

EEG: Further Education Admissions Guide for 16-19 Year-Olds			
Current Status	Awaiting Approval	Last Review:	Aug 2025
Responsibility for Review:	Group Head of Admissions and Enrolment	Next Review:	Aug 2026
Roles Responsible for Review:	SET Curriculum	Committee:	Educational Excellence Committee
Internal Approval:	SET	Originated:	July 2015
Type of Policy:	Staff / Students	Quality Assured by:	Policy Team

1. Introductory statement

1.1. Eastern Education Group, is a 16-19 education provider, follows regulations for Further Education and Sixth Form sector. This Admissions Policy is for 16-19-year-olds joining courses from September 2026. This policy applies to both full time and part time courses.

1.2. Application Process:

Details for applying are on respective college websites.

- [Abbeygate Sixth Form College](#)
- [One Sixth Form College](#)
- [West Suffolk College](#)

Students enrolled in Eastern Education Group at any of our colleges will:

- Acquire a significant qualification, challenging and readying them for advanced education or employment.
- Pursue English and Maths if not attained at GCSE Grade 4 or higher.
- Cultivate character strengths, wider knowledge, and skills tailored for readiness in modern British work and life.

EEG commits to:

- Fair application processing.
- Adherence to legislation and our [Equality and Diversity Policy](#).
- Request and store only compliant information respecting GDPR.

2. Applying to an Eastern Education Group college

2.1. Application:

Apply online via the group's [Digital Prospectus](#) or by visiting the respective college's website.

Assessments may be required in readiness for September start of college:

- Some applicants may need Welfare, Special Education Needs (SEN), or Health Assessments.
- Welfare concerns undergo screening by the group's Student Welfare Team. If required a further meeting with the Welfare Team will be arranged to ensure support can be put in place.
- Health concerns may require an online assessment (Health and Personal Emergency Evacuation Plan, referred to as PEEP. This is to ensure full support can be put in place if required.
- Learning support or EHCP applicants will be contacted by Learning Support Teams. Applicants will go through the consultation process to ensure applicants can be supported at our individual colleges respectively.
- There may be a need for referral the Special Admissions Board before applicants can be interviewed or offered a place to ensure that the right support can be provided by the group (please see Special Admissions Board Appendix I).

2.2. Interview:

- All applicants undergo an interview within 6 weeks of application (this may be outside of 6 weeks if a referral is required). The interview is required before any offer to study at the group can be confirmed.
- Within 3 weeks of an interview, the applicant will receive an update on their conditional offer to study at their chosen college.

2.3. Referrals:

- Referrals for criminal convictions, residency, SEN, or mental health needs (that are deemed to be high risk) may delay interviews.
- Residency referrals will happen if an applicant is not a resident of the UK for the three years preceding the start date of the course, not born in the UK or is an EEA Citizen.
- Referrals will be reviewed by the group's admission team and, if necessary, by the Special Admissions Board who will decide whether an applicant can be offered a place or whether further investigation is needed. Any student who has declared a criminal conviction will require a rigorous Risk Assessment prior to interview.
- Any applicant who discloses any of these referral reasons during the interview or in general conversation will also be referred to the Special Admissions Board.

2.4. Electively Home Educated (EHE) applicants:

- Applicants who are 16 at 31st August and are Electively Home Educated (EHE) will be offered an interview, if appropriate, to discuss suitable courses that enable the student to progress onto their chosen career. All offers made to EHE Students will be for a level of study suitable based upon prior attainment.
- EHE Students will follow the same admissions and interview process as any other student.
- All offers to study at our colleges are conditional of GCSE Results and successful completion of the Enrolment process on GCSE Results Day. EHE Students may have additional requirements they must meet depending upon their expected GCSE results or equivalent outcomes and prior attainment.
- It is desirable that EHE Students should hold a minimum of GCSE English and/or Maths to study at our colleges, but if this is not the case, they will be expected to complete these qualifications during their first year of study.
- EHE Students may be asked to complete assessed tasks in their chosen courses prior to any conditional offers being made.

2.5. Additional offer for EHE applicants at West Suffolk College.

- West Suffolk College offer an Elective Home Education Study Programme for applicants aged 14 or 15 at 31st August.
- Applicants will follow the same journey as points except 3.1, 4.0-4.5
- Elective Home Educated applicants will have an additional form to complete. The Educational Status Form collects the following information:
 - Elective Home Education Subject Selection
 - Details of previous School
 - Reason for leaving School
- All applicants will be required to attend a taster day as part of their interview and offer to the college. The key aim of the day is to give the applicant a taste of college life and to assess suitability of their chosen study programme/s.
- Applicants can study up to four subjects, depending on course hours. Maximum number of hours an applicant can study is 15 hours. Core subject courses are optional.
- No formal entry grade requirements.
- Applicants must be home educated for at least 6 months before starting a course with West Suffolk College. Applicants must be aged 14 or 15 by the 31st of August of the year they wish to start. For more information refer to the policy regarding EHE Programmes.

3. Course Requirements

- 3.1. Admission to Eastern Education Group will not guarantee a place on any particular course. Courses may require particular GCSE or other suitable qualifications at a specific level of attainment. Details of the entry requirements for particular programmes of study and individual courses will be outlined in the group's prospectus and on the college websites.
- 3.2. Whilst it is expected that all courses published in the prospectus will run, it is occasionally necessary to cancel courses for example, due to a lack of student interest. If this should happen, the applicants will be notified as soon as possible.

4. Interview

- 4.1 Once an applicant's application has been reviewed, we will arrange a 1:1 interview to ensure they are on an appropriate programme of study for their intended career aspirations. Applicants will be provided with suitable guidance during their interview on the programme of study most suited to their career aspirations.
- 4.2 Interviews will be face to face interviews where possible for most subjects.
- 4.3 All Applications received after our final interview date will be treated as a late application. Applicants will be contacted with details of the Late Interview process they will need to follow. Applicants also need to be aware we may not be able to offer a place at this late stage of the application process.
- 4.4 Outcome of Interview:

All offers to study at Eastern Education Group are conditional on the applicant meeting the entry requirements of their chosen programme of study. All offers are also subject to the application checks below meeting our funding, legal and college requirements.

Application checks include:

- a) Any welfare assessments
- b) Residency checks
- c) EHCP consultations
- d) Medical requirements

5. Enhanced DBS Checks (West Suffolk College only)

- 5.1 Any applicants aged 19+ or over who apply for a course within the 16-19 study programmes and who do not have an Education, Health and Care Plan will be required to complete an Enhanced DBS check as part of the conditional offer to West Suffolk College. The cost to the applicant for an Enhanced DBS is approximately £30.00 and the DBS check can be completed through the college with the Student Welfare Team.

6. Taster Events

- 6.1 All applicants who have received an offer will be invited to attend a Taster Day. The key aims of this event are to provide a meaningful insight into college life and to assess the applicant's suitability for their chosen study programme.

Attendance at the Taster Day is mandatory. If an applicant is unable to attend, they must notify us in advance. Failure to attend without notification may result in the withdrawal of the offer, particularly where the preferred study programme is oversubscribed.

7. Enrolment

- 7.1 All applicants who have received an offer to study at Eastern Education Group must complete their enrolment via the respective college's online admissions portal on GCSE Results Day in August, before 4pm.

This deadline is critical. Failure to complete enrolment by 4pm may result in the withdrawal of the offer, particularly where the applicant's preferred study programme is oversubscribed. This ensures fairness and transparency in allocating places and allows us to manage capacity effectively.

Applicants are strongly encouraged to plan ahead and seek support early if they anticipate any issues with accessing the portal or completing the process on time.

- 7.2 Applicants whose GCSE Results do not meet the entry requirements for their offered programme of study; will be invited in to attend Explore Your Options day on the day after enrolment to have a discussion on the alternative programmes of study available to them.

8. Late Applications

- 8.1 All Applications received after our final interview date will be treated as a late application and will be asked to attend our Explore Your Options day on the day after enrolment, if an application is received after these events the applicant will be invited in for Interview once the application has been received and reviewed as per the application checks stated in paragraph 4.4 above. Late Applicants need to be aware we may not be able to offer a place at this late stage of the application process on their first choice course and should consider alternative courses in preparation for their interview.

9. Admission Oversubscription Criteria

- 9.1 If demand for places is greater than the number the college is able to admit, places will be allocated in the following order priority:

a) Any student with an Education and Health Care Plan (EHCP) that names the respective college.

- b) Children in Care and children previously in care, (children who were in care, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).
- c) Applicants holding a conditional offer, who for compelling medical or social need wish to attend the college and programme conditionally offered. A letter must be provided at the time of application from your doctor, the school medical officer or other health or welfare professionals, which sets out the particular reasons why the respective college is the most suitable post 16 establishment and the difficulties that would be caused if the student had to attend another college or sixth form.
- d) Applicants holding a conditional offer who meet all of the following criteria:
 - Meet the entry requirements for their preferred study programme
 - Formally accept their offer
 - Complete enrolment via the online admissions portal on GCSE Results/Enrolment Day (20th August 2026) by 4pm at the latest
 - Attend the Taster day, or notify the college in advance if unable to attend
 - Failure to meet these conditions may result in the withdrawal of the offer.
- e) Progressing Students who have met entry criteria; or EHE students who have completed assessed tasks in their chosen course and shown are suitable for level of study if requested.
- f) Any other first-time applicant who meets the entry requirements for their preferred programme of study, considered in date order of application submission. Applicants will be prioritised based on the date of their application was submitted, provided all other admissions criteria and deadlines are met.
- g) Any leaver from the respective college who wishes to restart their programme, please see below for specific criteria pertaining to restart requests.

10. Re-starts

- 10.1 Eastern Education Group can only support a restart if there is significant evidence that a restart will yield improved outcomes for the student at their respective college.

- 10.2 Only in exceptional circumstances will current Eastern Education Group students be authorised to restart Year 12. Applicants must complete the internal application form and show the current college as their previous school.
- 10.3 Please include full reasons for wanting to return and any additional information we may need in order to review the application fully.
- 10.4 Staff and students must consult the criteria that we define as being '*exceptional circumstances*' (see below) before submitting an application.
- 10.5 Any student offered a restart must study a programme that is substantively different to the original programme e.g. a minimum of 2 out of 3 subjects should be changed from the original programme, unless an exceptional circumstance criteria is met.

11. Existing Students

- 11.1 Existing students wishing to progress to next level of programme or another programme will need to complete the internal progression form. The application will be reviewed by teachers and PPTs.
- 11.2 Students will be expected to attend the Taster events taking place in June and will be given a next steps guide on How to Enrol on Enrolment Day in August at those events.

12. Exceptional Circumstances criteria

- 12.1 Students in possession of an EHCP and with the recommendation of student services and other key stakeholders.
- 12.2 Children in Care and children previously in care, (children who were in care, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).
- 12.3 In year disruption as a result of significant medical concerns – evidence must come from a medical professional.
- 12.4 In year disruption as a result of a bereavement within the immediate family/carers.

Other considerations, *not classed as 'exceptional circumstances'*

- 12.5 Not progressing academically, teachers and the Head of Pastoral support the re-start.

- 12.6 High levels of anxiety and/or absence as a result of personal related issues that are deemed significant to have unduly contributed to a poor outcome being achieved.

13. Appeals

- 13.1 An Admissions Appeals Board will be convened by the Group Sixth Form Principal in the event of a student appeal in relation to an application decision.
- 13.2 The Admissions Appeals Board will be chaired by the Group Assistant Principal – inclusive learning and consist of the Special Admissions Board. Other members will be co-opted as necessary and, in some instances, the applicant will be invited to attend.
- 13.3 All appeals must be received in writing within ten working days of the student being informed of their application decision and should be addressed to:
- Group Head of Admissions and Enrolment
West Suffolk College
Out Risbygate
Bury St Edmunds
IP33 3RL
- 13.4 The Admissions Appeals Board will meet to consider the appeal and the outcome will be communicated to the student within 15 working days following the receipt of the appeal.

14. Related Documents

The following documents should be read in conjunction with this Policy.

- [Children in Care and Care Leavers Policy](#)
- [Equality and Diversity Policy](#)
- [GDPR Policy](#)

Appendix 1

Special Admissions Board (SAB)

The Special Admissions Board is made up of:

- Deputy/Assistant Principal - CHAIR
- Group Head of Pastoral Care
- Group Inclusive Learning Manager
- Group Head of Welfare and Safeguarding
- Group Head of Admissions and Enrolment
- Representative from the relevant college Admissions Team
- Occasionally a subject lead specialist may be asked to attend or another DSL within the College.

It will be at the discretion of the Special Admissions Board whether or not the applicant will be offered a place or if further investigation is necessary.

An Admissions Appeals Board will be convened by the Group Sixth Form Principal in the event of a student appeal in relation to an application decision.

The Admissions Appeals Board will be chaired by the Group Sixth Form Principal and consist of the Special Admissions Board.

In some instances, the student applicant may be invited to attend.

Admissions Policy 2024/25

Revision History

Revision History – Admissions Policy

Revision date	Reason for revision	Section number	Changes made
October 2020	SAT review	Details box	Title changes of person responsible for review
		Appendix 1	Addition of looked after children appendix
Feb 2022	SAT Yearly Review	Rubik	Date and Process Change
May 2023	Updates	2.7	Section added regarding students who are Electively Home Educated (EHE)
		4.4	Point e) Processing interview added
		5.1	Results date added
		6.1	Additional wording at Point d) re EHE Students
		7.1	New point added and remainder of section 7 (Restarts) renumbered
		7.5	New section point added
		Appendix 1	Change of title for persons in SAB from Admissions manager to Group Head of Admissions and Admissions Team
Oct 2023	New Group Policy		All policies merged and amended as required.
Sept 2024	Updates	2.5	Addition of EHE Programmes Policy link
		5.1	Amendment to DBS cost
		7.1 / 8.1	Amendment to options calendar dates
Sept 2025	Updates	1.3	Admissions Links
		4.4	Outcome of interview, due to new application system
		5.1	DBS amount
		6.1	Taster events being part of enrolment
		7.1 & 7.2	Enrolment – deadline to upload your GSCE results and enrol
		8.1	Late applications process
		9.1.c through to g	Over subscription criteria
		11.2	Wording on Taster/Welcome to Taster events