

## ADMISSIONS POLICY

This Admissions policy applies to students seeking admission to the College's full-time Advanced, Level 1 and Level 2 courses, which are for 16-18 year old students.

The College also offers some degree provision in association with Manchester University. Entry criteria and application for these courses is determined by the partner institutions.

### Background

Xaverian College Manchester was founded by the Xaverian Congregation. Although the College is now under the trusteeship of the Diocese of Salford, the Governing Body continues to base the College's mission on the ideals of the Xaverian Congregation and their Mission Statement from which the College Aims are derived.

As an expression of Christian values and teaching, the Mission commits the College to embrace the agendas of safeguarding, equality and diversity, social inclusion and widening participation. The College Aims, reviewed annually by the Board of Governors, describe how the College intends to implement its Mission and respond to serving the population of Greater Manchester.

### Our Mission Statement

Jesus Christ taught that God is at the centre of our lives and that the love of truth and concern for the needs of others must be fundamental to our way of living.

Inspired by Jesus Christ and by the missionary zeal of their founder, Theodore James Ryken, the Xaverian Brothers are dedicated to the creation of schools and colleges as communities in which these truths are the guiding principles and in which the spiritual, moral and intellectual talents of their students are nurtured.

A Xaverian college must provide opportunities for growth in the knowledge and practice of the Roman Catholic religion through prayer, worship, study and service to others in and beyond the college community.

The obligation to help students to develop all their talents calls for a commitment on our part to good teaching, dedicated pastoral care and a readiness to relate to students both inside and outside the classroom. Through this commitment, the students will experience and respond to the good will and concern of their teachers.

The cause of justice is an essential theme in the message of Christianity. In a Xaverian college, staff and students will be conscious of the demands of social justice in local, national and international issues and will seek to discover ways in which they can most appropriately respond as individuals and as a community.

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Our students are living in a secular society where persuasive forces influence them away from a spiritual view of life. In the same spirit of faith and hope which inspired our founder, we wish to commend to our students a way of life which is rooted in the love of God and our neighbour.

### **Context to Admissions Policy**

The Xaverian Mission underpins all that the College wishes to undertake. In accordance with this statement the College Admissions Policy aims to provide the opportunity for Catholic young people to continue to experience the values and the way of life of a Christian community.

We also provide opportunities for other students interested in continuing their education in a Christian environment with an emphasis on educational excellence and opportunity, spiritual and moral values, and the importance of the development of each individual.

To this aim, the College welcomes applications from students from our Associated High Schools and other Catholic applicants. We also welcome applications from students who attend other Manchester schools and schools in other Local Authorities who share the College ideals.

The Associated High Schools in Manchester are:

- The Barlow
- St Matthew's
- St. Peter's
- St Paul's
- Our Lady's
- Loreto High School (Chorlton)
- St. John Vianney

Other partner Catholic schools include:

- St Philip Howard (Glossop)
- St Thomas More (Denton)
- St Damian's (Ashton)
- Blessed Thomas Holford (Altrincham)
- St Antony's Catholic College (Urmston)
- St Anne's (Stockport)
- St Monica's (Prestwich)
- St Patrick's (Eccles)
- St Ambrose Barlow (Salford)
- All Hallows (Salford)
- Newman RC College (Oldham)

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## **Admissions Policy**

The College welcomes applications from all students. When the College is oversubscribed, meaning that it has received more applications than the number of places it has available in any one year, the following priority will be given to applications:

1. Students from Associated Catholic High Schools, Children in public care (looked after children) or previously looked after.
2. Catholic Students from other Catholic High Schools
3. Catholic Students from other schools
4. Other Students
5. Students from any of the above categories who have not met the application deadline.

## **Admissions Procedures**

All students are recommended to submit applications before the published deadline. Places may be limited by course vacancies.

Students should be either 16 or 17 on the 1<sup>st</sup> September of the year they are looking to start College.

All applications we receive before the deadline are considered and to help inform our decision we look at:

- each student application individually
- the reference provided by the high school, including attendance, punctuality, conduct and effort
- the estimated grades provided by the high school
- the suitability of chosen courses and levels of study
- the personal statement, including wider interests
- the commitment to being part of the distinctive Xaverian community
- the quality of the application
- the availability of places
- the receipt of the application before the deadline

Successful applicants will be invited to a Course Consultation. These usually take place from December to March and are an opportunity to discuss the courses applied for, longer term career aspirations and the reasons for seeking a place at Xaverian. Parents or guardians are

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welcome to attend this consultation. The offer of a place may be withdrawn if an applicant fails to turn up for the scheduled meeting without informing the College beforehand.

Having agreed courses, applicants will be made an offer of a place at the College to study specific courses. The offer will be subject to meeting the general entry requirements and the entry requirements for each subject. The College will endeavour to support subsequent requests for subject changes but this cannot be guaranteed.

Students will be required to enrol at the College on a specified date, following the publication of GCSE results. The offer of a place may be withdrawn if an applicant fails to turn up for enrolment meeting without informing the College, in writing, beforehand. The offer of a place may be withdrawn if a student is unable to attend during the College enrolment period in August/September.

Offers of places on all courses are made subject to their availability. The College reserves the right to alter, substitute or withdraw courses/programmes as appropriate.

The College welcomes applications from students with learning difficulties and disabilities. Reasonable adjustments are made according to student need and in line with the Equality Act 2010. Additional support for high needs students are made in consultation with the relevant local authority who will decide on the level of funding and support available for such students.

The College operates a Waiting List. Where spaces become available at enrolment, students will be contacted and the offer of a place made. Students will receive detailed information on how to submit grades and be considered for places before GCSE results day in August.

## **College Entry Requirements**

College Entry Requirements reflect the College's commitment to ensure that the curriculum is accessible and that students are able to pursue a full-time general education programme at a level appropriate to their Key Stage 4 qualifications.

### **For an advanced level programme the college requires:**

- Six GCSEs grades 5-9 including two of English, Maths and Science
- At least two of these should be at grade 6 or higher.
- Some advanced level courses have their own specific entry requirements. Course guides on our website include individual course requirements. Hard copies are also available on Open Days in October.
- If a student has passed applied courses (e.g. BTEC) and also has some core GCSEs at grade 9-4 we will negotiate an appropriate course, which may include BTEC/vocational programmes.

## **Level 2 Programme**

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- Minimum of four GCSEs at grade 3 or better.

### **Foundation Level 1 course**

- This is an entry level course for students with few prior qualifications, and is designed to equip students with essential skills before moving on to further study at Level 2 or into employment.

### **GCSE Maths and English**

- All students who have not achieved at least a GCSE Grade 4 in Maths and/or English will be required to follow courses in the appropriate subject in order to work towards achieving these minimum grades.
- Students who were awarded grade 3 in Maths must follow the GCSE Maths course and students who were awarded grade 3 in English must follow the GCSE English Language course.
- Alternative Maths and English Language qualifications will be taken by students achieving less than a Grade 3.

### **Progression**

- It is hoped all Year 12 students will progress to a second year of study and we will take into account conduct, attendance, punctuality and application to study.

### **Appeals Procedure**

Applicants will receive the decision regarding their offer of a place in writing. Xaverian College has an appeals process that includes levels of appeal moving up to the Governing Body. In the first instance, appeals should be addressed to the Vice Principal for Curriculum, in writing, within two weeks of receipt of our decision, outlining the grounds for the appeal.

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