

M|P|W

Admissions Policy

Summary

This policy concerns admissions to the college for pupils aged 14-19 at A level and GCSE. It does not cover our admissions criteria for Easter Revision (see Easter Revision prospectus) or for programmes of individual tuition or Oxbridge coaching for extramural pupils (see separate documentation for those programmes).

MPW selects on the basis of academic ability, previous educational record, including prior school references, entrance tests (if appropriate), performance at interview and assessment of special needs. No prospective student is offered a place at the college without attending interview.

We welcome applicants from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability. However, not all age ranges are catered for (see below) and our facilities and abilities to deliver appropriate programmes for students with various kinds of disability (including special educational needs) are not all-encompassing and are developing (see accessibility plan and below for Special Educational Needs). There are size limits to the number of pupils that can currently be admitted to the whole college, to individual year groups (particularly at GCSE) and to individual classes where, even in the case of multiple classes running at the same subject/level, there is an absolute maximum of eight students in any one group. For students seeking admission close to one of our entry points (see also below), there may also be timetabling constraints imposed by the combination of subjects being sought though, for those applying in good time, there are no such restrictions.

About the College

- MPW is co-educational and aims to have approximately equal numbers of boys and girls.
- The college is non-denominational.
- There are approximately 130 students on roll.
- The age range is normally 14-19, with natural entry points for pupils who have just completed years 9, 10, 11, 12 or 13. The college also admits a small number of mature students each year.

- The GCSE school (Years 10 and 11) comprises approximately 25 students.
- Approximately 30 students are studying A levels with MPW over a two-year course. The remaining students are studying A levels with MPW over an eighteen-month, one-year or shorter course.
- Our principal entry point is in September and there is a smaller entry in January. However, subject to place availability, students also sometimes accepted at other times of the year as late joiners. Where possible, such late joiners are integrated into appropriate groups and may receive supplementary tuition to facilitate the transition.

Aims of MPW's admissions process

- To identify and admit students who will benefit from the academic provision available at the college.
- To ensure that prospective students understand and are in sympathy with the ethos and aims of the college.
- To provide educational advice leading to an academic programme tailored to each student's specific needs.
- To identify and recruit students who are keen to achieve academically and are prepared to work hard to achieve this goal.

Application procedure

- Potential applicants receive a prospectus pack from the Admissions Office, containing an up-to-date college prospectus, the most recent college newsletter and, if appropriate, course outlines or materials specific to those students who wish to apply to study Art, Medicine, Dentistry, Veterinary Science, Business, Physiotherapy, Psychology or Law at university or who wish to apply for the universities of Oxford or Cambridge.
- If a student wishes to proceed to the next stage of the admissions process, an interview is arranged via the Admissions Officer. We normally expect a prospective student to be accompanied by a parent or guardian.
- MPW organises a number of open days throughout the year. Prospective students may attend open days prior to or subsequent to their interviews. The open days give prospective students and their parents the chance of meeting Heads of Department and current students and to see the college operating during a working day.
- Prospective students may also attend "taster days", when they can sit in on lessons to experience first hand what studying at MPW is like and, for prospective sixth form students in particular, to get a flavour of what studying certain subjects is like.

The process preceding the offer of a place at the college has four elements:

1. Interview
2. Assessment of performance in previous examinations
3. Reference from previous school
4. Assessment of special needs (if applicable)

Interview

The purposes of the interview are to:

- Explain the academic and extra curricular provision available at the college.
- Assess the suitability of the student for his/her chosen courses.
- Provide advice about careers and/or entry into Higher Education.
- Provide, if appropriate, an opportunity for the student and parents to look around the college.
- Establish whether MPW can offer a suitable academic programme.
- Answer any questions the student/parents may have about the college.
- Interviews are conducted by senior members of staff (Principal, Vice Principal, Head of Sixth Form or Head of GCSE) and in many cases with input from the relevant Heads of Faculty.

Assessment of Performance in Examinations

Prospective A level students are normally expected to have achieved at least five GCSEs at grades A* to C (or equivalent). Under certain circumstances they may require at least B grades or at least A grades in certain subjects at GCSE where these subjects are to be continued at A level.

References

- The offer of a place at the college is conditional upon a satisfactory reference being obtained from the previous school.
- Reference requests may include a pro-forma reference form which requests information about academic ability, motivation and behaviour. We also request copies of recent sets of reports. In some cases we also obtain telephone references from a senior teacher from the previous school.
- At certain times of year, particularly in the period mid August to early September when a number of students are admitted for retake courses, it is often not possible to obtain references in advance of a place being offered because many schools are closed. However, references are followed up as soon as is practicable and the college reserves the right to revoke an offer of a place should the reference contain relevant information which was not disclosed during the interview.

Special Needs Assessment

Where appropriate, a special needs assessment is conducted by the Head of GCSE or appropriate Head of Faculty. This member of staff will advise the interviewer on whether MPW has the facilities and expertise to accommodate a

particular student and, if so, the nature of the academic support we would provide. If the student subsequently registers at the college, the Head of GCSE or Head of Faculty will collate all relevant information from sources such as school references, medical and educational psychologist reports to produce an academic support plan (ASP).

Offer of a Place and Registration

- After the interview a letter will be sent to parents summarising our best educational advice and it will also confirm whether or not we are able to make a formal offer of a place.
- When an offer is made parents will be issued with the relevant registration forms. Once the registration forms are completed, returned and acknowledged by MPW the enrolment process is deemed to be complete. At this point both the fee payer and the student become bound by the college's terms and conditions (see registration form and prospectus).
- Students are allowed, with the agreement of the interviewer, to make adjustments to their academic programme, provided the College is notified of such changes before the end of August.

Disclosure

Parents or guardians are required at the earliest opportunity to disclose any particular known or suspected circumstances relating to their son or daughter's health, allergies, disabilities or learning difficulties or any previous disciplinary issues relevant to their application to join MPW.

Special Circumstances

We recognise that a student's academic history can be affected by particular circumstances, for example:

- If he/she has been unwell when sitting examinations or tests, or has been absent for any significant period from the previous school.
- If there are family circumstances such as divorce or bereavement.
- If the student's first language is not English.
- If the student has a disability or specific learning difficulties. In such cases the college may request additional information such as an Education Psychologist's report, medical certificate or samples of work to assist us in the assessment of the student's suitability.

Grounds for Rejection

The following are possible grounds for not being offered a place but is not meant to be an exhaustive list:

- Insufficient academic ability for the programme applied for.
- Lack of fit with the ethos and general character of the college.
- Exclusion from the previous school for drug-related offences, bullying or theft.

Appeals Procedure

Appeals against the decision not to offer a place must be submitted in writing to the Principal within four weeks of notification of the College's decision. The decision will then be reviewed under the procedures outlined in the College's complaints procedure.

Associated Policy and Other Documentation

- The college prospectus
- The college's terms and conditions
- The college's equal opportunities policy
- The college's disability policy
- The college's accessibility plan
- The college's special educational needs policy