

## Admissions Policy

| Key Information                      |                                  |
|--------------------------------------|----------------------------------|
| Policy                               | Admissions Policy                |
| Policy Lead                          | ALH                              |
| Last Reviewed                        | June 2026                        |
| Approved by Principal/Governing Body | June 2026                        |
| New Review                           | June 2027                        |
| Filing Classification                | Education Quality and Curriculum |

## **1. 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.

## **2. 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 applicants 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 applicants develop all their talents calls for a commitment on our part to good teaching, dedicated pastoral care and a readiness to relate to applicants both inside and outside the classroom. Through this commitment, the applicants 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 applicants 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.

Our applicants 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 applicants a way of life which is rooted in the love of God and our neighbour.

## **3. Context to the 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 applicants 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 applicants from our Associated High Schools and other Catholic applicants. We also welcome applications from applicants who attend other Manchester schools and schools in other Local Authorities who share the College ethos.

The Associated High Schools in Manchester are:

- All Hallows Catholic College
- Blessed Thomas Holford Catholic College
- Loreto High School
- Newman RC College
- Our Lady's RC High School
- St Ambrose Barlow RC High School
- St Anne's RC Voluntary Academy
- St Antony's Catholic College
- St Damian's RC Science College
- St John Vianney RC School
- St Matthew's RC High School
- St Monica's RC High School
- St Patrick's RC High School
- St Paul's Catholic High School
- St Peter's RC High School
- St Philip Howard Catholic Voluntary Academy
- St Thomas More RC College
- The Barlow RC High School

#### **4. Admissions Policy**

For September 2027 entry, all applications must be submitted via the College's online application portal. The deadline for online applications is 9am Friday 18th December 2026. Paper applications will not be accepted. Applicants requiring assistance with the online application process should contact the Admissions team.

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

- Applicants from Associated Catholic High Schools
- Students with Education and Health Care Plans (EHCP), where we are able to offer a suitable course and meet need
- Care-experienced children, or previously care experienced, where we are able to offer a suitable course
- Catholic applicants from other Catholic High Schools
- Catholic applicants from other schools

- Other applicants
- Applicants from any of the above categories who have not met the application deadline

## **5. Admissions Procedures**

All applicants are recommended to submit an online application before the published deadline. Places may be limited by course vacancies.

Applicants should be either 16 or 17 on the of the year they are looking to start College. Priority is given to 16 year olds in Year 11.

For September 2027 entry, applications must be submitted through the College's online application portal. The portal will be open from Tuesday 1st September 2026 – Friday 18th December 2026. Applicants will be required to provide:

- Personal details
- The name of their current school or education provision
- Predicted qualification grades
- Subject choices
- An explanation about choice of subjects
- An indication of any additional needs
- Consent to the College sharing application information with their school for validation purposes, in accordance with this Policy's Data Protection statement (see Section 8)

All applications received before the deadline are considered. To help inform our decision, we may look at:

- The predicted grades provided via the online application
- The reference provided by the high school, including confirmation of predicted grades, attendance and conduct, obtained through the College's School Validation process
- The suitability of chosen courses and levels of study
- The availability of places
- The receipt of the application before the deadline
- The overall quality of the application

Following submission, applicants will receive a confirmation email with their application reference number. Applicants should retain this for their records and use it for any correspondence with the College.

Successful applicants will be invited to a Course Consultation. This will be by telephone call. These usually take place from December to March and are an opportunity to discuss the courses applied for, longer-term career aspirations and provide additional information to support transition from high school to college. 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 a conditional offer of a place at the College to study the courses agreed. The offer will be subject to meeting the general College entry requirements and any subject specific entry requirements.

The College is heavily over-subscribed, and therefore each year a significant number of applicants are unsuccessful in being offered a place at the College. Applicants who are not offered a place may be placed on a wait list. Applicants are strongly advised to apply to more than one institution. Where spaces may become available at enrolment, applicants will be contacted and the offer of a place made.

At enrolment, if an applicant has not met the requirements of their conditional offer, the College will endeavour to find places on alternative courses, but this cannot be guaranteed. Applicants should, as a matter of good practice, apply to other post-16 institutions during Year 11 so they have an alternative should they not make the grades required for their courses at Xaverian.

Applicants 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 supply proof of GCSE results at enrolment or fails to turn up for an enrolment meeting without informing the College beforehand. The offer of a place may also be withdrawn if an applicant is unable to attend the College induction session (September 2027).

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 applicants with learning difficulties and disabilities. Reasonable adjustments are made in line with the Equality Act 2010 when considering applicants' needs. Additional support for EHCP high needs applicants is made in consultation with the relevant local authority, who will decide on the level of funding and support available for such applicants. Applicants are encouraged to disclose any additional needs at the application stage through the online form so that reasonable adjustments and support can be made for the applicant while studying at college. Failure to disclose additional needs may mean a delay to support at college.

## **6. College Entry Requirements**

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

### **Advanced Level Programme**

For an Advanced Level Programme, the College requires:

- A minimum of six GCSE passes, of which at least two must be at Grade 6 or above, and at least four at Grade 5 or above.
- This is a minimum requirement for advanced level courses, and individual subjects have their own specific course entry requirements. Please check the College website for these.

## **GCSE Maths and English**

- All applicants who have not achieved at least a GCSE Grade 4 in Maths and/or English Language will be required to resit Maths and/or English Language GCSE until a Grade 4 is achieved.
- Alternative Maths qualifications will be taken by applicants achieving Grade 2 or less.

## **7. 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 Principal. In the first instance, appeals should be addressed to the Assistant Principal-Student Engagement, in writing, within 5 working days of receipt of our decision, outlining the grounds for the appeal.

## **8. Data Protection and Privacy**

Xaverian College is committed to protecting the personal data of all applicants in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The College acts as the Data Controller for all personal data collected during the admissions process.

As part of the online application process, the College collects personal data including name, date of birth, contact details, home address, predicted grades, subject choices, school information, ethnicity, religion, and additional needs. This information is collected for the following purposes:

- Processing and assessing applications for admission
- Communicating with applicants and their parents/carers regarding the outcome of their application
- Sharing relevant application data with the applicant's school for the purpose of validating the application and obtaining a reference
- Planning appropriate support and reasonable adjustments for applicants with additional needs
- Statutory statistical monitoring and reporting obligations
- Complying with legal obligations, including those under the Children's Act and Equality Act 2010

Application data is shared with the applicant's current school solely for the purpose of validating the application. By submitting an online application, applicants and their parents/carers consent to the College sharing their application details with their school as part of this validation process. Where applicants are not linked to an authorised education provider, the College will take reasonable steps to verify the application through alternative means.

Applicant data will be retained for a period of one year following the conclusion of the admissions cycle for unsuccessful applicants, and for the duration of the applicant's

time at the College and in accordance with the College's Retention Schedule thereafter for successful applicants.