



Brockenhurst College

Admissions Policy

Date: July 2025

Version: 1.00

Contents

Contents	2
1.0 Introduction	3
2.0 Admissions	3
2.1 Applicants with non-standard qualifications	3
2.2 ESOL applicants	4
2.3 Adult applicants	4
2.4 Reapplicants	4
2.5 Transfer applicants	5
2.6 Late applicants	5
2.7 Visa requirements	5
3.0 Equality, Diversity and Inclusion	5
4.0 Appeals	5

1.0 Introduction

Brockenhurst College is a further education (FE) college with tertiary college status. We offer courses from Level 1 to Level 6 and have a main sixth form provision for students aged 16-18, and an adult learning provision for those aged 19+. We are an inclusive college, and as such take pride in our track record of effectively supporting applicants from various backgrounds and a range of abilities to achieve success and progress to positive destinations. This policy applies to students in the main sixth form, full time adult students, and apprenticeship programmes.

2.0 Admissions

Admission to the College is offered to applicants who meet the following criteria:

1. The application is received by the published deadline date.
2. The applicant meets the entry requirements for the level of study and the courses they have applied for.
3. For entry to the main sixth form, the applicant will be aged 16-18 at the start of the course.
4. For entry to the main sixth form, the applicant is able to participate in a full-time, in-person programme of study.
5. For entry to adult and apprenticeship programmes, the applicant is able to participate fully and in person.
6. The programme applied for represents a meaningful progression pathway for the applicant, based on their prior attainment.

Applicants with an EHCP who name Brockenhurst College as their preferred post-16 provider will be offered a place based on the following criteria, and in line with our Local Offer:

7. The application deadline is met.
8. The applicant meets the entry requirements for the level of study and the courses they have applied for.
9. The College can meet the applicant's needs.

The College reserves the right to decline an application if there is a previous history of poor attendance, performance, or behaviour at school/college, or reasonable grounds to suspect that an applicant will not be able to meet the College's expectations as set out in the Student Code of Conduct.

2.1 Applicants with non-standard qualifications

Applications from students who do not meet the entry requirements for the level of study, including those who have been home educated, educated in a school which does not follow the national curriculum, and those who have international qualifications, will be considered on a case-by-case basis and may be required to sit assessments to determine a suitable programme of study.

Students requiring a visa are required to have, as a minimum, an IELTS qualification of 5.0 overall, with no element lower than 4.5 or equivalent. Where no qualifications have been taken, a language assessment will be arranged prior to making any offer. Applicants for Access to HE and HE study will require IELTS (or equivalent) scores of 6.5 in each skill area.

2.2 ESOL applicants

Where English is not an applicant's first language an assessment will be carried out prior to course offer to determine the appropriate level of study. Where this assessment indicates a functional English level below Level 2, students will attend an English language class as part of their main programme until they have achieved one of the following: an IELTS (or equivalent) score of 6.5 in all areas, Functional Skills English Level 2 or GCSE English Language grade 4 or above. We may refuse an applicant if the assessment indicates a functional English level that suggests they will not be able to access a programme of study at the College.

2.3 Adult applicants

The College has specific course provision for adults age 19+. Applicants over the age of 19 are not permitted to study a course in the main sixth form, except where the applicant can demonstrate they were unable to complete post-16 education due to extenuating circumstances, and only where spaces are available after main enrolment has closed. These applications will be considered by the Assistant Principal: Partnerships and Skills.

2.4 Reapplicants

Students who have left the College before the end of their programme of study can reapply to the College as a new applicant for entry in the following academic year. The decision on all reapplicant applications is made by the Assistant Principal: Partnerships and Skills.

If a student withdraws from the College before completing their programme of study due to exceptional circumstances and has prior approval from the Assistant Principal: Partnerships and Skills to return in the following academic year, they will not be required to reapply as a new applicant.

Students who have previously withdrawn due to poor health will be required to provide a fitness to study letter from their own GP, confirming they are well enough to commit to their study programme.

Students who have been withdrawn from college because they have not met the expectations outlined in the Student Code of Conduct will not be considered for another course at the College.

Where a reapplicant is offered a place, it will be confirmed after main enrolment. Reapplicants may be granted a trial place at the College's discretion. During this period we will monitor attendance, behaviour, and progress. A student on a trial place who does not meet the College's expectations will be placed on the final stage of our Cause for Concern process and their place may be withdrawn.

2.5 Transfer applicants

We do not offer mid-year transfers or transfer requests into year 2 of a programme in the main sixth form from students attending post-16 education elsewhere. Students can apply as a new applicant for year 1.

Adult applicants for Higher Education programmes where we offer a transfer-in arrangement can make an application to transfer to the College.

2.6 Late applicants

Applicants who apply after the published deadline may be interviewed, depending on course availability, but the College cannot guarantee the offer of a course place.

2.7 Visa requirements

To determine a student's eligibility for course funding we follow the Department for Education's eligibility regulations. In the event of any updates to the regulations, such updates shall take precedence over the provisions outlined in this policy. Applicants requiring a visa to study must have a visa covering a minimum period of six months from the start date of the course. Where the visa is due to expire before the end date of the programme of study offers of a place will be made at the discretion of the Assistant Principal: Partnerships and Skills.

3.0 Equality, Diversity and Inclusion

All college admissions activities are conducted in full accordance with our Equality, Diversity, and Inclusion policy and relevant legislation, ensuring a fair, transparent, and accessible process for all applicants.

4.0 Appeals

The only grounds for submitting an admissions appeal are instances where the Admissions Policy has not been followed in the decision-making process.

Concerns should initially be brought to the attention of the Head of Admissions, clearly detailing how the decision deviates from our Admissions Policy.

If the matter is not resolved informally, an applicant or their parent/carer may appeal an admissions decision in writing, marked for the attention of the Assistant Principal: Partnerships and Skills. If the admissions decision was made by the Assistant Principal: Partnerships and Skills, the appeal should be marked for the attention of the Deputy Principal. The appeal will be considered within ten working days. Once the appeal is completed, the outcome will be communicated in writing.