



# Policy Directive, Procedures and Guidelines

## ADMISSIONS POST 16 (LEARNERS AGED 16-22)

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## Summary of Changes<sup>1</sup> from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V 1.0	New policy document created		
V 1.1	Annual refresh		
V 2.0	Operational detail removed	Moved to associated flowchart	Throughout
	“Off-island learners” changed to “learners moving to Guernsey”	Changed for clarity and consistency with other policies	Throughout
	Appeals section moved and updated	Moved to match most recent policy template and updated to ensure a quick turnaround for appeals	1.7/4.0
	Reduced links to organisation main pages, addition of School Admissions Appeal Guide for Parents/Carers	This is to reduce the frequency of links breaking. Readers will be able to navigate to the latest information from these pages	1.5
	Addition: learners who do not attend the course on which they are enrolled		2.1
	Off-Island Learners section changed to “Learners Applying Independently”	Section amended to include home-schooled learners and learners from Independent and Grant-Aided Colleges	2.2
	Added table showing eligibility for free education by age	Added to provide clarity	3.2
	Removal of “Course Fees for learners above the Maximum Age Entry or Without Appropriate Residential Status” section	Course fees are calculated by the individual institutions and may change due to factors outside the remit of this policy	3.3
	<i>Table started February 2021</i>		

<sup>1</sup> 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 (SFC) and The Guernsey Institute (TGI) College for full time courses.

This policy 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. Higher Education (HE) admissions are dealt with in a separate policy.

All young people up to and including the age of 19 (on 1st September in the year of academic study) have a right to embark upon free full-time education up to Level 3 in the Bailiwick of Guernsey<sup>2</sup>. Depending on the learner's course choice, they will need to state whether they will be applying to the SFC or TGI College.

### 1.2 Policy Objectives

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

- 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, the Sixth Form Centre Principal and TGI College Principal. 'Secondary school' refers to any States-maintained setting that has Year 11 learners.

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
- Learners who are moving to Guernsey
- Home educated learners

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<sup>2</sup> The Additional Learning Needs (ALN) Code of Practice (Guernsey & Alderney), 2024 aims to support learners with ALN up to the age of 25.

Guernsey Law<sup>3</sup> 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 and post 16 education up to the age of 19.

This policy will be applied in accordance with the provisions of the Additional Learning Needs (ALN) Code of Practice (Guernsey & Alderney), 2024 and the Prevention of Discrimination (Guernsey) Ordinance, 2022.

### 1.4 Accountabilities and Responsibilities

The Headteacher at each secondary school is accountable for:

- Ensuring that all parts of the Post 16 admissions process pertaining to their school are followed in line with the transition timeline (see section 2.1)

Senior Leadership teams at each secondary school are responsible for:

- Ensuring the provision of impartial information, guidance and advice on all Post 16 options
- Ensuring SIMS information is accurate at all points in the process, including destinations for leavers
- 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 Additional Learning Needs Coordinators (ALNCos) complete school references and Transition Plus information by the agreed deadline
- Sharing students’ end of Year 11 results (including those from 14-16 provision at TGI College) with the Education Office on GCSE/Level 2 results day each summer

The Headteacher at each Post 16 institution is accountable for:

- Ensuring that all parts of the Post 16 admissions process pertaining to their institution are followed in line with the transition timeline (see section 2.1)

Senior Leadership teams at each Post 16 institution are responsible 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 for any changes to the Post 16 offer, and ensuring that any approval is sought from the appropriate level of seniority
- Providing a transparent procedure in case of oversubscription or undersubscription to courses

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<sup>3</sup> The Education (Guernsey) Law, 1970 and the Education (Amendment) (Guernsey) Law, 1987

- Providing information, advice and guidance on 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
- Sharing Level 1 and 2 results for 14-16 year olds with their school according to the agreed timeline (TGI College)

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

- Share relevant information from the post 16 application forms with the Post 16 institution to which learners have applied
- Collate predicted grade information and final results and forward to Post 16 institutions
- Collate Transition Plus information 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](#)
- [Sixth Form Centre](#)
- [Careers Guernsey](#)
- [Student Finance: Guide to funding for courses at TGI College](#)
- [School Admissions Appeal Guide](#)

### 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.

### 1.7 Appeal Process

The Post 16 admissions panel (made up of senior staff from both Post 16 institutions and the Education Office) forms the initial appeals body and will meet on the first Wednesday following publication of Key Stage 4 results to consider course options for any learner who has not achieved the requirements for their first choice and who may have extenuating circumstances that need to be considered. It is the responsibility of Year 11 students and their parents/carers to ensure their school is aware of any such extenuating circumstances by the end of June of Year 11, so these can be shared with the relevant Post 16 institutions.

If a parent or learner wishes to appeal the decision of the Post 16 admissions panel, they should email [schooladmissions@gov.gg](mailto:schooladmissions@gov.gg) by midday on the first Thursday after Key Stage 4 results day, setting out their request to appeal. The central admissions team will arrange for a panel of senior officers chaired by the Director of Education (or their nominated representative) to be convened to hear the appeal on the first Friday after Key Stage 4 results day. The central admissions team may request additional information to be provided by the appellant and the Post 16 admissions panel to inform and support the appeal. The aim of the appeals panel is to meet and resolve all appeals prior to the start of term. The decision of the appeals panel is final.

## 2.0 Application Process

The SFC and TGI 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 will be made available to the learner via their school (if States-maintained), or if applying independently, it is available upon request from the SFC or TGI College. Learners applying via their school will usually be supported by the school's career teacher.

As a result of the limited number of Post 16 institutions in 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 does not constitute a guarantee that any particular course will run. 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 on a specific course is subject to:

- Course viability
- Being predicted to achieve the entry requirements
- Taking part in a guidance meeting
- 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. Being placed on an apprenticeship is subject to the learner obtaining employment with an apprenticeship registered employer. Further details are available from [The Guernsey Institute College - Apprenticeship Programmes](#) website .

### 2.1 Timeline

The transition timeline is published annually to all secondary and Post 16 leaders. Transition leads at each school and Post 16 provider must ensure that access to the timeline is granted to all staff in their setting who require it. The Post 16 operational group must review and update the timeline annually by the May half term holiday.

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

Subject teachers will be required to submit final subject predicted grade ranges for all Year 11 students after the GCSE mock results are published in the spring term.

Conditional offers will be decided by the Post 16 institution. Any candidates whose offer status is unclear will have their application considered through a Post 16 admissions panel consisting of staff from both institutions, arranged by the Education Office. 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 learner's school know. If the learner needs to amend their application at this stage, they should contact the Post 16 institutions.

When GCSE/Level 2 results are published in August learners can assume their place on the course for which they have applied is confirmed if 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.

If learners who have accepted offers do not attend the institution to which they have enrolled, the institution will contact the learner's previous school to inform them to enable support from the previous school if appropriate.

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)**:

Event	Month
Information, Advice and Guidance sessions for students and parents	October/ November
Entry requirements published on website	October
Information, Advice and Guidance (IAG) form issued to schools	December/January
Information, Advice & Guidance Meetings with SFC and TGI College	January/February
Application forms issued to schools	January
Application window opens	February
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/Level 2 results	August
Post 16 admissions panel	August

## 2.2 Learners Applying Independently

This covers the following learners who do not attend educational establishments maintained by the States of Guernsey, and as a result do not have access to the process described above:

- Learners who are moving to Guernsey
- Home-educated learners
- Learners in Independent and Grant-Aided Colleges

Learners applying independently should contact the SFC or TGI College to request an application form, and apply directly to one institution or the other.

An offer of a place is subject to:

- Course viability and availability of places
- Achieving the entry requirements
- Taking part in a guidance meeting
- Having satisfactory references from the secondary school (if applicable)
- Fees payable
- Agreement from Population Management (in the case of learners moving to Guernsey)

Due to the small size of the island and the density of the population, there are strict controls on who may occupy dwellings in Guernsey. **If the learner is not currently resident on the island and are making an application to Post 16 Education, they will be asked for proof that**

**they are able to live lawfully on the island.** Further information can be found from the [Population Management Office](#).

### 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. Unconditional offers may be sent to learners who already have final results for GCSE/Level 2 qualifications, if they meet the entry requirements.

### 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 19 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
- Learners who have not reached the age of 16 before 1<sup>st</sup> September of the year of academic study will not be eligible to apply for a course at a Post 16 institution

### 3.2 Course Fees

Learners must have local residential status or a valid right to reside to receive free education in Guernsey. Alderney learners 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. Sark

## Admissions: Post 16 (Learners Aged 16-22)

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students' fees are calculated by the Education Finance Business Partner and are reviewed on an annual basis.

The below table shows whether learners are eligible for free Post 16 education and/or require approval from the admissions panel based on their age on 1<sup>st</sup> September of the year in which they are commencing their course.

Age on 1 <sup>st</sup> September in year their course commences	Eligible for free Post 16 education*	Require approval from Post 16 admissions panel
16	Yes	No
17	Yes	No
18	Yes	No
19	Yes	Yes
20	No	Yes
21	No	Yes
22+	No	Yes

\*Where they are not eligible because of their age, learners 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 Additional Learning Needs
- Learners who were Children In Care
- Learners with prolonged illness or personal issues which may have made attendance of full or part-time education impossible

Learners who have already completed a course at one of the Post 16 institutions will need to be considered separately if applying for a higher-level course at the other.

Learners who are not eligible for free Post 16 education may be eligible for a grant and should contact Student Finance for further information.