

Totton College Admissions Policy 2025-2026

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1. Introduction

Totton College, part of Nacro, offers smaller -than- average class sizes to support the individual learning needs of its students.

Totton College is committed to ensuring fair access to education for all young people aged 16–18 in the local area, including those with additional needs. The College actively promotes equity, diversity and inclusion in line with the Equality Act 2010 and Public Sector Equality Duty. All admissions decisions are guided by these principles, with reasonable adjustments made where appropriate to support applicants with special educational needs or disabilities, including those with an Education, Health and Care Plan (EHCP).

If applicants have an EHCP (Education Health and Care Plan):

You could be entitled to access education until the age of 25, as long as there is suitable provision available. This means that there must be a suitable course available, at the right academic level that builds on individual progress for the student. If we expect the student to be leaving college at the end of the academic year, we will always try to make this clear to parents/carers as early as possible so alternative provision or a transition to adult services can be actioned. We have a dedicated careers and information, advice and guidance (IAG) officer available to discuss options with students and/or parents/carers throughout the year.

2. Admissions

The College offers places to students:

- Who can demonstrate on their application form and at their liaison activity that they will benefit from further study at Totton College.
- Who meet the entry requirements for the level of course.
- Who can demonstrate that they have relevant experience for the level of course.
- Who attend within the first 2 weeks of their start date. (If you do not attend within the first two weeks without prior notice and agreement, you will be withdrawn from the College. Should you wish to rejoin, this will be subject to availability (and you may be placed on a waiting list – see later in the policy).

Entry Requirements:

- For level 3 study, students should have at least 4 GCSEs at grade 4 or higher. Please see the individual course entry requirements for further details. If you are a returner, we will also consider your engagement levels in all their classes, which may also include English and maths.

- For level 2 study, students should have at least 3 GCSEs at grade 2-3 or higher. Please see the individual course entry requirements for further details. If you are a returner, we will also consider your engagement levels in all their classes, which may also include English and maths.
- For level 1 study, students should have at least 3 GCSEs at grade 1-2 or higher. Please see the individual course entry requirements for further details. If you are a returner, we will also consider your engagement levels in all their classes, which may also include English and maths.
- In exceptional circumstances only, the Curriculum Manager and Assistant Principal can consider applicants that do not necessarily meet the entry requirements.
- Applicants returning to education after a significant break may be advised to undertake a preparatory year within the College's Pathways provision.

In addition to the generic entry requirements listed above, students must also meet the specific entry requirements for the course/subjects that they wish to study:

- Each course/ subject has specific entrance requirements which could consist of a particular qualification / grade, experience, prior learning, etc (please note that these are subject to change).
- Our Information, Advice and Guidance process will support you to find the right level of study involving a liaison activity where entry requirements to courses will be discussed, however if you are unsure, please contact the College for confirmation.
- The entry requirements are designed to help students make informed choices and to ensure that a student starting a course has a reasonable chance of success on that programme.
- Some courses may have other, non-academic entrance requirements such as a Disclosure and Barring Service (DBS) check or certain health requirements.

If applicants have an EHCP:

Please note that the consultation process is only one part of the process required to have a confirmed place offered.

We still require the application process to be followed i.e. apply for a course, come for liaison / enrolment activities, be offered a place on a course etc. We cannot hold places for

every student we are consulted on as many do not come or apply to us, despite being named on the plan.

There are limited spaces available on each course and limited support provision available including for those with EHCPs or who are LAC (Looked After Child)/CIN (Child In Need). We also require the student to meet the eligibility criteria for a course, including a successful liaison / enrolment activities and timely responses to College communications as detailed later in the policy.

When we are consulted on an EHCP, we are rarely informed of the course the young person wishes to study or of their current level of study. Therefore we need to ensure that the application process is still carried out.

Please note, that late applications or consultation can result in no available space on an otherwise suitable course.

3. Oversubscribed

The College along with the relevant funding organisation agrees on the total number of students who will be funded each year. The College will admit applicants who meet the admissions requirements, up to this limit. Thereafter, the College reserves the right to place students on a waiting list or decline their application. We will do everything possible to offer all applicants a suitable programme of study, but this may not be on their first choice of course.

In the event of oversubscription, priority will be given to applicants who:

- Have submitted their application by the published deadline
- Have completed their liaison activity
- Have accepted their place offer within the given timeframe
- Have attended the Welcome Day and their enrolment interview
- Are applying directly from year 11 and/or are on their first post-16 course.
- Attend a named feeder school (see appendix 1)
- Live the closest to college (for applicants from non-feeder schools)

Where multiple applicants meet the above criteria equally, places may be allocated using date of application as a tie breaker, but not as sole prioritisation method.

If applicants have an EHCP:

- Applicants with an EHCP in place and who Totton College is their named institution will be offered a place if: a) they have met the application deadline; b) they meet our entry requirements; and c) the College is able to meet their needs.
- If you have applied, attended your liaison activity but the College has not yet received your EHCP consultation documents then you will not be offered a place until the documents have been received and agreed that the College can meet need. You may still carry out liaison activities and receive a verbal offer but your application will be placed on hold until it has been agreed that the College can meet need.
- Please refer to information in the SEND parent guide for more information.

4. Programmes of Study and Availability of Courses

For applicants that have an EHCP the process remains the same where we have received the consultation and agreed we can meet need.

In some instances, subjects and courses may become full. (Except as set out in the Note below), Students who have followed the guidelines above; who meet the specific and general entrance requirements; and who have not changed their planned courses between first interview and enrolment, will be offered their agreed subjects. Students who change their mind at the enrolment interview can only be offered places on their new choices where these are available.

It may be necessary, from time to time to close or limit the size of a course that has previously been advertised and on which places may have already been offered, due to financial non-viability of the course or non-availability of teaching staff. In these circumstances (except as set out in the in Note below), alternative courses will be discussed with the student(s) affected and where and appropriate course, for which the student is suitably qualified is available, a place on such alternative course will be offered.

Note: Whilst we will always endeavour to meet students' wishes, it may be necessary due to financial constraints imposed by Government funding to limit the size of a student's programme to a specified number of courses/hours of teaching time, notwithstanding a larger programme of study may already have been discussed and/or agreed with the student. Totton College reserves the right to withdraw a course/decide not to run it at any time.

If applicants have an EHCP:

For applicants have an EHCP the process remains the same where we have received the consultation and agreed we can meet need.

5. Late Applicants

If the application form is submitted after the advertised deadline and the course is already at capacity, late applicants will be added to the waiting list (see point 6). Totton College may still invite late applicants to a liaison activity but cannot guarantee a place. We recommend that all late applicants attend our liaison activities when invited as applicants can be advised as to other courses where appropriate. We also recommend that applicants ensure they have applied to other colleges.

If applicants have an EHCP:

Your application will be treated as late if it is submitted after the advertised deadline. A place cannot be offered until the EHCP consultation has been approved. Therefore, we advise that If you would like a specific education provider to be considered then it is important to make sure the Local Education Authority are aware as soon as possible, either by contacting their SEN team directly or reference the desired placement in the most recent annual review of the EHCP (these should be held annually within the current education setting). If in doubt, please liaise with your current education provider SENCO.

6. Waiting list

When allocating students from our waiting list we will take into account the following factors:

- Whether there are spaces on the courses the student wishes to study including English and maths where appropriate.
- Date of original application (first come first served)
- Response to subsequent College communications within 2 weeks of receipt.
- For whom this is their first attempt at post 16 education / Priority will be given to applicants joining the College directly from Year 11
- Feeder schools

- Whether a student has moved into the area recently
- References

If applicants have an EHCP:

For applicants have an EHCP the process remains the same where we have received the consultation and agreed we can meet need. If your consultation has not been received, you will remain on the waiting list.

7. Refusal of Applicants

Applicants may be refused a place at Totton College where there are reasonable grounds to believe that admission would pose a risk to the safety, welfare, or learning environment of others, or where the applicant is unlikely to benefit from the proposed programme. This list is illustrative, not exhaustive:

- **Eligibility and timing:** Late application, age eligibility, missed enrolment.
- **Course fit:** No suitable programme availability or entry criteria not met.
- **Funding / resource constraints:** College is unable to attract or secure funding and/or resources to meet individual need.
- **Oversubscription:** The College may refuse an application if the relevant course or programme has reached its maximum capacity and no suitable alternative can be offered. In these cases, applicants will be placed on a waiting list in accordance with the College's published oversubscription criteria.
- **Course Suitability and Funding Limitations:** The applicant is unlikely to benefit from the intended course (based on previous attainment, engagement, or professional judgement). The College does not have access to sufficient funding or specialist resources to meet the applicant's needs
- **Safeguarding or behaviour risk:** Previous behaviour concerns, safeguarding information received, risk to others – *see the list below*:
 - ✓ Information from a previous school, college, PRU or local authority that indicates the applicant may present a safeguarding risk
 - ✓ Known involvement in behaviours that present a serious risk to others

Behaviour while visiting the College that causes concern (e.g. aggression, non-compliance with safety rules)

- ✓ the student has convictions, cautions, or reprimands, that in the College's judgement could impact on the learning and safeguarding of the student and the college community – see section 11 Safe admissions.
- ✓ Risk to Learning Environment: Evidence that the applicant's behaviour may significantly disrupt teaching and learning. Repeated poor conduct in previous educational settings with no evidence of improvement or willingness to engage.

NB. All safeguarding-related refusals will be documented, risk-assessed, and reviewed by the Safe Admissions Panel. See Section XX: Safe Admissions

- **Other Considerations:**

- ✓ The applicant is over age 19 on 31 August of the year of entry and does not have an EHCP.
- ✓ There is evidence that the applicant will not meet the College's Code of Conduct expectations

If applicants have an EHCP:

Totton College reserves the right to refuse applicants if we assess and can evidence that we cannot meet needs as identified in the EHCP.

8. Progression for returning students

Many students will wish to continue their studies into a second or third year at Totton College. Returning students may be required to have:

- Completed one or more liaison / transition activities where appropriate
- Completed and achieved their previous qualification at Totton College.
- A positive reference from staff.
- Attendance of over 87%
- Met the College and course specific entry requirements
- Positive engagement in English and maths where appropriate

If applicants have an EHCP:

Students with an EHCP will have an annual review at some point during the academic year. The first term (Sept-Dec) is usually reserved for those students that we expect to be leaving at the end of the academic year. You will receive notification of your Annual Review meeting at least two weeks in advance and will be offered the option of attending in person or via video call.

At the review, progress towards outcomes, independence and academic qualifications will be discussed and teaching and support staff will share their views on general progress, progress towards EHCP outcomes and next steps. Local authority, other professionals and social care representatives will be invited where necessary. We will always seek the views of parents and the young person prior to a review and parents should receive a copy of paperwork in advance of the meeting and then a final copy following the meeting.

Part of the purpose of the annual review is to identify if needs are being met successfully, what else can be put in place to continue to meet needs and make progress towards adulthood and independence as well as to identify suitable next steps for the following academic year.

9. Late admission of students

Totton College begins the enrolment of students from Pathways and Creative and Service Industries faculties from GCSE results day in August with term usually starting in the first week of September. The College will consider new applicants after this time and can enrol students up until the end of October subject to liaison / enrolment activity; assuming there are spaces; conditions of this policy are met and where appropriate to the course.

(Skills for Life faculty enrolments start at the end of June/ beginning of July).

Late admissions will be considered up until the end of October, subject to space availability, completion of liaison/enrolment activity, and compliance with the College's admissions policy.

If applicants have an EHCP:

For applicants have an EHCP the process remains the same where we have received the consultation and agreed we can meet need.

10. Appeals Procedure

- Informal - Please contact the Curriculum Manager in the first instance if you are not happy with a decision about admissions.
- Formal - If a place is not offered, applicants or their parent/carer may appeal the decision in writing within five working days to info@totton.ac.uk explaining why they believe the College has acted unreasonably. A senior leader not involved in the original decision will review the case and respond within five working days of receipt and confirmed in writing.

If applicants have an EHCP:

For applicants who have an EHCP the process remains the same where we have received the consultation and agreed we can meet need.

11. Safe Admissions and Safeguarding

11.1 Purpose

Totton College is committed to admitting students in a way that promotes their welfare and protects the wider college community. This section sets out the due diligence, risk-assessment processes, and multi-agency collaboration that underpin a safe admissions culture, in line with *Keeping Children Safe in Education (KCSIE) 2024*.

11.2 Pre-Application Disclosures

All applicants are asked, at the point of application, to declare any unspent criminal convictions, cautions, or pending prosecutions.

Applicants for programmes involving regulated activity with children or vulnerable adults (e.g. Early Years, Health & Social Care) must have a clear Enhanced Disclosure and Barring Service (DBS) check as a condition of enrolment and any mandatory placement.

11.3 Risk-Assessment Process

Where a disclosure or third-party information (e.g., from a previous school, PRU, social care, Youth Offending Team, or LADO) suggests a potential safeguarding concern, the application is referred to the Safe Admissions Panel (SAP).

Panel membership includes:

- ✓ Designated Safeguarding Lead (Chair)
- ✓ Assistant Principal (Curriculum)
- ✓ Designated Safeguarding Office (Totton)
- ✓ Curriculum Manager of relevant faculty (Totton)

The SAP will:

- ✓ Review all available information and disclosures
- ✓ Undertake an individual risk assessment, considering proportionality, least-restrictive practice, and obligations under the Equality Act 2010

Decide to:

- a) Admit with or without a written Risk Management Plan
- b) Defer or redirect to another provision or programme
- c) Decline the application where risks cannot be reasonably mitigated

11.4 Information Sharing and Consent

Information will only be shared on a strict "need-to-know" basis with relevant staff and agencies to ensure appropriate support and safety measures are in place.

Applicants and (where appropriate) their parent/carer will be informed of information-sharing decisions, unless doing so would increase risk to a student or others.

11.5 Applicants with an EHCP or Other Support Needs

The Safe Admissions process applies equally to students with an Education, Health and Care Plan (EHCP). The SAP will work alongside the statutory consultation process to ensure that needs can be met safely, with reasonable adjustments where required.

11.6 Appeals

If a place is refused or conditions are applied under this section, the applicant (or their parent/carer) may appeal in writing to the Vice Principal – Student Experience within five working days of the decision. A senior leader not involved in the original panel will review the case and respond within a further five working days.

11.7 Review

This Safe Admissions procedure is reviewed annually by the AP (Totton) and Vice Principal – Student Experience to reflect updates to statutory guidance, ESFA funding rules, and local safeguarding protocols

12. Appendices

Feeder Schools to Totton College:

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| Applemore College | Noadswood School |
| The Cedar School | Oak Lodge School |
| The Eaglewood School | Osborne School / College |
| Hounslow School | Redbridge Community School |
| Great Oaks School / College | Testwood School |
| The New Forest Academy | |