

14-16 Admissions Policy

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1. Introduction

Hugh Baird College 14-16 College was set up to offer students an alternative route within education, to encourage students to make informed choices in order to excel within a vocational pathway towards their chosen career. Quality of education is one of the core values of the College, and as a result the 14-16 provision offers a broad range of vocational curriculum to support career development. The College ensure that students are appropriately matched to a programme of study and can make informed choices about their future direction. The majority of pathways enable students to remain at the College on their chosen career choice up to and including degree level.

Students aged 14 years of age can apply directly to Hugh Baird 14-16 College, but the application must be made by the parent / carer on behalf of the young person.

Admissions arrangements must be published in an accessible manner for parents/carers/applicants and relevant stakeholders. The College will apply the principles in this policy to all of its 14-16 students studying at Hugh Baird College.

Whilst the admissions laws, and the DfE Codes of Practice as they apply to maintained schools, including SEN codes, do not apply to colleges post-16, The College has had regard to these in developing its policy.

2. College Expectations

Hugh Baird College insists on the highest possible standards which include mutual respect, pride and positive student- teacher relations.

The very best behaviour and work ethic is expected from students within the 14-16 College. Students will be expected to focus on their progress within English and mathematics plus other skills relevant to the world of work. Students of the College will be expected to demonstrate a positive attitude to learning, punctuality and attendance.

Parents / carers should consider whether a more vocational curriculum aligned with academic GCSEs will best meet the needs of their child and that attendance, behaviour and achievement is not put at risk through transfer to the 14-16 College. At least one meeting with a parent/carers and child will be held before enrolment.

3. Scope

This policy applies to all applicants for full-time 14-16 education at Hugh Baird College. The 14-16 College's admissions policy is managed by the Director of 14-16 College.

Widening Participation - The College is committed to increasing and widening participation in education and training. Applications to attend full-time 14-16 courses are actively encouraged from all interested individuals in the local community and beyond.

Guidance - The College is committed to providing impartial guidance in the admissions process to help applicants to choose the GCSE pathway and vocational course which is right for them.

Confidentiality – Hugh Baird College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998.

Equality of Opportunity – Hugh Baird College is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable treatment by virtue of age, gender, race, sexual orientation, disability, religion/belief, gender re-assignment, social background, nationality/citizenship or any personal characteristic of the individual(s). The College will actively combat discrimination in all its forms by implementing effective policies and empowering staff and students to take appropriate action.

The College is committed to ensuring those with disabilities, (including learning difficulties), are treated fairly. All reasonable adjustments to provision will be made to ensure that no applicants and children are substantially disadvantaged.

Mental Health – The College are committed to support students and their families deal with mental health. The college works in close collaboration with MerseyCare and offer a range of internal support systems to give valuable support to students suffering with their mental health.

Looked after Child -The definition of a 'looked after child' is a person under the age of 16 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents in accordance with section 22 of the Children's Act 1989.

Previously Looked After Child - Refers to all those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

4. Admissions Number

The 14-16 College is not limited to any capped admissions number. It is anticipated that the College will attract group sizes that will enable efficient delivery with the quality of education being a central focus. The space occupation of the sites will be taken into account when allocating places so as to ensure a stimulating and rewarding learning experience.

5. Special Educational Needs

All children with an Education Health Care Plan (EHCP) where the College is named in the Statement (part 4)/EHCP will be accepted.

Students with other Special Educational Needs or who have issues with health or who have a significant safeguarding risk level will, where their needs can be met, be accepted as per the admission guidelines. Failure to disclose this information may result in a place being withdrawn.

6. Permanent Exclusion/Behavior/Attendance

Students who have been permanently excluded, have previously had behaviour or attendance issues will be considered on a case-by case basis. Failure to disclose this information may result in a place being withdrawn.

7. Applying for a place at the 14-16 College

Applications to Hugh Baird 14-16 College should be made directly to the admissions team in accordance with the application periods. Online application forms can be found at www.hughbaird.ac.uk/index.php/how-to-apply

For Academic year 2019/20 entry

Application Stages	Process opens	Deadline
Expression of interest – Open Evenings	Ongoing	Ongoing
Parent/carers submit application	September 2018	12th April 2019
Parent/carers and pupil meetings	29th April 2019	31st May 2019
Taster days for pupils	TBC	TBC
Confirmation of places to parents/carers and students	NA	No later than 19th July 2019

Parents/carers who have expressed an interest in making an application to the College will have by signing the application form given Hugh Baird the right to request from previous educational institutes information to support the student's application. The College will request this information from the schools direct. Upon receiving the information, a meeting will then be arranged with the parent/carers and pupil with the most appropriate members of staff to discuss the application, any support requirements or initial queries or concerns can be discussed at this meeting.

When applying for a place in Year 10, parents/carers should express a preference for a pathway alongside the delivery of their core academic GCSEs. Open Evenings and transition events will enable students to learn more about their chosen route and receive personal guidance and support; at this point they may wish to discuss alternative pathways to maximize opportunities for success and achievement.

Following induction all year 10 students will participate in Hugh Baird's induction process, which includes personal guidance, support and progression planning.

The parent/carer and student meetings are a vital part of the application process, no students will be offered a place without attending at least one of these meetings. If it is not possible to attend on the date provided please contact the College on 0151 353 4444 immediately to reschedule. A new date and time will then be set. If there is failure to attend up to two meetings that have been arranged, it will be assumed that the parent/carer no longer wishes to continue with their application and no further action will be taken.

Children can only be enrolled with the consent of their parent/carer. A record of consent must be retained and parent/carers need to be notified that they are legally required to notify the previous school/Academy that their child will no longer be attending.

8. Allocation of Places

Places will be offered to students who are able to make full use of the distinctive full time offer of a vocational course combined with academic GCSEs.

Key Criteria for successful transition to Hugh Baird 14-16 College

Students must demonstrate a commitment to a vocational pathway offered at the 14-16 College. Students participation and engagement during the transition days will be assessed as part of this process.

Students attendance, behaviour and effort must demonstrate a positive attitude to education. At least one application meeting with parent/carers and students to establish if Hugh Baird 14-16 college can meet the students' needs in order to positively support achievement.

9. Late Applications

Applications received after the admissions closing date may be considered at the discretion of the Director of 14-16.

Applications in-year or for year 11 entry will not be accepted.

10. Appeals

Parents/carers whose application is unsuccessful are entitled to appeal. An independent Appeals Panel will act in accordance with the provision of the "Schools Admission Appeal Code" published by the Department of Education.

Information on how to appeal will be provided within the confirmation that an application has been declined.

11. Special Considerations

Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school will be given highest priority. Priority order: (1) Looked after children (2) Children who were looked after, but ceased to be so because they were adopted (3) Children who have become subject to a residence order (4) Those who have a special guardianship order.

Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

A 'looked after child' 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).

Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

Special consideration will also be given to those relocating into the area in the UK Armed Forces (not discharged).

12. Notes

Please note that this policy will be updated on an annual basis accordance to business need and the response of the local communities.

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