

## **Annex A: readiness to open self-assessment for direct entry of students aged 14-to 16-years-old from September 2015**

### **Admissions and exclusions**

1. Does the college have a clear admissions policy for recruitment at 14 or 15 and is there a right of appeal to an independent and impartial Appeal Panel clerked by someone with an understanding of the Schools' Admission Appeals Code (notwithstanding the appeal process may not rigidly follow that prescribed in the Code)?
2. Does the exclusions policy take account of the different needs of 14- to 16-year-olds and give details of appeal to an equivalent of an Independent Review Panel and timely referral to the local authority?

### **Leadership and staffing**

3. Are the staff suitably qualified to teach all statutory subjects?
4. Is there a designated, suitably qualified manager in place to lead the provision?
5. Is there a coordinator in place for special education need provision?

### **Curriculum and entitlement**

6. Is there a broad curriculum entitlement covering all statutory subjects including access to an English baccalaureate option?
7. Are there plans for wider enrichment including the statutory entitlement to religious education and sex education?

### **Quality assurance**

8. Is there an appropriate management information system in place to track attendance and students' progress on an on-going basis?
9. Is there a robust self-assessment process in place which focusses on continuous improvement and drives up standards in teaching and learning?

### **Safeguarding**

10. Has the college got clear safeguarding policies and measures in place including break-time and lunch-time supervision?

11. Is the college estate suitable for 14- to 16-year-olds? Will section 52A FHEA 1992, and relevant regulations, be complied with? If not what adjustments needs to take place and by when?

**Student care, guidance, support and behaviour**

12. Is there a sufficient pastoral entitlement and level of expertise to deliver?

13. Has the behaviour policy been reviewed and, where necessary, developed to ensure it is suitable for 14- to 16-year-olds?

## Annex B: letter to parents and carers about pupil premium

*College logo*

**College Address Details**

**Date**

Dear Parent/s or Carer/s

### **Pupil premium for 14– to 16 year-old pupils at colleges**

The government is giving money to schools and colleges to help improve the attainment of certain groups of pupils – this funding is called pupil premium. The government is also offering additional funding for the children of parents who are serving in the armed forces so these children can be provided with additional pastoral care.

With this money we could *[add in here specific examples how the college plans to use the pupil premium and service child premium]*.

The pupil premium eligibility criteria includes pupils:

- who are currently registered as eligible for free meals (FM); or
- who are no longer eligible for FM but have been recorded as eligible in the last six years (“Ever 6” FM).
- In care or who have recently left care

In addition, the service child premium is awarded for pupils:

- whose parents are currently serving in the Armed Forces and exercising parental care and responsibility; or
- who were eligible for the Service Premium in 2011-12 and/ or 2012-13 but would otherwise cease to be eligible in 2013-14; or
- whose parent has died in Service and the pupil is in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

**Please notify us if your child qualifies for the pupil premium or the service child premium by completing the form overleaf - make sure the college doesn't lose funding which can be used to benefit your child.**

***No one will know you have registered and it will not affect any benefits you may be claiming.***

Yours sincerely,  
*[Principal name]*

## Pupil premium - do you qualify?

Please complete the following form and return to us by *[insert date]*.

Pupil name:

Pupil home address:

Pupil date of birth:

### Please tick any/ all that apply:

- My child is not currently entitled to Free Meals (FM) but I would like to apply. *[College can then follow this up]*
- My child is currently entitled to FM – please provide the date when they first became entitled: .....
- My child has been entitled to FM in the past six years but is no longer currently entitled to FM. Please specify the periods of FM eligibility:  
Start date: ..... End date: .....  
Start date: ..... End date: .....  
Start date: ..... End date: .....  
Start date: ..... End date: .....
- My child is in care or has recently left care .....
- I am currently a serving member of the armed forces and exercise parental care and responsibility for my child<sup>1</sup>.
- My child was eligible for the Service Premium in 2012-13 and/ or 2013-14 but I am no longer a serving member of the armed forces so my child would not qualify for the Service Premium under any other criteria.

Parent/ guardian name:

Parent/ guardian signature:

Date:

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<sup>1</sup> To be recorded as a Service Child the parents must be designated as Personnel Category 1 or 2. The [category descriptions can be found on GOV.UK](#).

## **Annex C: Electively home educated 14- to 15-year-olds**

1. Colleges sometimes admit children aged 14 or 15 who are being electively home educated, to take courses on an infill basis by arrangement with the local authority or with the parents. Where these courses are at level 3, they are funded by entering the student on the ILR and the student then counts for lagged funding in just the same way as if they were 16- to 18-year-olds.

2. Prior to September 2013, students on courses below level 3 were funded either directly by the local authority, or sometimes by the parents, paying a fee to the college. These arrangements changed with effect from September 2013. Colleges now enter these students on the ILR and they count towards the college's student numbers for lagged funding in the following year. Local authorities and parents should no longer be expected to pay fees for this provision.

3. Colleges make such local arrangements as they deem appropriate. There is no national prescribed model for provision to these students and they do not form a part of the arrangements for the full-time enrolment of 14 -16 year-olds in further education and sixth-form colleges. Further information is provided on the [elective home education section](#) on GOV.UK.