



WCG Drive 14–16 Admissions Policy

Reviewed: December 2025
Next Review Due: December 2027

1. Introduction & Scope

This policy sets out the admission arrangements for the direct-entry 14–16 provision at WCG Drive, based at Warwickshire College Group (WCG) Warwick Trident College.

It applies to learners seeking a place in Years 10 and 11 and aligns with:

- The School Admissions Code (2021) [as a guiding framework];
- Department for Education requirements for full-time enrolment of 14–16-year-olds in colleges;
- Statutory duties in respect of learners with Special Educational Needs (SEN), including those with Education, Health and Care Plans (EHCPs).

2. Vision & Purpose

The 14–16 provision at WCG Drive exists to provide a supportive and inclusive learning environment for young people who may benefit from an alternative to mainstream schooling.

We welcome learners who:

- may have experienced anxiety, mental health challenges, or neurodiversity that has affected their ability to thrive in a traditional school setting;
- are seeking a more practical, vocational pathway alongside academic study;
- require a smaller, more supportive setting in which to rebuild confidence and engagement.

Our vision is to:

- build learners' confidence, resilience, and social skills, alongside academic and vocational achievement;
- provide a flexible and personalised curriculum that meets individual needs and aspirations;
- ensure every learner is supported to progress successfully into further education, apprenticeships, or employment;
- foster strong, positive partnerships between learners, families, local authorities, and the College to secure the best outcomes for young people.

3. Eligibility

Applications are welcomed from:

- Learners with an EHCP, subject to consultation with the Local Authority. Learners with an EHCP naming WCG Drive will normally be admitted, provided that the College can make the reasonable adjustments and provision required to meet the learner's needs. Where the College considers that it cannot accommodate the learner — for example, where admission would be incompatible with the efficient education of others or the efficient use of resources — this will be raised with the Local Authority during the consultation of the draft plan.
- Learners referred by their school or local authority for part-time or alternative provision placements;
- Learners currently in Year 9 at a mainstream school who will enter Year 10 in the next academic year;
- Young people aged 14–16 who are not on roll at a maintained school (e.g. home-educated

learners);

- In limited cases, learners entering directly into Year 11 (normally no more than 5–10 places), following the same admissions process as Year 10 applicants.

To be eligible for Year 10 entry, applicants must turn 15 during the academic year of entry.

Note: Order of listing above does not reflect admissions priority. See Section 5 (Oversubscription Criteria) for the priority order applied where applications exceed available places.

4. Application Process

- Applications for Year 10 entry open on the first Monday in October for the following September, managed by Warwickshire College Group (WCG). [They must be submitted online via the WCG Drive website](#)
- The main application window runs until 30 April, with decisions communicated by the end of May.
- Applications received after 30 April will automatically be considered in Round 2.
- Applicants must accept offers made in the first round by 17 June. If no acceptance is received and it has not been possible for WCG to contact the applicant within a reasonable time, the offer lapses and the place may be reallocated.
- Where places remain, a second application window will run from 1–30 June, with decisions communicated by 31 July.
- If there are no places available, applications received in Round 2 will be held on file and processed as part of the waiting list. A letter noting the refused admission will be issued which will generate the right to appeal in accordance with Round 2 appeal deadlines.
- Applications received after 30 June will be treated as in-year admissions. These will be processed within 10 working days after 31 July where possible or within 10 working days of receipt (whichever is latest).
- Final cut-off for new admissions is end of January in Year 10 and end of December in Year 11.
- Applicants must attend an Open Event before applying. Alternative options (e.g. 1:1 meeting or online briefing) will be offered where attendance is not possible. Events will also be available for in-year applicants.
- Each application must include:
 - the applicant's latest school report(s) covering academic progress, behaviour, and attendance if available. For learners who are home-educated, newly arrived from abroad, or otherwise unable to provide a report, alternative references or evidence of learning will be accepted;
 - a short personal statement written by the applicant;
 - an optional creative element (e.g. a short video introduction). Non-submission will not disadvantage the application;
 - a completed [online](#) WCG Drive 14–16 Application Form.
- Applicants and their parent/carer will be invited to an admissions meeting (in person or online). This is not a selection interview but an opportunity to discuss curriculum fit and support needs.

- WCG Drive will communicate a provisional decision within 15 working days of receiving a complete application pack. Final offers for the main round of applications will be made by the end of May.

5. Oversubscription Criteria

Where applications exceed available places, priority will be given in the following order:

1. Learners with an EHCP naming WCG Drive (provided the College can accommodate the learner's needs, as set out in Section 3).
2. Learners referred by the Local Authority as part of their statutory duties (including EOTAS and school refusers).
3. Looked-after children and previously looked-after children.
4. Learners with significant mental health concerns, anxiety, or neurodiversity, where the provision is deemed suitable and the learner has the potential to achieve GCSE outcomes. This will be assessed using reports from schools, professionals, or the LA.
5. Learners with siblings currently enrolled in the 14–16 provision.
6. All other applicants meeting entry requirements (see Section 13).

Tie-breaker: Within each category, priority will be given by distance measured in a straight line from the child's home address (as per application form used) to the main entrance of WCG Warwick Trident College. In the event of a tie, random allocation will be used, supervised independently.

6. In-Year Admissions and Mid-Year Starts

[-In-year applications must be submitted online via the WCG Drive website, using the same application form as the main admissions round.](#)

Eligibility: In-year applications are considered for both Year 10 and, in limited cases, Year 11 (available from 2027/28).

- Capacity: Offers can only be made where curriculum pathways and staffing levels allow, and where the learner can realistically complete programmes of study.
- Cut-off dates: No new admissions will normally be made after end of January in Year 10 or end of December in Year 11.
- Decision timeframe: In-year applications will be processed within 10 working days after 31 July where possible or within 10 working days of receipt (whichever is latest).
- Right of appeal: Parents/carers will be given reasons for refusal and may appeal (see Section 8).
- Local Authority notification: WCG Drive will inform the LA of all in-year admissions and withdrawals.
- Withdrawal of offers: Offers may only be withdrawn where fraudulent or misleading information has been provided, or where safeguarding concerns arise.
- Transition support: Learners admitted mid-year will receive an individual induction plan.

7. Offer, Acceptance & Induction

- Offers must be accepted by the stated deadline (normally 17 June for Round 1).
- For Round 2 and in-year offers, the acceptance deadline is 10 working days from the date of the offer letter.
- WCG Drive reserves the right to withdraw an offer where fraudulent or misleading information has been provided or where an offer has not been accepted by the required deadline **and** no contact has been received by the applicant within a reasonable timeframe.
- Induction activities (e.g. taster sessions, meet-the-team events) are strongly encouraged but not compulsory.

8. Appeals

Where an application is refused, parents/carers (or learners, if aged 16) have the right to appeal.

- Appeals must be lodged in writing within 20 working days of the decision being communicated.
- An independent and impartial appeals panel will hear the appeal, having regard to the School Admission Appeals Code.
- Timelines:
 - For September entry (Rounds 1 and 2): appeals will be heard within 40 working days from the deadline for lodging appeals.
- The Clerk to the Panel will confirm deadlines annually. For 2026/27 entry:
 - Round 1 appeal deadline: 26 June 2026; appeals heard by 21 August 2026.
 - Round 2 appeal deadline: 31 August 2026; appeals heard by 26 October 2026.
- Appeals for in-year applications will be heard by the deadline for round 2 where possible or within 30 working days of the appeal being lodged, whichever is latest.
- The panel's decision is final and binding.
- Complaints about maladministration on the part of the appeal panel will be considered by the Department for Education (DfE). Complaints can be made using the DfE's [customer help portal](#).

9. Special Educational Needs (SEN)

- Learners with an EHCP are admitted where the Local Authority has named WCG Drive, following consultation with parents and the setting, and provided the College can make the necessary provision to meet the learner's needs. Where the College considers that it cannot accommodate the learner, this will be raised with the Local Authority during the consultation process.
- The College works closely with Local Authorities to ensure appropriate support and funding are in place.

10. Attendance & Removal from Roll

- Learners are expected to meet the same attendance and behaviour standards as in schools.
- Where attendance or conduct causes concern, WCG Drive will liaise with parents and the LA before considering removal from roll.

- While not legally required, WCG Drive will have regard to the DfE Statutory Exclusions Guidance as best practice.

11. Monitoring & Review

- This policy will be reviewed annually by the Governing Body/Corporation. - Data on admissions, refusals, and appeals will be monitored to ensure fairness and compliance.

12. Data and Confidentiality

- Information provided as part of the admissions process, including details of SEND, safeguarding, and behavioural history, will be handled in line with the College's Data Protection Policy and UK GDPR requirements. - Such information is used solely to ensure appropriate support and resources can be put in place, and will never be used to disadvantage an applicant. - WCG Drive reserves the right to withdraw an offer where relevant information was knowingly withheld, but will work proactively with families and local authorities to resolve any concerns.

13. Entry Requirements

To be considered for admission, applicants must:

- Attend a WCG Drive open event, or participate in an alternative meeting if unable to attend;
- Submit a short personal statement;
- Provide recent school reports where available. Where unavailable (e.g. home-educated learners, overseas applicants), alternative evidence or references will be accepted;
- Supply any additional information reasonably requested to assess suitability.

- All applications must be submitted online via the WCG Drive website. Paper applications are not normally accepted.

Applicants must also be able to demonstrate potential to benefit from the provision, assessed through discussion at the admissions meeting, supporting evidence, and professional judgement.

Parental/carers consent must be obtained before enrolment, and records of this consent will be retained.

14. Learner's Home Address

Details of the learner's permanent address must be included on the application for a place, even if the family are planning to move house after any application deadline.

Where learners spend part of their week with one parent and part with another, at different addresses, parents must apply using the address at which the young person spends the majority of the school week. This address will be used for determining the distance from WCG Warwick Trident College.

If arrangements are such that a learner resides at two addresses for equal amounts of the school week, then parents must agree which address to use for the application.

Where parents cannot agree on the address to be used on the application, it will be processed in accordance with the section on application disputes below.

15. Application Disputes

Parents must agree what address to use on the application. Whether living at the same address, or living separately, parents should not submit more than one application.

Where parents cannot agree on the address to be used, or two applications are received for the same young person, in the same admissions round, and the addresses differ, in the absence of any court order determining what the address should be, WCG Drive will first try and seek parental agreement. However, if by the relevant Closing Date, parents are not in agreement, WCG Drive will use a random number generator to determine which address or application to process.

Appendix A – Application Timetable (2026/2027 Academic Year)

Stage	Date/Deadline	Comments
Applications open	6 October 2025	Application form available online via WCG Drive website and Admissions Office.
Main application deadline	30 April 2026	Late applications will be rolled into Round 2.
Decision notification	By 31 May 2026	Applicants informed in writing.
Offer acceptance deadline	17 June 2026 (5.00 pm)	Places not accepted by this date may be reallocated.
Second application window	1–30 June 2026	Includes late Round 1 applications.
Second round decisions	By 31 July 2026	Outcomes notified in writing.
Round 2 acceptance deadline	14 August 2026 (5.00 pm)	10 working days from offer issue.

Applications received after 30 June	Treated as in-year admissions	Processed within 10 working days after 31 July where possible or within 10 working days of receipt, whichever is latest.
Appeals deadline (Round 1)	26 June 2026	Appeals heard by 21 August 2026.
Appeals deadline (Round 2)	31 August 2026	Appeals heard by 26 October 2026.