



Admissions Processes for September 2024/25 entry students

Dv8 Sussex is an independent training provider offering a wide range of creative courses for young people within Sussex County. Our Study Programmes are aimed at those aged 16-19 (or upto 24 with an Educational Health Care Plan).

All Study Programmes are 33 weeks (1 full academic year) in duration and are considered Full Time courses delivering at least 540 guided learning hours. The programme will include vocational qualifications; employability and work experience; a programme of personal & social development; and English & Maths. Please note that all Study Programmes must include English and Maths to GCSE level, if there is no prior attainment above a grade 4. If prior attainment is below a grade 4, the English & Maths will be at the level of Functional Skills in the first instance.

Wherever possible, infill will be offered to accommodate late applications or transfers from other providers. To ensure the best possible achievement rate for infill learners, we may look to cap entry at week 6 of any programme.

The Admissions process for Dv8 Sussex is outlined below and has been created to ensure transparency, efficiency and equality when allocating places.

1

Stage: APPLICATION

Description:

The Admissions process begins in October with application forms for Study Programmes going live on our website www.dv8sussex.com for the following academic year, beginning in September. Applications can be made direct through the website where they will be collated into a database. The Admissions team will respond to all applications within 14 working days.

Application forms may also be printed and posted back to one of our centres. Please contact us if this is preferred.

Dv8 Sussex is committed to equality of opportunity. Our aim is to create a positive environment

for learning, in which people treat each other with mutual respect, regardless of: age; gender; disability; family responsibility; race; colour; ethnicity; sexual orientation or other identifiable differences. Throughout our admissions process, we are keen to meet ambitious and enthusiastic young people from all walks of life and ask for the following to be considered when making an application or referring.

2

Stage: INITIAL MEETING

Description: All students that have an Educational Health Care Plan (EHCP) will be invited to an initial meeting and course discussion. Students will be emailed firstly asking for a copy of their EHCP. Once received, a copy will be sent through to the SENCO and Learning Support Coordinator for the respective site for Brighton or Bexhill. Once read through, students will be invited on-site for a meeting with the SENCO and Learning Support Coordinator to talk through their EHCP and discuss how support can be given if the student were to attend with us.

3

Stage: COURSE DISCUSSION

Description: All students who are suitable for a course with us are invited to a course discussion from December onwards, based on application date. All course discussions will be held virtually on Teams and invites to course discussions will be sent via email. These will be conducted by members of the Senior Leadership Team and the Admissions Officer throughout the year on a first-come, first-served basis dependent on application date.

If any Safeguarding/SEN needs are flagged, this will be forwarded to the DSL or the SENCO for follow-up.

4

Stage: OFFERS

Description:

Offers If the interviewer is satisfied that the student has met all the requirements for the course, an offer will be made, which will be forwarded on to the Admissions Officer. This offer will be administered within 14 working days of the student being interviewed and will always be conditional - the Admissions Officer will send a letter to the student via email.

The basic condition is 'to maintain high attendance during the 'Right Choice' period'. This is then added to dependant on level and their current course, for instance a year 11 applicant to a Level 3 course will have to 'achieve grade 4 and above in English and Maths' as a standard offer. All applicants are asked to confirm if they wish to accept their offer by as soon as possible and to sign and return the learner agreement. If we do not receive confirmation, the Admissions Manager will chase via email and text for a month before withdrawing the offer.

Unsuccessful applicants Some applicants will not be suitable for their preferred course for a variety of reasons. In these instances, the young person will be emailed a rejection letter stating the reasons and may be offered further IAG or referred on for appropriate support to find alternative suitable provision.

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Stage: GET TO KNOW YOU DAYS

Description: Each cohort will have a 'Get To Know You Day' before the summer. This is a morning or afternoon in which the 2024/25 classes are brought together to meet each other, meet their tutors and get a sense for the year ahead. It is an opportunity to set clear expectations as well as generating excitement about what it is to come. Cohorts will contain a mixture of internal and external students so this needs to be managed with particular regard to the attitude and behaviour of internal progression students. Tutors should set a summer project at these sessions as well as basic ice breaking activities. The 'Get To Know You Day' is the perfect opportunity to provide students with enrolment information and paperwork such as bursary information before the summer break.

Dates: June 2024

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Stage: ENROLMENT

Description: Centre teams arrange enrolment appointments for all new students in August and September. These appointments are vital as it is only when a student turns up for their enrolment that you can truly know they will be joining the course. At enrolment photos of students are taken and will be added to the group profiles, and students will be required to do initial assessments in English, Maths and ICT. Enrolment is also an important opportunity to ascertain if any circumstances have changed for the young person that may affect their

learning. Information collected at enrolment also allows centre teams to ensure Student Information is up to date.

Dates: Appointments to be given to students over July and August. Enrolment takes place over August and September.

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Induction

All new learners will be given a full 6 week induction to Dv8 and the programme they are following. Induction includes a probationary period where minimum attendance, and appropriate, positive attitude to learning requirements must be met and where learners, or Dv8, have the right to withdraw from an offered place. This will be done through consultation with key delivery staff members as well as student support staff (here appropriate) and all aspects of the learner's circumstance will be looked at.

As a result of initial assessment during induction, Dv8 staff may also move learners internally to a more suitable programme and/or level, subject to places being available. If places are unavailable internally, Dv8 will offer advice and guidance on alternative providers or progression routes and support learners in transferring.

Further information:

Level 2 Courses

Applicants should have achieved a pass in suitable qualifications at Level 1*, or be progressing internally having met the conditions of attendance, achievement and attitude to learning. Applicants should be able to demonstrate knowledge of their chosen pathway and they must have some experience in the subject, whether academically or through personal practice. Applicants should also be able to provide evidence of successful, sustained study and/ or a positive attitude to learning.

Level 3 Courses

Applicants should have achieved suitable Level 2 qualifications** with at least a grade 4 (or equivalent) pass and be able to demonstrate knowledge of their chosen pathway; as well as evidence of successful, sustained study at Level 2 or above, and a positive attitude to learning. An acceptable level of written English, usually demonstrated by at least a grade 4 at GCSE, is preferred for most Level 3 courses.

* e.g. Level equivalent to at least 4 x GCSEs 3-1 (could be BTEC, NVQ, etc)

** e.g. Level equivalent to at least 4 x GCSEs 9– 4 (could be BTEC, NVQ, etc. English GCSE at grade 4 preferred).