Greenhead College Corporation

Admissions Policy 2027-2028

Reviewed October 2026

Policy Holder:	*Vice Principal (Student Support and Welfare)*
Date drafted:	*October 2026*
Date accepted by the Corporation:	*October 2026*
Date Impact Assessed by Policy Holder:	*October 2026*
Date of next review:	*May 2027*
To be reviewed by:	*Vice Principal (Student Support and Welfare)*

"This policy has been impact assessed to ensure it complies with all aspects of Diversity and Inclusion. Members are reassured that this policy is compliant with current equality legislation".

GREENHEAD COLLEGE - ADMISSIONS POLICY 2027-28

The College will be offering a curriculum which concentrates on delivering A Level (or equivalent) qualifications to students aged 16-19. Governors have agreed the following admissions policy for entry in August/September 2027, for which the Enrolment Days will be Thursday 19 August 2027, Friday 20 August 2027 and up to and including Tuesday morning on 24 August 2027. Any changes to these dates will be communicated to students and parents/carers in advance via the College website.

The closing date for registering applications will be 23:45 on Monday 30 November 2026.

The College expects that the demand for places in August/September 2027 will exceed capacity.

1. Applicants from the following schools ('Local Partner schools'):

All Saints Catholic College	Honley High School	Newsome Academy
Colne Valley High School	King James's High School	North Huddersfield Trust School
Holmfirth High School	Moor End Academy	Royds Hall a SHARE Academy
Netherhall Learning Campus High School		Salendine Nook High School

1. Applicants from the schools listed above will have priority.

2. To be given a conditional offer for a Study Programme at the College, applicants will be required to demonstrate that they are predicted to achieve a minimum of grade 4 in GCSE English Language and GCSE Mathematics, and a minimum of grade 5 in three GCSE subjects. (This may include English Language and Maths). The College will not consider **target grades**. The College will accept current working at, predicted and mock exam results, as suitable evidence.
3. **The conditional offer grades are not the entry requirements for the College**. They are in place, to be more aspirational and to encourage our Local Partner applicants with an increased opportunity to apply to the College. Applicants will also be required to achieve the College and subject specific entry requirements, at the point of enrolment. These are detailed on the College's website and within its prospectus. https://www.greenhead.ac.uk/courses-apply/entry-requirements

4. The College will also take into consideration the applicant's latest school report/or information received from the school, with regards to attendance and attitude to learning. If an applicant meets the expectations detailed in point one but their attendance (unless extenuating circumstances are clearly demonstrated, with evidence from the school) and attitude to learning DO NOT meet the College's expectations, the College reserves the right to not offer a place to the applicant.

5. Once a conditional offer has been made, the applicant will be invited to attend an Applicant Evening at the College in February/March 2027. During this evening, the applicant will also have the opportunity to discuss any subject changes (please note that these will only be considered if subject-specific entry requirements are met). We cannot proceed with the student's application if they do not attend one of these evenings.

6. An applicant who does not meet the College's entry requirements, for a September 2027 start, should complete the 'late consideration form' in the first instance (available on the College's website from GCSE results day if any spaces do become available). If the College is unable to offer them a place for 2027-28, they may ask to defer their place to 2028-29 and seek to meet the College's entry requirements by taking GCSE exams the following summer. They would be guaranteed a place for 2028-29 providing i) they formally asked the College to defer their entry to the following year and ii) they meet the College's entry requirements from obtaining improved performance in their GCSE exams.

7. If an applicant **DOES NOT** meet the deadlines specified by the College, with regards to applying and providing relevant evidence, the College will close their application and assume that the applicant has decided not to complete the application process. The applicant will have a further opportunity to apply through the 'Late Consideration' process on GCSE results day if any spaces become available.

8. Once a conditional offer is made to undertake a course of A Levels (or equivalent), an applicant **must** achieve the College and subject specific entry requirements, at the point of enrolment, as specified on the College's website and in its prospectus.

9. The College will review these entry requirements should the need arise to adjust the number of places available to students for 2027-28.

10. The College will also review its entry requirements on an annual basis alongside its Admissions Policy.

Note i) English Literature counts as a separate GCSE but is **not** a substitute alternative for achieving a minimum of grade 4 in GCSE English Language.

Note ii) The specific entry requirements for individual subjects are listed on the College's website and in its prospectus.

Note iii) GCSE equivalents, such as BTEC or Cambridge Technical subjects **(except for science),** are accepted as valid entry onto the equivalent courses listed on the College's website and its prospectus. One Level 2 BTEC or CTEC qualification will be considered as a substitute for an applicant achieving the general requirements listed in point 5 above if the applicant achieves a grade of Merit or higher.

2. Applicants from all other schools ('Partner schools'):

1. The offer to attend an Applicant Evening in February/March 2027 will be made based on mock exam grades, predicted/current academic achievement, or attainment/or actual GCSE results which demonstrates that the applicant is predicted to achieve a minimum of grade 4 in GCSE English Language and GCSE Mathematics, and a minimum of grade 6 in three GCSE subjects. **The College will not consider target grades.** Offers are also subject to availability of available places on courses.
2. The College will also take into consideration the applicant's latest school report/or information received from the school, with regards to attendance and attitude to learning. If an applicant meets the expectations detailed in point 1 but their attendance (unless extenuating circumstances are clearly demonstrated, with evidence from the school) and attitude to learning DO NOT meet the College's expectations, the College reserves the right to not offer a place to the applicant.
3. Following the Applicant Evening, conditional offers will be made based on mock exam grades, predicted/current achievement or attainment grades and/or actual GCSE results presented at the Applicant Evening and the availability of places remaining on courses

4. Once a conditional offer is made to undertake a course of A Levels (or equivalent), an applicant must achieve the College and subject specific entry requirements, as specified on the College's website.

5. There will be no geographical priority.

6. Having a sibling at the College will not be considered when offering places to students.

7. If an applicant **DOES NOT** meet the deadlines specified by the College, with regards to applying and providing relevant evidence, the College will close their application and assume that the applicant has decided not to complete the application process. The applicant will have a further opportunity to apply through the 'Late Consideration' process on GCSE results day if spaces become available.

8. Once a conditional offer is made to undertake a course of A Levels (or equivalent), an applicant **must** achieve the College and subject specific entry requirements, as specified on the College's website.

3. All applicants

a) Any responses to a rejection should be made in writing to the Vice Principal within five working days of the date of the rejection letter. The response of the Vice Principal will be conveyed in writing within 5 working days. Any correspondence received after **five working days** will not receive a response.

b) As part of the conditional offer, students will be invited to attend the Bridging Day in July 2027. Additionally, all students must attend the Greenhead Big Student Welcome at the beginning of the 2027/2028 academic year.

c) The College reserves the right to verify academic results provided by the student with the School, including contacting the School directly if necessary, during both the admissions and enrolment processes. We also reserve the right to withdraw an offer or place if it is discovered that results have been falsified, or if there is any evidence of fraudulent activity during the application process. **In such cases, there will be no right to appeal.** This is standard practice to maintain the integrity of admissions and to ensure that only students who meet the College's overall and subject-specific entry requirements are accepted.

d) Greenhead College Honours Programme: Successful completion of a subject honours programme will be viewed favourably as part of a student's application to Greenhead College to study that subject. All conditional offers are contingent upon the number of available places across the College as a whole and on achieving the College's general entry requirements. On entry onto that course, the subject entry requirements must also be satisfied.

e) Expressing an interest in studying Core Maths on your application form or at an Applicant Evening does not guarantee a place on the course, as demand normally exceeds the number of places available. Places will be prioritised following enrolment, based on the relevance and importance of Core Maths to the student's wider study programme.

f) **Late consideration process** – The late consideration process will only be used if places become available. Students will be invited to complete a Late Consideration Form from GCSE Results Day on the College website; **however, completing the form does not mean that a place will be offered. The form is an expression of interest only.** Students should only expect to be contacted if a place becomes available, they meet both the College and subject-specific entry requirements, and the College is able to offer them a place. Due to the very high volume of applications the College receives, if no places become available, the College will not contact applicants individually, provide a reason for not contacting them, or acknowledge receipt of their application.

g) Students are expected to commence their programme of study at the start of the academic year and engage fully in teaching, learning and induction activities. The College is **NOT** a distance learning college and offers a full-time programme of study only. Where a student is unable to attend College following enrolment, the College will review whether it remains appropriate for the student to begin their programme. Due to the pace and sequential nature of post-16 study, particularly A-level programmes, an extended absence at the start of the academic year may result in a student missing essential learning, assessment and induction activities that cannot reasonably be replicated.

In line with **Annex B** from the DfE guidance – **Withdrawals and Transfers**, the College must ensure that students are withdrawn from a programme where they have not attended classes for 4 continuous weeks, excluding holidays. Withdrawals must be actioned in a timely manner, and where a student has not been withdrawn but has been absent for more than 4 weeks, there must be auditable evidence of an intention to return, e.g. a letter from a consultant or doctor. Further information on DfE guidance can be found by clicking here.

The College therefore reserves the right to withdraw a student or consider an educational pause where the amount of learning missed is judged likely to have a significant impact on the student's ability to successfully access and complete their programme of study.

4. Applicant Evenings:

During the Applicant Evening, if invited, every applicant will attend the College campus and meet with a member of staff on a one-to-one, face-to-face basis to discuss their subject choices and future plans.

5. Applications from Child Looked After (CLA):

Applications from Child Looked After will be treated as applicants from Local Partner schools. The applicant should declare this, as part of their application process, which can be supported with evidence from their carer or their school. The Local Authority should also be in consultation with the College, to ensure we can meet the applicant's needs.

6. Applicants with disabilities or learning difficulties:

The College welcomes all students who achieve the entry requirements. Where applicants have a disability or learning difficulty, we will endeavour to ensure that there is continuity of support and that they have equal access to the opportunities and experiences offered. The applicant should declare their individual learning needs as part of their application process, which can be supported with evidence from their parent/carer or their school.

7. **Applicants with an Educational Health and Care Plan (EHCP)**

Applications from young people with an EHCP will be treated as applicants from Local Partner schools. The applicant should declare this as part of their application process. The relevant local authority should start the consultation process with the College, to ensure that we can meet the individual needs of the students.

Funding eligibility requirements

Greenhead College only accepts students who are eligible for Young Peoples Funding Through the Education and Skills Funding Agency (ESFA). The full funding regulations can be found here.

This policy has been framed in compliance with the College's Equality and Diversity Policy. More detailed information can be found in the College's Equality and Diversity Policy, SEND Policy and SEND Information Report, which can be viewed on the College website (greenhead.ac.uk) Copies are also available from the College on request.

Greenhead College Corporation

Impact Assessment

Admissions Policy 2027/2028

Policy Holder :	*Vice Principal*
Date Impact Assessed by Policy Holder:	*October 2026*
Date of next review:	*May 2027*
To be reviewed by:	*Vice Principal (SSW)*

Policy title:	Admissions Policy
Policy owner:	Usman Anwar, Vice Principal
Date of latest review if applicable:	October 2026

EIA Date: October 2026

Main aims and purpose of the policy:

The purpose of the Admissions Policy is to clearly define the admission criteria in line with mandatory requirements and statutory guidance provided under the School Admission Code.

Type of policy connect to EIA:

- **Proposed new policy**
- **Undertaking a review of an existing policy**
- **Other (please state):**

Please identify any potential impacts that the policy or development of this policy could have, on any of the equality grounds identified below.

Equality Ground	Identified Impact
Age	The policy is consistent in its approach to the management of admissions to the College, age restrictions apply in line with statutory guidance as provided by the Department of Education.
Disability	The policy recognises that some students may have a disability and details College's responsibilities in this instance to ensure admissions to the College are not impeded by disability.
Gender (including gender identity)	The policy is consistent in its approach to matters regardless of a student's gender.
Marriage and civil partnership	The policy is consistent in its approach to the management of admission to the College regardless of a student's marital or civil partnership status NB: In most cases the students are not of a legal age to marry.
Pregnancy and maternity	The policy is consistent in its approach to the admissions to the College regardless of whether a student is pregnant.
Race	The policy is consistent in its approach to the management of admissions to the College regardless of race.
Religion or belief	The policy is consistent in its approach to the management of admissions to the College regardless of a student's religion or belief. Due consideration will be given to religious observances when arranging interviews.
Sex	The policy is consistent in its approach to the management of admissions to the College regardless of a student's sex.
Sexual Orientation	The policy is consistent in its approach to the management of admissions to the College regardless of a student's sexual orientation.
Social / Health Inequalities	The policy is consistent in its approach to the management of absence matters regardless of a student's social status/health inequalities.

Select one of the four outcomes below to indicate how the development/implementation of the policy will be progressed and state the rationale for the decision.

Outcome 1:	**No change required – the assessment is that the policy is/will be robust and/or promotes Diversity and Inclusion.**	■
Outcome 2:	**Adjust the policy – this involves taking steps to address any adverse impacts before the policy has been developed.**	☐

Outline these steps:

Outcome 3:	**Continue the policy while mitigating against any potential adverse impacts.**	☐

Outline how these adverse impacts can be mitigated against:

Outcome 4:	**Immediate referral to SLT/Governors, as there are adverse effects which cannot be prevented or mitigated against.**	☐

Details of further steps (if required)	