

Pre-16 Application process 23/24

All applications should come through the School Liaison & Admissions Manager.

Offer 1: Pre-16 (1-day a week) Vocational Courses

- Application form is completed by school.
- School Liaison & Admissions Manager requires all information on young person e.g. EHCPs, past reports to support application.
- Application is sent to admissions to process. (Please note: If student is in receipt of EHCP application will not be processed without receipt of most recent document.)
- Stage 1: School are requested to have a short interview with the School Liaison & Admissions Manager to discuss circumstances around student.
- Stage 2: Students are invited to attend a College Experience Session and informal interview.
- Curriculum send offer to admissions with course code. School Liaison & Admissions Manager will then inform schools of offer. Schools should inform the student and parent/guardian.
- Student invited to enrolment day in July.
- Student fully enrolled onto course.
- September – student starts.

Offer 2 & 3: Bespoke Groups

- Application form is completed by school.
- School Liaison & Admissions Manager will work directly with the school regarding timetabling.

Offer 4: SEND Schools (3 days infill for post-16 students)

- Application form is completed by school.
- School Liaison & Admissions Manager requires all information on young person e.g. EHCPs, past reports to support application.
- Application is sent to admissions to process. (Please note: If student is in receipt of EHCP application will not be processed without receipt of most recent document.)
- Inclusion & Support will cost up a support package for student – this is then agreed with the school.
- Students are invited to attend an interview at college.
- Curriculum send offer to admissions with course code. School Liaison & Admissions Manager will then inform schools of offer. Schools should inform the student and parent/guardian.
- Student to be invited to attend a taster day/session.
- Student invited to enrolment day in July.
- Student fully enrolled onto course.
- September – student starts.