
ADMISSIONS POLICY

1. Scope and Purpose

- 1.1 The College is committed to operating a fair and transparent admissions process which considers all applicants consistently and without prejudice on their individual merits. The principles of this Policy will apply to all course applications and enquiries.
- 1.2 The College, in considering and processing applications, will abide by its Equality and Diversity, Health & Safety, Careers Guidance, Duty of Care, UCAS, Fee, Student Disciplinary, Confidentiality and Safeguarding of Children and Vulnerable Adults Policies.
- 1.3 The College commits to offering appropriate course provision for all applicants, however, for some applicants, the college's courses or facilities would not be appropriate. In these instances, the College will refer applicants to the College Careers Advisor or other external supporting agency for impartial guidance about other education and training opportunities.
- 1.4 The College is committed to multi-agency working and will, where appropriate, share information regarding applicants who are participating in multi-agency arrangements, in compliance with the College's Data Protection Policy. The Assistant Principal – Services for Students, will be the key contact for these agencies and applicants will be asked to give their permission to share their personal data with such multi-agency teams at the point of application.

2. Management and Organisation

- 2.1 The senior manager responsible for admissions is the Assistant Principal - HR & Student Services, who is supported in the operational management by the Student Experience Manager who oversees the operation of the admissions process.
- 2.2 Application and enrolment reports are created by the MIS Manager and regularly reported to Curriculum Managers, Senior Leadership Team (SLT) members and Governors through the Assistant Principal - HR & Student Services.
- 2.4 The Student Information Team will organise interviews for all full and part-time HE and FE courses in liaison with the Student Mentor Team.
- 2.5 All staff members who are involved in interviewing applicants will be required to attend staff training sessions delivered by the Senior Student Mentor.
- 2.6 Applications for Community Learning courses will be processed by the Student Information team.

- 2.7 All applications for WBL and Apprenticeship courses will be submitted to, and processed by the Student Information team and the relevant Apprentice Advisor. Admissions to these programmes will be consistent with the criteria for admittance to other College courses, dependent upon their programme of study and in compliance with WBL regulations and frameworks.

In addition, they must meet the requirement that applicants are in employment. (See section 8.3).

- 2.8 Applications from international students will be initially processed by the PA to the Assistant Principal - HR & Student Services. Once a full application has been received the Student Information Team who will comply with the College's International Student Recruitment Policy and UK Visas and Immigration legislation in processing that application. (See section 10).

3. General Principles

- 3.1 The Student Information Team will, subject to places being available, invite all applicants for full time FE programmes in for a College interview, initial assessment and, where appropriate, sector specific, course aptitude or skills assessment.
- 3.2 Part time applicants may be invited for interview or, dependent upon the course, receive a direct offer and be invited to complete their enrolment and organise to pay the necessary course fee, prior to commencement of the course.
- 3.3 To ensure that the admissions process is clear and followed fairly and consistently, transparent entry requirements will be used to underpin judgements relating to a decision to admit. Entry criterion will be established and reviewed annually by Curriculum Managers and the Student Experience Manager with support from the College Careers Advisor.
- 3.4 All applicants will be bound by the terms and conditions of the College's Fee Policy, namely, any applicant owing monies to the College must make arrangements to discharge any outstanding debts prior to acceptance or admittance onto a College programme.
- 3.5 A failure to declare information or provide incorrect information on an application form may result in an offer being withdrawn.
- 3.6 Applicants who are in receipt of a provisional College offer will be invited to enrol after GCSE results day where offers will be confirmed subject to offer grades being achieved.
- 3.7 Applicants who do not meet their offer requirements will be referred to the Student Mentor team for interview (in the case that the applicant intends to study the same/similar subject), the College Careers Advisor (in the case that

the applicant intends to study in a different subject area) or other external supporting agency for impartial guidance about other education and training opportunities.

4. Further Education (FE) Admissions Process for Full Time Courses

- 4.1 For FE courses, an application form will be required to be completed by the applicant. These are preferably completed through the college website or can be completed in hard copy.
- 4.2 Applications are screened by the Student Information Team and will be ranked as either standard or non-standard:
- A standard applicant is an applicant with straightforward choices and no complex support or guidance requirements.
 - A non-standard applicant is an applicant who:
 - Is under 16 years old - these will be referred to the Assistant Principal – Services for Students.
 - Has complex guidance requirements - these will be referred to the College Careers Advisor for further discussion.
 - Has a disability, learning difficulty or support (including medical) needs or an Education Health Care Plan - these will be referred to a member of the Learning Support team.
- 4.3 Once a decision is made about the most appropriate course/route for the applicant, the application form is then processed by Student Information Team as a standard application.
- 4.4 Late applicants who wish to join the College after the start of the course must do so via the Student Information Team. The decision to admit after that date (normally end of September of the year of entry) will be subject to approval by the Student Experience Manager in collaboration with the relevant Curriculum Manager.
- 4.5 Where places are available, all late applicants will be invited to attend an interview and undertake the initial assessment and appropriate entry test(s), after which they will be made a conditional or unconditional offer dependent upon the applicant meeting the course entry criteria.
- 4.6 If the College is unable to make an offer of a place, which has been ratified by the Student Experience Manager, the applicant will be referred to the College Careers Advisor or other supporting agency for impartial guidance about other education and training opportunities.
- 4.8 All applicants are required to provide a minimum of one reference in support of their application, either from a previous school/college, employer or character reference. Failure to provide an appropriate reference can stall the

application process and receipt of a bad reference may result in an offers being withdrawn.

- 4.7 Applicants already studying at the College and who wish to progress onto another course, are required to complete an Internal Progression Application Form which will be subject to the above screening process.

5. Further Education (FE) Admissions Process for Part Time Courses

- 5.1 For part-time courses a College Application Form should be completed.
- 5.2 Applications will be processed by the Student Information team who will take payment of any relevant course fees.
- 5.3 Where interviews are required, prior to commencement of the course, the Student Information Team will arrange this in liaison with the lecturer.
- 5.4 Applicants who are already studying at the College and are wishing to progress onto the next level or to another course will be required to complete a College Application Form for each course they wish to undertake.

6. Higher Education Admissions Process

- 6.1 Refer to the Admissions Policy for HE students

7. Community Learning Admissions Process

- 7.1 Learners need no formal entry requirements or interviews prior to commencing a Community Learning course.
- 7.2 Applications for Community Learning courses should be submitted directly to the Student Information Team.
- 7.3 Following submission of an application for a Community Learning course, the applicant will be required to complete their enrolment through a face to face discussion or via the telephone.
- 7.3 Students are required to make payment in full prior to the first class commencing.

8. Work Based Learning Admissions Process

- 8.1 Applications for work based courses to be referred to the relevant Apprentice Advisor for assessment of appropriate course and level.
- 8.2 Admissions to be consistent with the agreed entry criteria for each course.

- 8.3 Applicants must be in employment.
- 8.4 College enrolment form and initial assessments to be completed.

9. Apprenticeships Admissions Process

- 9.1 All enquiries for Apprenticeships should be referred to the relevant Apprentice Advisor or Apprenticeship Coordinator for filtering and processing.
- 9.2 A College enrolment form to be completed and initial assessments completed, prior to commencement of the programme of learning.

10. International Admissions Process

- 10.1 International applicants should first complete an international student enquiry form through the college website. This will be screened by the PA to the Assistant Principal - HR & Student Services who will advise of the most relevant application process.
- 10.2 Applicants to submit copies of passport, IELTS certificate and school reports/certificates to the PA to the Assistant Principal - HR & Student Services for screening.
- 10.3 Once a decision is made by the Student Experience Manager about the most appropriate course for the applicant, the Student Information Team will process the application in line with UK Visas and Immigration legislation regarding Tier 4 applications.
- 10.4 Full tuition fees to be paid in advance.

11. Rejection of Applicants

- 11.1 An applicant will only be rejected by the College following a decision of the Student Experience Manager, or a member of the SLT.
- 11.2 In all cases, unsuccessful applicants will be referred to the College Careers Advisor and/or other multiagency partners for further guidance or support. Any applicant refused admission will be written to.
- 11.3 The applicant will have the right of appeal to the Assistant Principal - HR & Student Services within five working days of receipt of the letter confirming the decision.
- 11.4 The Assistant Principal - HR & Student Services, or nominated representative, will respond within five working days of receipt of the appeal letter.

12. Previous or Excluded Students

- 12.1 Applicants who have previously attended College and may be considered at risk of non-completion for a number of reasons including: have a record of poor performance/behaviour/non-attendance; or may have been previously excluded from the College, will be considered by, and invited to a meeting with the Student Experience Manager and either the Curriculum Manager or Student Mentor.
- 12.2 Disciplinary warnings will progress with a student through the College as long as they remain active i.e. Verbal Warning (6 months), Written Warning (12 months) and Final Written Warning (18 months). These will be considered as part of the admissions process.

13. Applicants with a Disclosure

- 13.1 In compliance with College Safeguarding and Duty of Care arrangements, applicants are required to disclose details of any charges pending, criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind over orders on application to the College. Any applicant who has answered yes to the question regarding criminal convictions or charges pending, will be interviewed by the Assistant Principal - HR & Student Services who will assess any potential risk to the health, safety and wellbeing of staff, students and the estate when considering the disclosure.
- 13.2 The College operates an Equality and Diversity Policy and therefore having a Disclosure or being previously excluded, will not necessarily exempt a person from joining a course.
However, this will depend upon the nature of the course of application, the circumstances and background to the disclosure or exclusion as well as an assessment of any risk posed to the College under its Duty of Care, Child Protection, Vulnerable Adults, Safeguarding Children and Vulnerable Adults, Health & Safety and Security Policies.
- 13.3 Criminal record enquiries and disclosures will be in accordance with the Police Act 1997 and comply with the Code of Practice for Disclosure and Barring Service Registered Persons and Policy 2015, whilst also supporting the protection of individuals afforded by the Rehabilitation of Offenders Act (ROA) 1974.
- 13.4 Following an assessment completed by the Assistant Principal - HR & Student Services, the applicant will receive either confirmation of potential admittance or a referral of their application to a Disclosure Panel for consideration.
- 13.5 The Disclosure Panel will consist of the Deputy Principal, Curriculum Manager and Student Life Manager.
- 13.6 The Disclosure Practice Panel will consider whether:

- to admit the applicant on the basis of the evidence presented;
- to recommend continued exclusion or non-admittance due to the risks presented to the institution under our 'Duty of Care', Safeguarding of Children and Vulnerable Adults, Health and Safety and Student Disciplinary Policies

- 13.7 The decision of the Disclosure Panel will be forwarded to the Principal for ratification.
- 13.8 The Deputy Principal will convey the decision to the applicant in writing. Multi-agencies will also be informed of the outcome by the Assistant Principal - HR & Student Services, subject to information sharing protocols.
- 13.9 The applicant will have the right of appeal to the Principal within five working days of receipt of the letter confirming the decision.
- 13.10 The Principal, or nominated representative, will respond within five working days of receipt of the appeal letter.

14 Admittance Procedures Following Panel Decision

- 14.1 Following re-admittance of excluded or 'at risk' students, the Assistant Principal - HR & Student Services will ensure that there is appropriate monitoring and review of the students' performance in line with any conditions set on re-admittance.
- 14.2 The monitoring and compliance with these conditions will then be managed by an allocated Student Mentor, who will advise and/or consult with the Assistant Principal - HR & Student Services, if a breach occurs.
- 14.3 Should a breach of a serious nature occur then the applicant will be referred back to the Assistant Principal - HR & Student Services under the terms of this Policy.
- 14.4 Following referral, Assistant Principal - HR & Student Services will exercise the right to exclude the applicant, subject to ratification by the Principal. The Assistant Principal - HR & Student Services will notify the applicant of the exclusion.
- 14.5 The applicant will have the right of appeal to the Principal within five working days of receipt of the letter confirming the decision.
- 14.6 The Principal or nominated representative will respond within five working days of receipt of the appeal letter.

15 Applicants of Statutory School Age on Application

- 15.1 In extenuating circumstances, the College may consider applications from children under the age of 16 years on 1st September of the year of application.

There are certain expectations of the Local Authority, Ofsted and the Education Funding Agency when regarding the teaching of children aged under the age of 16.

- 15.2 Any applications or enquiries will initially be referred to the Student Experience Manager for consideration.
- 15.3 The Student Experience Manager will liaise with multi-agency partners, namely the Local Authority, and the MIS Manager when considering applications from children aged 16 years and under.

Quality Assurance – version control			
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