

## ADMISSIONS POLICY – 2025

Policy of:	<b>North Hampshire Education Alliance</b>
Policy applicable to:	<b>Queen Mary's College</b>
Policy owned by:	<b>Kate Need – Deputy Principal</b>
Point of contact: (if different to above)	<b>Victoria Renault, Director of Learning: Admissions, Progression and Engagement</b>
Approved:	<b>Senior Leadership Team: 08/01/25 QMC Local Governing Body: 21/01/25</b>
Cycle of review:	<b>To be reviewed annually.</b>
Source documents:	
Associated Policies/documents	<b>Complaints Policy</b> <a href="#">SEND Policy</a> <a href="#">ESFA Guidelines</a>

# Queen Mary's College Admissions Policy

## Context

The College exists to provide 16-19 education for young people from Basingstoke and its region. There is a fundamental commitment to increasing participation and an emphasis on inclusion. There is also an insistence on the maintenance of a College community marked by a secure learning environment, high levels of student support, good working practices and mutual respect. The College publishes a variety of information documents and stages a full programme of information events designed to make the invitation, and its terms, as clear as possible to all young people considering making an application.

## Staffing

The Admissions team is led by the Director of Learning: Admissions, Progression and Engagement, Victoria Renault, [victoria.renault@gmc.ac.uk](mailto:victoria.renault@gmc.ac.uk) 01256 417500

The QMC Admissions Officer is Sam Lay, [admissions@gmc.ac.uk](mailto:admissions@gmc.ac.uk) 01256 417500

## Applicant's Information Requirements

The admission process extends over a twelve-month cycle and has a series of stages designed to ensure that the applicant:

1. has the information they need on which to base immediate and longer-term decisions;
2. has been able to talk through their hopes ambitions and any concerns
3. is aware of the College's expectations of all its potential students as expressed in the Prospectus and via the tutorial program.
4. contracts to respect all other members of the College community through signing the Learner Agreement.

The College also seeks to ensure that applicant's parents or guardians have been fully involved in the process.

## College Information Requirements

The College seeks to ensure that it has adequate information on which to assess the student and determine the appropriate levels of support the student would require, and the best courses for them. The information required includes where available:

1. Academic records to the end of Year 11
  - Predicted GCSE results.
  - Records of support provided by the schools or educational services where relevant.
  - The school's opinion on the student's potential via references or transition meetings.
  - Details of any personal impediments to learning, be they financial, academic or cultural, which the College can assist to remove or ameliorate.
2. Information on the residency status of all applicants (in line with Government guidelines).
3. Disclosure of all or any police cautions or prosecutions concluded or pending.

## The Process

The student and their parent/guardian are asked to provide as much of this information as they can on the online Application Form. References are provided by the school or through transition meetings where appropriate with partner schools.

Entry requirements for courses are used to ensure students are appropriately placed and we reserve the right to suggest an alternative programme where necessary.

Entry requirements can be found here: [www.qmc.ac.uk](http://www.qmc.ac.uk)

The student is presented with the opportunity to supplement or clarify information at the application stage or at their enrolment interview. This includes the opportunity for students to provide suitable information on a confidential basis or through an advocate. The aim of the process is to ensure that students who wish to attend the College are properly supported and aware of their obligations.

## Rejection of applications

The College has a commitment to inclusion and increasing participation. Rejections are few in number. However, applications may be rejected if:

- Entry requirements are not met.
- The information presented to the College is incomplete or deliberately misleading.
- Disclosures requested by the College, have not been made by the applicant/parent/school.
- the information disclosed reveals an unacceptable level of personal danger to themselves or other members of the College community.
- The College is unable to provide the courses or levels of support required by the applicant.

Final decisions will be made by the Principal.

## Procedures if the College is oversubscribed with applications

The College conducts research annually to project the number of applications expected every year in order to be able to accommodate the incoming year group.

## Priority will be given to students in the following order:

- Applications from Year 11 received by the closing date
- Year 11 students
- Previous early leavers from QMC
- Geographical proximity to the College
- Relocation related moves
- Year 12 transfers with supporting references, please note mid-year transfers are only possible where the same exam boards have been studied

***Students applying after the closing date will be admitted at the College's discretion with appeals direct to the Principal where applicable.***

All students are required to provide a written reference, this will be sought via their school (with the exception of partner schools who deliver verbal references to the transition team as part of the transition project).

## **Late applications**

The College will operate a waiting list for students between enrolment and the end of September. Students on the waiting list will be offered their desired courses as they become available or alternative options where appropriate. Students on the waiting list will be allocated their places based on application date order and course availability.

## **Students with additional needs**

The College application form requires students to declare any additional needs and EHCP (Educational Health Care Plan) status. All EHCP students will be offered a face to face interview with a member of the SEND team prior to being made an offer. This will be conducted in conjunction with local authority liaison while meeting need is under consideration.

Students are encouraged to declare any wellbeing or personal issues on their application form or via admissions liaison in order that support can be arranged where necessary. This can be done entirely confidentially (unless child protection issues emerge) via our wellbeing/DSL team. The college will request safeguarding records from schools for all applicants who enrol in line with the requirements of Keeping Children Safe in Education (KCSIE).

## **Students looking to re-enrol**

A student who has previously been enrolled at the College, and left before their course was completed, will be required to demonstrate their suitability for entry via a consultation and subsequent enrolment interview. Here specific conditions may be placed on their admission, for example a fitness to study letter. References and college staff feedback will be sought prior to a place being offered.

## **Decisions**

The final decision to accept or refuse entry to the College lies with the Principal.

## **Appeal**

Appeals against the Principal's decisions can be made to the Chair of Governors following the procedure laid out in the Complaints Policy.