



Policy Directive, Procedures and Guidelines

ADMISSIONS POST-16 (LEARNERS AGED 16-22)

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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V 1.0	New policy document created		
V 1.1	Annual refresh		
	<i>Table started February 2021</i>		

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

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1.0 Introduction

1.1 Policy Statement

This document forms the Committee *for* Education, Sport & Culture policy with regards to the admissions process into the Sixth Form Centre and The Guernsey Institute College of Further Education for full time courses.

This policy document refers to admissions for Post-16 education during each academic year between 1st September to 31st August and the allocation process for the placement of learners at the start of the academic year commencing 1st September.

All young people up to and including the age of 19 (on the 1st September in the year of academic study) have a right to embark upon a free full time education up to Level 3 in the Bailiwick of Guernsey². Depending on the learner's course choice, they will need to state whether they will be applying to the Sixth Form Centre or The Guernsey Institute College.

1.2 Policy Objectives

The policy is intended to provide the following guidance for learners, parents, carers and leaders of Post-16 establishments:

- What learners, parents, carers and leaders can expect from the Post-16 admissions process
- What criteria will be applied when making decisions
- A general timeline of the various processes that are undertaken

1.3 Policy Application

Throughout this policy directive, 'Headteacher' refers to Heads of Service, Secondary School Principals and The Guernsey Institute College Principal.

This policy applies to learners who are applying for Post-16 full time courses in the Bailiwick of Guernsey including the following:

- Learners in schools and educational establishments maintained by the States of Guernsey and Voluntary Schools in the Bailiwick of Guernsey
- Learners in Independent and Grant-Aided Colleges
- Off-Island learners
- Home educated learners

² Following the SEND Review undertaken by the National Association for Special Educational Needs (nasen), it was recommended that Learners with Special Educational Needs and/or Disabilities (SEND) should have access to SEND provision up to the age of 25.

1.4 Accountabilities

Secondary schools are accountable for:

- Ensuring the provision of impartial information, guidance and advice on all Post-16 options
- Ensuring subject teachers submit final subject predicted grades for all Year 11 learners
- Ensuring Year 11 learners complete the Post-16 education application form
- Ensuring pastoral leads and SENCOs complete school references and SIMS Transition Plus marksheets in a timely fashion
- Sharing students' end of Year 11 results with The Education Office on GCSE results day each summer (The Guernsey Institute College should also do this with Level 1/2 results)

Post-16 institutions are accountable for:

- Disseminating details of specific entry requirements to the schools
- Ensuring the provision of guidelines on specific entry requirements for courses is widely published with relevant stakeholders and on their websites
- Ensuring timely approval, by the Post-16 Admissions Panel and the Committee *for* Education, Sport & Culture, for any changes to the Post-16 offer
- Providing a transparent procedure in case of oversubscription or undersubscription to courses
- Providing alternative options in cases where a course is unable to be run
- Providing a transparent procedure for progression on to the second year of a course

The Education Office is responsible for providing governance, support and challenge to settings. The Education Office has duties to:

- Collate predicted grade information and final results from SIMS and forward to Post-16 institutions
- Collate Transition Plus information from SIMS and forward to Post-16 institutions
- The Post-16 Education Officer will arrange a Post-16 admissions panel with staff from both Post-16 institutions to make decisions regarding candidates

1.5 Associated Documents

- [The Guernsey Institute College – Applying for a course](#)
- [The Guernsey Institute College – Entry Requirements and Applications Process](#)
- [The Guernsey Institute College - Apprenticeship Programmes](#)
- [Sixth Form Centre – Entry to the Sixth Form](#)
- [Careers Guernsey - Information for Alderney Students Post-16](#)
- [Careers Guernsey – Information on Post-16 Learning](#)
- [Student Finance: Guide to funding for courses at The Guernsey Institute College](#)

1.6 Education Strategy alignment

This Policy links to the following Education Strategy commitments:

Meeting the Needs of our Community

- Engaging and working with partners through appropriate channels so that educational development is informed by a range of views and is clearly communicated to a broad range of stakeholders.
- Operating in a spirit of openness and transparency so that all stakeholders understand the processes in place across the Bailiwick to maintain the highest quality of Education.

Equity, Safety & Inclusivity

- Embedding whole-setting cultures and practices which promote inclusivity, challenge inequity, support well-being and remove barriers to personal ambition.

Outstanding Leadership & Governance

- Developing cultures, reviewing frameworks and investing in leadership development at all levels to empower leaders to lead
- Review and develop appropriate education governance systems for settings and across the States of Guernsey.

2.0 Application Process

The Sixth Form Centre and The Guernsey Institute College work together within a single applications system. All prospective learners wishing to apply for a full-time programme of study will need to complete the Post-16 Education application form (this form is available upon request from the Sixth Form Centre or The Guernsey Institute College). Learners will need to state the course or courses they are interested in and whether they will be applying to the Sixth Form Centre or The Guernsey Institute College. Learners should apply via their school and will usually be supported by the school's career teacher.

As a result of the limited number of Post-16 institutions on Guernsey, The Education Office will guarantee a Post-16 place appropriate to the qualifications achieved by applicants at the end of Key Stage 4. This course may or may not be the learner's first choice but a co-ordinated approach by The Education Office and the Post-16 institutions will endeavour to reach a conclusion that is satisfactory to the learner and their parents or guardian. All those seeking admission into Post-16 education must achieve the necessary grades for access onto the courses they have chosen.

An offer of a place is subject to:

- Course viability
- Being predicted to achieve the entry requirements, taking part in a guidance meeting, and having satisfactory references from the secondary school

Learners wishing to gain an apprenticeship which is part of [The Guernsey Apprenticeship](#) should submit an expression of interest as part of the Post-16 application form. The Guernsey Apprenticeship team will endeavour to match interested learners with employers who may be recruiting. Place on an apprenticeship is subject to the learner obtaining employment with an apprenticeship registered employer. For more details please go to www.guernseycollege.ac.gg/wp/apprenticeships/

2.1 Timeline

The Post-16 application calendar is published annually by the Post-16 admissions team to all secondary and Post-16 school leaders. The Post-16 operational group must review and update the Post-16 admissions calendar annually by the May half term holiday.

Post-16 providers must publish widely with relevant stakeholders and on their websites their entry criteria for the following September by October half term at the latest for entry in the following academic year.

Subject teachers will be required to submit final subject predicted grades for all Year 11 students after the GCSE module results are published in the spring term. These predictions will be entered into SIMS in the Year 11 Spring record. Year 11 tutors will complete the learner reference within the school's Google Sheet from their application form, as supplied by the Post-16 institutions.

The Post-16 institutions will make decisions regarding conditional offers and The Education Office will arrange a Post-16 admissions panel with staff from both Post-16 institutions in May to make decisions regarding candidates whose offer status is unclear. Once agreed, offers will be sent to the schools and to learners.

Once the learners have accepted their offers, the Post-16 institution will let the school of the learner know. If the learner needs to amend their application at this stage they should contact the Post-16 institutions.

When GCSE results are published in August learners can assume their place on the course for which they have applied is confirmed as long as they have achieved the requirements of their conditional offer. If there is any doubt they must communicate very quickly with their school or the Post-16 institution concerned.

Officers from The Education Office will provide information and opportunities for Year 11 tutors and careers teachers in the autumn term to ask questions and familiarise themselves with the Post-16 process.

The below timetable sets out a summary of the key events that take place throughout the year (**these are approximate timings and may vary on a yearly basis**):

Application forms and support material to schools	January
Course advice and guidance	January-March
Closing date for all Post-16 application	March
Approval of offers	March
Offers sent to all applicants	April
Closing date for acceptance of place	May
Viability of course confirmation	June
GCSE results	August
Post-16 admissions panel	August
Entry requirements published	October

2.2 Off-Island Learners

Due to the small size of the island and the density of the population, there are strict controls on who may occupy dwellings on Guernsey. **If you are not currently resident on the island and are making an application to Post-16 Education, you will be asked for proof that you are able to live lawfully on the Island.** Further information can be found from the [Population Management Office](#). A Post-16 Education application form can be obtained from the institution you wish to apply to.

An offer of a place is subject to:

- Course viability and availability of places
- Achieving the entry requirements, taking part in a guidance meeting, and having satisfactory references from the secondary school
- Fees payable
- Agreement from the Housing Department

Learners applying independently (e.g. from off island, or home educated) should contact the Sixth Form Centre or The Guernsey Institute College to request an application form, and apply directly to one institution or the other.

2.3 Late Applications

Application forms will be accepted after the closing date in March but learners should be aware that choices may be limited.

3.0 Offers and Allocation of Places

Most learners will receive a conditional offer of acceptance onto a programme of study. This offer will be based on obtaining the grades stated in the offer letter.

3.1 Criteria for Allocation of Places

Decisions about the viability of courses will be made from April to June. If the decision is made not to run a course the applicant and applicant's school must be contacted as soon as possible and every assistance will be given to make alternative choices.

Key criteria to consider:

- In the event of there being more applicants than there are places learners will be placed on a waiting list. The procedure for prioritisation of places when available should be clearly identified by the individual Post-16 organisation
- If the learner does not meet the conditions of the offer an alternative course will be offered in one of the Post-16 institutions
- If the learner exceeds the conditions of the offer, they may make a late application on to another course
- If a learner has already completed a full-time Level 3 programme of study, any further application must be considered by the Post-16 Admissions Panel (course fees will be charged if a Level 3 program has already been completed)
- People who reach the age of 20 and above before 1st September of the year of academic study, and are not already in education and/or wishing to access a Post-16 course must be approved by the Post-16 admissions panel

3.2 Course Fees

Learners must have local residential status or a valid right to reside to receive free education in Guernsey. Alderney learners up to the age of 19 will be treated in the same way as Guernsey learners. Learners from Sark should contact the Post-16 Institution for confirmation of the fees payable.

Guernsey Law³ requires that no fees are charged in respect of any school maintained by the States. A "school" means an institution for providing primary or secondary education. Secondary education is for older learners who have not attained the age of nineteen.

No course fees will be charged to learners who will have their 19th birthday during the academic year their course commences. Learners who make applications to commence

³ The Education (Guernsey) Law, 1970 and the Education (Amendment) (Guernsey) Law, 1987

courses in the academic years in which they will have their 20th/21st/22nd birthdays will be assessed for special consideration which may include:

- Learners who are completing a two-year course that was commenced before the age of 19
- Learners who commenced full time education before the age of 19 and who have remained in full time Post-16 education progressing from level to level, until they complete their first full level 3 qualification
- Learners with Special Education Needs
- Learners who were Looked-after Children
- Learners with prolonged illness or personal issues which may have made attendance of full or part-time education impossible
- Learners who have not yet achieved a full Level 1, 2 or 3 qualification before the age of 19

In most cases it is not appropriate for any learner to be eligible for free Post-16 education beyond their 19th birthday (at the point the course starts), but those learners who are already engaged in courses are eligible to complete those courses which they were originally enrolled. A learner who has already completed a Level 3 course in either the Sixth Form Centre or The Guernsey Institute College will need to be considered separately.

3.3 Course Fees for learners above the Maximum Age Entry or Without Appropriate Residential Status

Learners above the maximum age of entry or without appropriate residential status wanting to undertake a full-time course at Post-16 will be charged the following fees (which will be reviewed on annual basis):

- £2500 per annum is charged for on island learners (for appropriate courses) above the maximum age of entry to Post-16 (up to level 3) education.

4.0 Appeals

The Post-16 admissions panel (made up of staff from both Post-16 institutions and The Education Office) forms the appeals body and will meet within one week following publication of Key Stage 4 results to consider appeals as well as to decide on any learner who has not achieved the requirements for their first choice and who may have extenuating circumstances that need to be considered.