



LEICESTER

**Admissions Policy
Guidelines and Procedures**

Responsible	Deputy Principal
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Approved by	Gateway LGB
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Approval date	28.02.2026
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Gateway College Colin Grundy Drive Leicester LE5 1GA
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Admissions Policy for full-time 16-19 students

Policy Overview

1. The college is a designated a 16-19 Academy and will deliver A Level and vocational provision at Level 3, L2, L1 and entry level for full-time 16-19 students who will normally be aged 16 upon entry.
2. We shall determine annually the maximum number of places available by considering:
 - the availability of staffing, rooming and other resources required to deliver our courses
 - the capacity of individual subjects
 - our desire to maintain a broad curriculum offer.

Subject to this, we aim to offer places to applicants who can demonstrate from their predicted grades and references that they have the potential to be successful on our study programmes and to contribute to the wider life of the college.

3. All offers of a place at college are made on the understanding that applicants are in possession of appropriate documentation and are entitled to appropriate government funding for full-time 16-19 education.
4. For applicants who currently have an Education Health and Care Plan and intend to put Gateway College as their named first choice centre for post-16 study, it is important that a member of the Learning Support team is invited to their annual review in Year 11. This is to ensure that we are able to consider whether we are fully able to meet their needs and to support them with transition to post-16 study if we are the most appropriate centre. Once the EHCP has been received, the 15 day consultation period starts. We will not be able to offer a place without an application and a reference. Students with Education Health and Care Plans will need to meet the admissions criteria for both the college and the subjects they want to study. In addition, we will liaise with the local authority via the EHC consultation process and determine if the placement of this young person would be compatible with the efficient education of others, or the efficient use of resources with whom the young person would be educated.
5. **Applications to join the College in Year 12 or Year 13 from applicants already taking Level 2 or Level 3 courses elsewhere.**

We welcome applications from young people who wish to join us in Year 12 if they are already taking, or have previously started, an A level/ level 2 or level 3 course elsewhere. However, an application to join us in Year 12 is subject to vacancies after all possible year 11 applicants have enrolled at the college, and references from previous place of study are acceptable and meet the college's standards of requirement. Transfer to Year 13 will only be considered if there is available capacity in the relevant subjects, the examination specifications are compatible and the applicant fulfils the entry criteria for the courses.

6. **Safeguarding Applicants.**

Gateway College prioritises the safety of all its students through everything we do. The admission team will ensure that safeguarding is embedded throughout all processes. We ask feeder schools to identify applicants who may have a safeguarding need so that we can engage with schools to take any necessary steps and arrange formal handovers for students who enrol. The College safeguarding lead and welfare lead will liaise with regional Local Authorities to ensure applicants who are Children Looked after and Care Leavers have appropriate support measures in place.

7. Applicants with Criminal Convictions

Gateway College will consider applications from ex-offenders. If an applicant declares a criminal conviction when applying, the admissions team requests more information using an online form. The safeguarding team carries out an assessment of the information and further information/references may be collected from external agencies as necessary. Where the offences demonstrate high risk, applicants will be invited to a formal meeting with the Assistant Principal for Community/ODSL for a full assessment. Confidentiality is of paramount importance; all procedures will take account of data protection legislation and the BFMAT data protection policy. The College retains the right to decline an offer of a place. Students who do not declare criminal convictions will be withdrawn if this is disclosed at a later point after enrolment.

8. The Application Process

8.1 Applications are open from September prior to entry (12 months before the start date) and students are advised to apply to the college as early as possible; this will usually be via their Schools and use of PS16. However, we welcome independent applications made directly to the college. Our expectation is that the majority of applications will be received by the end of January during each academic year. Applicants are advised to apply early as we often need to operate waiting lists, either for individual courses or whole applications, as places fill up.

8.2 Applicants who receive an offer of a place at the college will normally have satisfied the following minimum entry criteria: -

- (i) The reference or supporting information provided by the applicant's school or college indicates no significant concern regarding record of attendance, punctuality, general behaviour, attitude to study or aptitude for the proposed course of study.
- (ii) The applicant's overall combination of subjects at Key Stage 4 provides a suitable foundation for progression onto their chosen A level/ vocational programme.
- (iii) The applicant applying for an A'level/ L3 vocational pathway is estimated at the time of applying to achieve a profile averaging at least 4-5 passes at a minimum grade 4 at full GCSE/IGCSE level (or equivalent, e.g. Merit in a L2 vocational qualification) in at least 5 subjects which include Maths and/ or English GCSE. The applicant applying for a L2 programme is estimated at the time of applying to achieve GCSEs at grade 3 or 2, or Pass in a Level 1 Vocational Programme, usually including English Language and Maths (grade D/ 3) or Functional Skills. Learners applying for Level 1 / Entry Awards and Certificates (Foundation Learning) should have GCSEs at grade 2 and 1, including English Language and Maths or Functional Skills or Entry Level success.

Entry Level 2 (Foundation Learning) applicants would require GCSEs at grade 1 or other qualifications or assessment/ individual assessment of a learners area of interest and prior learning.

- (iv) The applicant is expected to achieve the specific grade requirements for their chosen courses, as specified via prospectus or our website. If students do not achieve the necessary grades to study their chosen subjects, then the college will do all they can to offer an alternative programme of study but this will depend on subject availability and there can be no guarantee of a place.
 - (v) The applicant attends the June Welcome event at the college, and is available for enrolment at the time specified, where possible.
9. The standard practice of the college is to make offers based on applications and references. We do not interview all applicants. We will offer guidance interviews as standard to those students who have any sort of health need or specific learning disabilities in order for us to discuss individual support needs. We also offer a guidance interview on request for any applicant who would value the opportunity to talk through appropriate study programmes. We may also request applicants to attend an interview if we have concerns about their suitability for college from the school reference.
10. Offers at the college will be for a 1 or 2-year course (dependent on a good record of attendance, commitment, progress etc) and will be for three A level subjects, or a vocational level 2 or 3 subject. These courses will run alongside other elements of the Study Programme such as enrichment, tutorial support and study workshops. For a small proportion of particularly well-qualified applicants, we may make some offers to study four subjects over two years. These are usually, but not exclusively, students wishing to study Further Maths.
11. Offers will be made for a place at the College. Once an offer has been made, and providing that the applicant gains the required qualifications for their study programme, we will aim to allow them to follow their first-choice combination of subjects. Where this is not possible, for reasons such as timetable clashes or oversubscription of particular subjects, guidance will be offered about suitable alternatives. Enrolment to a fourth subject will be conditional on the applicant's examination grades.
12. The college offers provision for re-sits in Maths and English GCSE and will be a mandatory requirement of a Programme of study, the main programme of which would usually be at Level 2. If a student fails to achieve their GCSEs alongside their main programme, this may prohibit them from continuing on to a L3 course the following year.
13. We may decide to close applications early for a subject if demand is particularly high and we believe enough students have already applied to fill the spaces available for the following September. If this should happen, we will update our applicants with appropriate advice and guidance.
14. Some subjects are extremely popular and will become oversubscribed. Therefore, we may operate a "subject waiting list" to allow students to express an interest if spaces become available. A place on a waiting list does not guarantee a place on the course.

15 Confirmation of Places/Enrolment

- 15.1 Prior to GCSE Results, applicants will receive a date for an enrolment meeting with the college.
- 15.2 Applicants holding offers will have their places confirmed at the enrolment appointment, provided that they meet the entry criteria outlined above.
- 15.3 Applicants who fail to attend the enrolment appointment may find either we cannot offer their first-choice subject options or, if we are oversubscribed, may not be able to enrol at the college.
- 15.4 If an applicant does not meet the necessary entry criteria for their chosen programme of study, we shall discuss at enrolment whether or not an offer of a place at college can be confirmed and in which subjects/ courses.
- 15.5 In the case of an existing student wishing to progress from a lower-level course to a higher-level course e.g., Level 1 to Level 2 or Level 2 to Level 3, a place will be offered if the applicant has been able to meet the necessary entry criteria to move on within the college progression pathways. Criteria for entry for progressing students include; positive supporting information provided by existing teachers and tutors; Individual Learning Profile records indicating no significant concern regarding attendance, punctuality, behaviour for learning (including flags at SRB#3 and L3 contracts), attitude to study or aptitude for the proposed course of study.

16 Changing Courses at Enrolment

- 16.1 Applicants will confirm their preferred course of study during their enrolment appointment. This is the programme of study that will appear on their enrolment form. The college will make every effort to uphold this study programme if applicants gain all the necessary entry grades for the chosen subjects and attends their enrolment appoint.
- 16.2 We appreciate that, in some cases, students will not be able to enrol on their chosen subjects (do not have the necessary GCSE grades) or will want to change their mind about their options. The college will do all it can to provide an alternative course and/or facilitate subject changes. In this case **provisional enrolments** might be made on certain subject choices. In most cases we will be able to honour these choices but we reserve the right to change courses, in consultation with the student, in the case of oversubscription in subject areas.

17 Appeal Procedure

- 17.1 Should an applicant who is not offered a place, or their parent, believe that we have failed to follow our admissions policy, they may request a review of the decision made, which would take the form of a check that the college's Admissions Policy had been followed. Any such requests should be directed to nadam@gateway.ac.uk

- 17.2 Any further appeal should be sent to the Principal within two college working weeks of receiving the review decision, stating clearly the grounds for the appeal. Given the objective nature of the entry criteria set out above in this policy, an appeal would not normally involve a meeting. The outcome of such an appeal would be communicated within five working days, wherever possible. The Principal's decision is final.