

Admissions Policy

ISA Reference: AO1	Policy Lead: Principal	
Date Approved:	Review Date: April 2024	Adopted: 1st April 2023

Stoke College is committed to equal opportunities in education. No student or applicant to the College shall receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, sexual orientation, religion or creed. Admissions to the College will adhere to our Equal Opportunities Policy.

Whilst Stoke College welcomes students of a wide range of abilities and talents, formal entry assessments will be used to ensure that an applicant has achieved the necessary standard to follow our mainstream curriculum as appropriate to their age group and the academic pace of the College. Formal assessment opportunities will be available in each of the Autumn, Spring and Summer Terms; the results of these will be considered alongside informal assessments made throughout our interactions with each applicant, before any offer of a place is made. Such assessments are expected to be free of bias, as set out in the Equal Opportunities Policy.

The admissions policy of the College is that:

- The College will be open to all children considered by the Principal to be capable of benefiting from the education provided at the College and of contributing fully to the life of the College (as more particularly described below);
- Admission is dependent on achieving an acceptable standard through formal or informal assessment appropriate to the age group and academic pace of the College. Such assessments are expected to be free of bias, as set out in the Equal Opportunities Policy;
- Due consideration should be given to prior educational experience and any SEND when assessing students' attainment of an 'acceptable standard' and to maximise access for students to whom the College can add value;
- In Years 7-11, candidates will be admitted who are expected to follow our Senior School Curriculum through to GCSE and qualify for further education at post-16;
- It is expected that students will progress from Year 11 into the Sixth Form, with entry being conditional upon achieving a minimum of six GCSEs at grade 5 or above (or the equivalent if international), under normal circumstances; further subject-specific entry requirements for A Level courses are published each year in the Sixth Form Options Booklet (available upon request from admissions@stokecollege.co.uk);
- Applicants who do not meet our minimum standard will be considered on an individual basis.

Admission Register

An admission register must be kept by law. Stoke College keeps this register in iSAMS and it can be accessed only by authorised staff members. Likewise, Stoke College also holds a register of Admissions Enquiries and Registrations prior to a student being enrolled in the school called Open Apply. This can only be accessed by authorised staff and holds similar information to that held in iSAMS.

The admission register must contain an index, in alphabetical order, of all the students at the College, recording for each student:

- Full name
- Date of birth
- Gender
- Name and address of every person known to be a parent of the student, a note of who has custody of the student and the telephone number(s) on which the parent(s)/responsible adult can be contacted in an emergency
- Day, month and year of admission or re-admission
- Name of the school last attended/future school to be attended, if any

It is advisable that admission registers should be stored indefinitely. Under the Data Protection Act, 1998 student records should only be preserved for as long as is necessary. The College would normally be advised to retain information for as long as is needed to defend any legal claim brought by a student. This would usually be six years from when they left the College or six years after their eighteenth birthday, whichever is longer. If there are particular problems or issues it may be advisable to retain it for longer: schools should refer to government guidance on data protection.

Entry to the College

The usual entry points are Years 7, 9 and 12, though students may be admitted into any Year group if there are vacancies and where they meet our entry expectations at the relevant age. An early application is strongly encouraged to secure your child's place ahead of the academic year of entry, ideally by 15th December, in light of the rapid growth of the College. Whilst the College sees a September start as the most beneficial to students, we do welcome in-year admissions where there is a vacancy.

We host a number of Open Events throughout the year and also encourage prospective parents to tour the College and meet the Principal and other senior staff by private appointment. Students are invited to attend one or more taster days, either individually or as part of a group event.

We place a strong emphasis on academic development and a positive learning environment for all children. For this reason, a child's academic performance is a significant consideration in the admissions process. Likewise, we promote a wide range of skills, activities and interests through our co-curricular programme and an applicant's achievements beyond the academic curriculum are also taken into account.

A child's academic attainment and potential are ascertained through formal assessments in English and Mathematics carried out at Stoke College. It may also be necessary to undertake further formal or informal assessments, at the discretion of the Principal, to gauge the level of additional support that may be needed or to ascertain whether a child can access the College's curriculum. The College will also ask parents to provide the two most recent school reports and seek a reference from the child's current or most recent school, and arrange a meeting between the child and the Principal. Taster day feedback will also be taken into consideration.

We welcome all applications, both internal and external, to our very exciting and unique Sixth Form. In addition, a number of scholarships are offered for Year 12 entry under the Stoke College Scholarship scheme. This programme is open to high academic achievers, both internal and external, who are expected

to achieve GCSE grades of at least seven subjects at grades 7-9. This is a competitive scholarship programme and applicants will be assessed in a three-part process: CAT4 aptitude testing; subject-specific assessments undergone at Stoke College or under verified supervision overseas; interview with the Principal and Head of Sixth Form.

Learning Development and SEND

For children with Specific Learning Difficulties or an EHCP who require support from our Learning Development Centre, the offer of a place is subject to there also being a place within the department and to our ability to meet the child's needs. The fees for LDC lessons and other staffed interventions are available within our Fees schedule. Applications from children with an EHCP will be considered on an individual basis and while we never discriminate, we may not always be able to meet the needs of an individual child. Stoke College is a mainstream school following a mainstream curriculum and we offer places to children who will be able to access this, subject to reasonable adjustments as determined by us.

Overseas Applicants

We welcome applications from overseas students who have reached a standard of English language appropriate for their course, provided that the student has a UK relative or guardian they can stay with during school holidays. We offer EAL lessons which are charged according to the rates set out by the Bursar.

Parents of overseas students should note that we are neither a language school nor a short-term study centre and, under normal circumstances, we expect students to stay with us for a complete period of study, usually the entire two-year GCSE or A Level course. Students are expected to have a level of English as set out in the table below in order to benefit from our curriculum.

Year 7-8	Year 9-10	Year 11-12
IELTS level 4.0 (or equivalent)	IELTS level 4.5 (or equivalent)	IELTS level 5.0 (or equivalent)

Stoke College is registered with the UK Border Agency and is able to sponsor non-EEA students for their period of study with us in the UK. A CAS (Confirmation of Acceptance for Studies) will be issued to relevant students once a place has been formally offered and accepted, and the annual fees have been paid in full.

Capacity and Waiting Lists

In Years 7-9, there are up to 32 places available in each Year group; in Years 10-11, there are up to 32 places in each Year; in the Sixth Form, there are up to 35 places available in each Year. Where a Year group is full, a waiting list will operate, under normal circumstances, on a first-come, first-served basis for applicants who meet our criteria.

Any offer of a place is not confirmed until the acceptance form is returned and the deposit is paid (see below).

If we are oversubscribed and have to decide between two or more children who meet our admissions requirements after all appropriate allowances and special considerations have been given, we may give preference to:

1. A child who already has a sibling in the College;
2. A child whose sibling was previously at the College or whose parent is a former student of the College;
3. A child who is not registered elsewhere;
4. A child with a particular skill, talent or aptitude that will enhance College life for others.

Acceptance Procedure

If successful, parents will receive an offer of a place, which may be conditional, and will be asked to complete an acceptance form and pay the relevant deposit for their child.

The College reserves the right not to offer places to those it considers would not benefit from the College's education, would not cope with the academic curriculum, or whose admittance may have a detrimental effect on other students. Where information was withheld from the College during the admissions process (such as concerning behavioural or learning issues) comes to light after admission, the College reserves the right to require the child to be removed from the College.