their most recent school report with them to support their application, to demonstrate their predicted future grades, current attendance, and attitude to learning indicators. This information should be gained from the applicant's current education provider or, in some cases, previous school or college.

2.2 Learning, Behaviour and Attendance Expectations

- Franklin Sixth Form College ABC Expectations, as outlined in the College's Learning Behaviour and Attendance Policy, expects high levels of:

2.21 Attendance

- During the interview process, attendance is discussed with applicants. If an applicant's attendance is below the College benchmark of 95%, the interviewer will explore the reasons for this. The College recognises various circumstances may lead to unavoidable attendance issues and aims to understand whether applicants can improve their attendance to meet the College's expectations. In cases where attendance falls short, a 'conditional extras' offer may be made. Details of 'conditional extras offers' can be found in section 3.3 of this policy. In this case we would advise next steps and request feedback from the applicant's school to help us make an informed decision about the suitability of a place at Franklin Sixth Form College for the applicant.
- For students already attending Franklin who are applying to a Level 3 programme we will discuss in detail any issues with attendance in deciding whether we can offer a place at the College. Students should aim for 100% attendance and the College's acceptable benchmark is 95%, following the same approach as above.

2.22 Attitude to Learning

- At an applicant interview we discuss the application, attendance, behaviour and attitude to learning, and review school reports to check for positive attitude to learning in line with the College's ABC Expectations. As detailed in the College's Learning Behaviour and Attendance Policy, Franklin Sixth Form College has high standards, expectations, and values. If there is prior or present evidence that an applicant's attitude to learning falls below the College's expectations, then the applicant may be given a 'conditional extras' offer or, in some cases, no offer, or a previous offer of a place may be withdrawn.
- In cases where a 'conditional extras offer' is given, a review of an applicant's attitude to learning would take place during the summer term with their school. In order for Franklin Sixth Form College to issue an 'offer of a place' it is expected that improvements are made between interview and review. Details of interview outcomes can be found in section 3.3 of this policy.
- It is expected that applicants engage in the College's pre-enrolment process, despite the interview outcome as detailed in 3.31 and 3.32.
- Where there is clear evidence that an applicant falls below our expectations for reasons such as; lack of information, or inaccurate information being provided at application stage or low engagement in the pre-enrolment process, this can result in a conditional extras offer being made, or an offer of a place being withdrawn.
- The College reserves the right to refuse entry at any time.

2.23 Study Programme Expectations

- To maintain funding from the DfE Franklin Sixth Form College students are expected to enrol on to a full-time Study Programme, unless there are extenuating circumstances.
- Students are expected to engage in all aspects of a full-time study programme at Franklin, including Aspire, Personal and Professional Development, subject lessons and associated experiences, and independent learning elements.
- Students who have not achieved a Level 3 grade profile are expected to complete a Level 2 study programme and must re-take GCSE English and/or Maths, as required.
- If there is a chance that the College cannot meet the needs of a student e.g. EHCP review is

not complete, or the provision is not suitable, this may result in a conditional extras offer being made whilst the College assesses the needs of the applicant or, in some cases, no offer. The College will work to try and cater for the needs of all students but in some cases, it may not be possible to meet the applicant's needs. Refer to the College's Fitness to Study Policy for more information.

- Franklin Sixth Form College will review applicants on a case-by-case basis to ensure that individual circumstances and academic achievement are reviewed in order to meet the needs of our diverse range of students whilst still adhering to general and subject-specific entry criteria
- A request to reduce a student's full-time programme of study will only be considered where there are exceptional or extenuating circumstances that are evidenced and which significantly affect the student's ability to sustain their existing programme including PPD and Aspire.
- Students requesting a reduction on the grounds of mental health or wellbeing will be expected, wherever appropriate, to have engaged with the College's available wellbeing and/or pastoral support services. In addition, students will be expected to provide evidence of engaging with their GP and / or other relevant external services before a decision on a programme reduction is made. Evidence of engagement and the advice provided through these services may be taken into account when considering the request.
- Engagement with College wellbeing services does not, in itself, guarantee that a reduction will be approved. The College will consider each request on its individual circumstances, taking into account the available evidence, the impact on the student's ability to participate successfully in their programme, and whether reasonable support or adjustments could enable the student to remain on their existing programme.
- Where a reduction is approved, the College will ensure that the proposed programme remains appropriate and viable in terms of the student's educational progression and any relevant qualification or funding requirements.

2.24 Holidays in Term Time

- Exemplary attendance is vital to achieving full academic potential. It is also clear that students' wellbeing and future life chances are enhanced through full attendance in the whole study programme. We therefore expect full commitment to the study programme. On this basis, holidays in term time are always unauthorised and, as such, will result in a letter being issued setting out expectations for students to catch up on their work.
- In the event that the above-mentioned letter is issued and there is a further incident of absence this may result in a student no longer being a member of the College community. All exclusions have the right of appeal in writing to the Principal and CEO.

2.3 Pre-Enrolment Expectations

- Franklin Sixth Form College supports applicants along their journey to secure a place at Franklin.
- It's expected that applicants must actively engage with and meet the deadlines outlined in communications throughout their admissions journey.
- It is the responsibility of the applicant to participate in each step of their pre-enrolment

process which is designed to help prepare them for a smooth and supported transition to life at Franklin.

- The College understands that in some circumstances it may be difficult for applicants to engage and where possible Franklin Sixth Form College will support an applicants' needs on a case-by-case basis in-order to progress their application to becoming a Franklin Sixth Form College student.
- Applicants are required to inform the Admissions Team if they need additional support. Failure of an applicant to inform the College that they are unable to engage and need additional support may result in offer of a place being at risk or withdrawn.
- Successful progress of an application to the College will result in applicants being invited to attend their personalised enrolment appointment during the summer.
- As part of the pre-enrolment process, it is essential for applicants to inform the College if they are unable to attend any invitation or engage. Failure of an applicant to inform the College may result in the offer of a place on courses at Franklin Sixth Form College being at risk or possibly withdrawn.
- Applicants must present supporting documentation as required during their admissions journey. Failure to do so may result in an applicant's enrolment not being completed.

3. Process

- The College welcomes applications from any committed young person for whom the appropriate study programme is available.
- Any applications received from an applicant with a special educational need or disability (SEND), English as an additional language, or home-school educated will be assessed to ensure, where possible (with reasonable adjustments), continuity and equal access to the opportunities and experiences on offer at Franklin Sixth Form College are accessible.
- SEND applicants are not automatically exempt from standard or extra conditions being placed on their offer, although we are mindful of any disclosure and are responsive to individual needs. Students with a disclosed SEND must inform us of this at the application stage and still be able to demonstrate that they can engage successfully in a full-time educational programme, as outlined in 2.23 'Study Programme Expectations' section of this policy.
- Students with a disclosed SEND are still required to meet our entry criteria for the level of course(s) and meet pre-enrolment expectations prior to enrolment.
- Franklin Sixth Form College will review applicants on a case-by-case basis to ensure that individual circumstances and academic achievement are reviewed in order to meet the needs of our diverse range of student needs whilst still adhering to general and subject-specific entry criteria.

3.1 Application

- Applications should be made using the College's website, Lincs2, LincHigher or Lincs4u.
- Applications made in-school are usually supported by school staff to ensure young people receive relevant information, advice, and guidance (IAG) from the school.
- The school provides predicted GCSE grades, which the applicant is required to enter into the system as part of the interview form.
- Applicants should use their latest predicted grades when completing their application.
- All forms of applications are acknowledged equally by Franklin Sixth Form College via email and letter so that the applicant is aware that their application has been received and the

expectations required of them.

- It is expected that all applications are fully completed, and all fields populated with accurate information in order for the College to inform their admissions journey.
- The College will advise the applicant of the next stages throughout their journey. It is expected that the applicant engages with communications throughout this process.
- The College's application window and deadline are published each year via the website and communicated at events and with partner schools.
- Applications received from home-schooled students should be received by the application deadline published on Franklin's website.
- Any applicants with an Education, Health and Care Plan should submit an application to the College in line with the Government deadline of 31st March 2027 as outlined in Section 9 of the Children and Families Act 2014.
- As stated in section 2 of the policy, applications received by Franklin Sixth Form College after the published deadline will not be guaranteed an interview, enrolment appointment or place at Franklin.
- Applications that are submitted and not fully completed may be returned and may also not be guaranteed an interview, enrolment appointment or place at Franklin.

3.2 Interview

- Applicant Interviews are carried out to support all prospective students to provide effective information, advice and guidance in-order to access the suitable study programme.
- It is the College's duty to support all applicants to achieve their best by ensuring that the most appropriate study programme and future direction are advised. This in some cases may mean changes are made based on information, advice and guidance provided at interview.
- At an interview, the applicant will be made aware of next steps and pre-enrolment processes.
- Interviews are completed onsite at Franklin Sixth Form College or, in some cases, the Admissions Team make arrangements with partner schools to complete interviews at the applicant's school for ease of access where required.
- In rare cases, interviews via telephone or online platforms may be carried out.
- A letter will be sent to the applicant advising them of the time and place of their interview with a deadline to inform Franklin Sixth Form College if this date or time is unsuitable, as details in section 2.1 of the policy.
- The applicant will receive an invitation to attend an applicant interview once a completed application has been processed. Timescales for interviews may vary, but the College aims to invite all applicants for an interview (for all applications received within the application window).
- Applicants are expected to attend their interview. If this is not possible, the applicant is expected to notify the Admissions Team in advance. Expectations are detailed in section 2.1 of the policy.
- Applicants are required to bring their recent school report with them to interview, to demonstrate their performance metrics of: predicted future grade profile, attendance, and attitude to learning indicators. This information should be gained from the applicant's current or previous school or college. If the applicant does not provide this at interview, they will be asked to email or send a copy as part of their pre-enrolment expectations. If the applicant does not provide this information, their application to the College may be put on hold or, in some cases, withdrawn.

- At an interview, the interviewer will discuss the most appropriate study programme for the applicant based on the applicant's application, future aspirations and performance metrics, which inform the interviewer of the applicant's abilities and their commitment to their studies.

3.3 Interview Outcomes

3.31 Offer of a place, conditional of a) grades and, b) engagement with Pre-Enrolment Expectations:

A. Offer made with the condition of the applicant achieving the required general and subject-specific entry criteria for the course(s). The required general and subject-specific entry criteria will be discussed at interview and can also be accessed via our website at any time.
B. Applicants will be required to complete a number of pre-enrolment expectations during their applicant journey. These will be communicated with the applicant in a timely manner, and it is expected that applicants engage and complete each element to secure their place at enrolment.

3.32 Conditional extras offer

- These offers are made with the condition of the applicant achieving the required general and subject-specific entry criteria for course(s). The required general and subject-specific entry criteria will be discussed at interview and can also be accessed via our website at any time.
- Extra conditions relating to Franklin's ABC Expectations, as outlined in section 2. Please refer to the College's Learning, Behaviour and Attendance Policy for more information.
- In some cases, a conditional extras offer may be made whilst the College gathers more information required to process the application further.
- These conditions will be detailed on an individual basis with the offer letter after the interview.
- Applicants with an Education, Health and Care Plan are still required to achieve required general and subject-specific entry criteria for course(s); unless in extenuating circumstances.
- The College has the right to request applicants to complete an entry assessment when required.
- All applicants with a conditional extras offer are expected to engage and complete several additional pre-enrolment expectations. These are communicated with the applicant following the applicant interview. Applicants should engage, and ensure each element is completed to secure their place at enrolment.
- Applicants with a 'conditional extras' offer can expect to gain further information about their place in the summer term following pending requests for reference or further information from the school and other relevant parties, and which shows evidence of target(s) being met. Based on applying all entry and performance standards criteria that the College make as condition(s) of the offer. The College will make an informed decision in most cases by the summer term.

- If at this time, through consultation with relevant parties, the College is satisfied with the information received, and if applicable where the improvement targets have been achieved, an offer of a place for course(s) will be made - see 3.31.
- Where the College is unable to support the applicant in securing a place at Franklin Sixth Form College due to reference, information from other parties, or failure to meet targets set and it is deemed inappropriate for the applicant to progress to Franklin, the Admissions Team will issue a 'final no offer of a place' and offer information, advice and guidance appropriate at this time. Applicants can appeal against this decision; refer to the Challenge and Appeals in section 4 of this policy for further details.

3.33 Applicants Subject to Criminal Investigation

- Where an applicant is currently subject to a criminal investigation, Franklin Sixth Form College reserves the right to defer or decline an offer of a place where it considers that admission may present a safeguarding risk to the applicant, other students, staff or the wider College community.
- Any such case will be considered on an individual basis and will take account of the nature and circumstances of the investigation, the potential risks involved, and the support and safeguarding measures that may be required. The fact that an applicant is under investigation will not, in itself, be treated as evidence that an offence has been committed.
- The Designated Safeguarding Lead (DSL), in conjunction with the Deputy Designated Safeguarding Leads (DDSLs), will assess the circumstances and, where appropriate and proportionate, seek information and views from the applicant, their parent(s) or guardian(s), and relevant external agencies, including the Police and Children's Services. Any decision to defer or decline admission will be made in accordance with the College's safeguarding responsibilities, relevant legislation and applicable admissions procedures.
- Where appropriate, Franklin Sixth Form College may defer a final admission decision until the relevant investigation has concluded or sufficient information is available to enable the College to undertake an appropriate safeguarding risk assessment.

3.34 No offer of a place:

- *In some cases,* the College will make a 'no offer of a place' at Franklin, at the end of the interview or after reviewing further details following the interview. This decision will be based on several factors when applying all entry requirements:
    - The applicant's predicted grade/future grade profile is insufficient, meaning an inability to access general and subject-specific entry criteria for course(s).
    - The applicant does not meet expectations as detailed in section 2 of the policy.
- Following the interview, the interviewer deeming it inappropriate for the College to offer a place.
- Applicants can appeal this decision - please refer to section 4 of the policy.

- The College reserves the right to refuse entry at any time and holds the right to change an offer status throughout the admissions process.

Any outcome or change would be notified in writing with a formal confirmation of the interview outcome.

- In some cases, if the interviewer needs extra information to inform their decision, the interview outcome may be delayed before confirming the outcome to the applicant.

3.4 Application Priority

- The College accepts applications from students across the Greater Lincolnshire area and other Local Authorities.
- The College does not have an official limit on application numbers.
- All applications are processed equally; students should apply within the application window which is published on our website.
- As stated in section 2 of the policy, applications received by Franklin Sixth Form College after the published deadline will not be guaranteed an interview, enrolment appointment or place at Franklin.
- Franklin Sixth Form College welcomes students who may require additional support. Students with EHCP should apply by the 30th March.

4. Challenge and Appeals

- When considering whether to submit an appeal, applicants must ensure that the following criteria are satisfied:
    - There is new information (which can be evidenced).
    - There are mitigating circumstances (which can be supported e.g. medical reports).

- New applicants, where references and/or attendance, punctuality or behaviour reports have been provided by schools, following an interview resulting in no offer, applicants must obtain revised reports from the school, for example, where the applicant believes the original reports were incorrect. It is the responsibility of the applicant and/or parent/carer to obtain these from the school and agree any necessary corrections with the school before re-submission to the College.
- Any third-party references to support an appeal must be submitted via the applicant as we are unable to discuss individual cases with unregistered contacts.

4.1 Challenge

- Any challenge must be received by the College within 10 days of the decision letter being sent.
- The challenge should be emailed to admissions@franklin.ac.uk and clearly state "Admissions Challenge" in the subject line. Alternatively, the challenge may be submitted, by post**,** to the College and addressed to 'Franklin Sixth Form College Admissions.'
- Challenges are initially referred to the Vice Principal Curriculum for review and response.
- The outcome of the challenge will be communicated in writing to the applicant. The response will be issued within 10 days of the appeal being received by the College.

4.2 Appeal

- If the challenge response is deemed by the applicant to be unreasonable, an applicant can formally appeal in writing to the College Principal and CEO, who will consider the appeal and rule on the matter.
- The appeal should be emailed to admissions@franklin.ac.uk and clearly state "Admissions Appeal" in the subject line. Alternatively, the appeal may be submitted, by post**,** to the College and addressed to 'Franklin Sixth Form College Admissions.'
- The appeal must be received by the College within 10 days of the initial appeal response letter being sent. The outcome of the appeal will be communicated in writing to the applicant. The decision reached by the Principal and CEO or Designate is the final point of appeal.

5. Policy References

- Learning Behaviour and Attendance Policy
- Fitness to Study Policy
- SEND
- Data Protection and Privacy Notices

5.1 Access to the policy

The policy will be available via the College's website www.franklin.ac.uk.

5.2 Quality and Assurance Monitoring

The College Leadership Team will review the policy annually.