

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 Independent 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 Vice 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

- 2.2 The senior manager responsible for admissions is the Vice Principal - HR & Student Services, who is supported in the operational management by the Student Experience Manager who oversees the operation of the admissions process.
- 2.3 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 Vice 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 Progress Mentor Team.
- 2.5 Applications for Community Learning courses will be processed by the Student Information team.

- 2.6 All applications for WBL and Apprenticeship courses will be submitted to, and processed by the Student Information team and the relevant Apprentice Advisor. 2.7 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).

- 2.7 Applications from international students will be initially processed by the PA to the Vice 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 All applicants will be offered a provision place, subject to achieving the entry requirement, a satisfactory reference and that we are able to meet any support needs.
- 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 Services Manager with support from the Independent Careers Advisor and Student Progress Mentors.
- 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 Progress Mentor team for interview (in the case that the applicant intends to study the same/similar subject), the Independent 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 processed by the Student Information Team and an offer made on the level and choice of course made by the applicant. A Student Progress Mentor will then contact the applicant to assess their suitability for the level of course chosen and to discuss any support requirement.
- 4.3 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 Services Manager in collaboration with the relevant Curriculum Manager and Student Progress Mentor.
- 4.4 If the College is unable to make an offer of a place, which has been ratified by the Student Services Manager, the applicant will be referred to the Independent Careers Advisor or other supporting agency for impartial guidance about other education and training opportunities.
- 4.5 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.
- 4.6 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.
- 7.4 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. Please refer to the Admissions Policy for Apprenticeships.

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 Vice 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 Vice Principal - HR & Student Services for screening.
- 10.3 Once a decision is made by the Student Services 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 a member of the SLT.
- 11.2 In all cases, unsuccessful applicants will be referred to the Independent 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 within five working days of receipt of the letter confirming the decision.
- 11.4 The Principal, 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 Services Manager and either the Curriculum Manager or Student Progress 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 Vice 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 Vice 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. Multiagencies will also be informed of the outcome by the Vice 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 Vice 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 Vice 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 Vice Principal - HR & Student Services under the terms of this Policy.
- 14.4 Following referral, Vice Principal - HR & Student Services will exercise the right to exclude the applicant, subject to ratification by the Principal. The Vice 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 Director of Planning, Funding and Information for consideration.
- 15.3 Grantham College offers provision to 14-16 year olds in an alternative college setting. The curriculum is designed to engage those who have struggled at school and are more suited to vocational study.

- 15.4 All applicants will be invited to discuss the application, future aspirations and any support needs. Applicants will be asked to express a preference for their vocational option alongside the main programme of study.
- 15.5 Grantham College works in partnership with local schools to offer access to provision. These learners are admitted based on an agreement between their school and college.
- 15.6 A Letter of Consent will be given to the student's next of kin giving permission for that student to leave the college premises during break times.

16 Ex-offenders

Context

Grantham College's Ex-Offenders' Policy is designed to provide prospective learners with the opportunity to apply for an appropriate course at Grantham College, while taking into consideration the safety of the College Community.

The College is committed to the promotion of an environment that is safe to work and learn in and has a duty to protect its students, staff and visitors. On this basis, applicants enrolling at the College will be asked to declare criminal convictions.

The policy has been completed in consultation with: Grantham Probation Service and Lincolnshire Action Trust.

Scope

The policy will apply to all full and part time learners with unspent convictions (as defined by the Rehabilitation of Offenders Act (1974) and the Exceptions Order (1979).

The policy ensures all applicants are asked via a question on the college application form to disclose if they have any unspent convictions. Those who disclose this is the case will be asked the nature of the conviction at interview and information passed to the Vice Principal - HR & Student Services

Following the ex-offender's disclosure, the applicant will be invited to complete a risk assessment with the Vice Principal - HR & Student Services and any appropriate external agencies, i.e. the applicant's Probation Officer or Youth Offending Supervisor.

Statement of Purpose

The purpose of the policy is to ensure that any prospective student with an unspent criminal record is given every opportunity to apply for an appropriate course in Grantham College. The College will work with the individual and any support agencies, (Youth Offending Supervisor, Lincolnshire Action Trust, Probation Officer

etc), to ensure the chosen course is appropriate and safe for the prospective learner and the College community. All areas will be looked at when considering the appropriateness of the course, including the level of supervision available to the applicant on the course they wish to join (if applicable) in addition to any support available to assist the applicant in being successful on the course.
(Refer to Risk Assessment in Appendix B).

All efforts will be made to signpost an alternative learning pathway if the original course selected is deemed unsafe for the applicant or the College.

Body of Policy

A criminal record arises from a conviction. Under the Rehabilitation of Offenders Act (1974) and the Exceptions Order (1979) any convictions for a criminal offence can be regarded as spent within the guidance as updated in March 2014 and no further convictions occurred within a rehabilitation period.

Once the conviction is spent, the rehabilitated person does not need to reveal its existence in most circumstances, **unless** involved in certain occupations:

- Working with young people under the age of 18;
- Social services ;
- Administration of justice;
- Professions with legal protection, e.g. nurses, lawyers;
- National security.

Assessment Process

All applicants, full-time or part-time are required to indicate whether they have an unspent conviction via a question on the application form.

If an applicant declares a conviction, the nature of the offence will be discussed at interview and referred to the Vice Principal - HR & Student Services for a decision and, if appropriate, risk assessment

Record keeping

All records and paperwork will be stored in line with the requirements of the Data Protection Act 1998. In all instances a reference will be requested in writing from the Ex-Offender's Probation Officer, Youth Offending Supervisor or any other official supporting agency. In the absence of a Probation Officer, Youth Offending Supervisor or other official supporting agency, the applicant will be required to complete and be charged for a DBS check if appropriate (dependent on the nature of the conviction and course applied for).

A risk assessment will be carried out using the standard risk assessment pro-forma by

- Vice Principal - HR & Student Services;
- The Applicant

- The Applicant's Probation Officer or Youth Offending Supervisor or any other official supporting agency for the applicant.

In some cases (with permission of the applicant) details of the conviction will also be discussed with Public Protection, Social Services or any other external partnership supporting rehabilitation in support of the College's Safeguarding Young People and Vulnerable Adults Policy. On some occasions the conviction may also be discussed with the Health and Safety Officer or any other manager as appropriate.

Once the risk assessment is complete, the applicant will be informed of the outcome. The outcome will consist of:

- Conditions to be adhered to in order to admit the applicant as a student;
- The decision that it is not appropriate to admit the applicant to attend the course of choice. Should this be the case, all efforts will be made to look at suitable, alternative course and careers guidance for the applicant. In addition, any course fees incurred during enrolment would in normal circumstances be refunded.

The College will be objective when assessing the risk of enrolling students with criminal convictions. The assessment will:

- Focus on the student's abilities, skills, qualifications and experience;
- Consider the nature of the conviction and the relevance to the course chosen and the College environment;
- Identify the risk to staff, students and visitors;
- Recognise that having a criminal conviction does not mean an inability to learn or achieve.

The assessment of risk may involve an introduction to certain safeguards, such as:

- Supervision ;
- Progress Reviews;
- Working in partnership with external agencies.

Students making a disclosure need to feel confident that their convictions will remain confidential unless there is a specific need to inform anyone else, in which case this will be on a strictly need to know basis. Records will be kept of who has been informed of the criminal record, with reasons why and this information will be shared with the applicant.

Appeals procedure

The applicant has the right to appeal against the criteria implemented. The appeal must be lodged within 10 days of the panel meeting and a clear statement of the grounds for appeal must be included.

The date of the appeal hearing will be set to allow all parties sufficient time to gather required evidence. The Principal will hear the appeal or appoint a member of the Senior Management Team (not including the Vice Principal - HR & Student Services) to hear the appeal. One Support Worker may accompany the applicant at the appeal. A Support Worker could be the applicant's Parole Officer, Youth Offending Supervisor or any other agreed Support Worker supporting their rehabilitation.

It is quite feasible that some students may not disclose their criminal convictions. In these cases, where convictions later come to light, a risk assessment will be carried out, if the risk assessment determines that the student may pose a threat to the College community, the student will be asked to leave the College.

Quality Assurance – version control			
Review period	2 yearly	Review carried out by	Vice Principal: SfS
Approved by	SLT	Date approved	September 23
Equality Impact Assessment date	September 23	Last review date	September 23

Criminal Record Disclosure Form

Full name:	
Date of Birth:	
Course applied for:	

The details requested on this form will be treated sensitively.

The information on this form will be initially looked at by the Vice Principal: HR & Student Services and the Student Services Manager. If it is considered that your criminal record has a relevance to either the course you have chosen or to you being on College premises, the Offender Learning Champion and the Vice Principal: HR & Student Services will undertake a risk assessment which will lead to one of the following decisions:

- We are able to process your application;
- We are able to consider your application providing you agree to certain conditions or support;
- We are not able to consider your application at the present time.

Please give details of all unspent offences for which you have been convicted of (please include dates and any prosecution which you are currently facing)				
If you are applying for a course leading to work with children (under 18), vulnerable adults, social services, uniformed services or the health service, please provide information on any spent convictions				
If you are on probation at the moment, please provide us with permission to discuss your case with your Probation Officer, Drugs Worker, YOS Worker, RAP Worker				
Name of person to contact:				
Based at:				
Telephone number:				
I give permission to discuss my case with my probation Officer, Drugs Worker, YOS Worker, RAP Worker as necessary	Yes		No	

I declare that to the best of my knowledge and belief, everything documented in this form is accurate and up to date. I also authorise Grantham College to make an application to obtain all previous convictions.

Signed:	
Date:	