

Admissions Procedure

Owner: Head of Professional Services

BEACONS OF **EDUCATIONAL EXCELLENCE**
TRANSFORMING THE LIVES OF INDIVIDUALS
AND COMMUNITIES



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 procedure will apply to all course applications and enquiries.

The College, in considering and processing applications will abide by its Equality and Diversity, Health and Safety, Tuition Fee and Safeguarding Policies.

The College commits to offering an appropriate course provision for all applicants, however, for some applicants, the College's courses or facilities will not be appropriate. In these instances, the College will refer applicants to the College Careers Advisor or other external support agencies for impartial guidance about other education and training opportunities.

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.

1. Management and Organisation

- 1.1 The senior leader who is strategically responsible for admissions is the Head of Professional Services, who is supported in the operational management by the Head of Admissions and Schools Liaison who oversees the operation of the admissions process.
- 1.2 Application and enrolment reports are created by the Management Information and Admissions Teams and regularly reported to the Curriculum Leadership Team (CLT) and Senior Leadership Team (SLT).
- 1.3 The Admissions Team will organise all interviews, where necessary, in liaison with the Curriculum Leadership Team.
- 1.4 All staff members who are involved in interviewing applicants will be required to follow this procedure and fully complete all associated paperwork.
- 1.5 Applications for Community Learning courses will be processed by the Community Learning Team.
- 1.6 All applications for Work Based Learning (WBL) and Apprenticeship programmes will be submitted to and processed by the WBL and Apprenticeships Team.
- 1.7 Admissions to Work Based Learning (WBL) and Apprenticeship 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).
- 1.8 The College does not accept applications from those requiring a Tier 4 visa to study in the United Kingdom.

2. General Principles

- 2.1 The Admissions Team will, subject to places being available and where necessary, invite applicants for full-time Further Education programmes to a College interview, initial assessment and, where appropriate, sector specific course aptitude or skills assessment.

- 2.2 Part-time applicants may be invited for an interview or, dependent upon their chosen course(s) of study, receive a direct offer and be invited to complete their enrolment and arrange payments of the necessary course fees (where applicable), prior to the commencement of their course(s).
- 2.3 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 criteria will be established and reviewed annually by CLT and approved by SLT.
- 2.4 All applicants will be bound by the terms and conditions of the College's Tuition Fee Policy, namely, any applicant owing monies to the College must discharge any outstanding debts prior to acceptance or admittance onto a further study programme.
- 2.5 A failure to declare information or providing incorrect information on an application form may result in an offer being withdrawn.
- 2.6 Applicants who are in receipt of a conditional offer from the College will be invited to enrol after GCSE results day where offers will be confirmed subject to meeting the conditions of the offer.
- 2.7 Applicants who do not meet their offer requirements will be referred to:
- 2.7.1 In the case that the applicant intends to study the same/a similar subject, the College Careers Advisor.

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

- 3.1 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.
- 3.2 Applications are screened by the Admissions Team and will be ranked as either standard or non-standard.
- 3.2.1 A standard applicant is an applicant with straightforward choices and no complex support or guidance requirements.
- 3.2.2 A non-standard applicant is an applicant who:
- Is under 16 years old at enrolment (see section 12).
 - 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.
 - Is from a Pupil Referral Unit (PRU) or under the Youth Justice Team.
- 3.3 Once a decision is made about the most appropriate course/route for the applicant, the application form is then processed by the Admissions Team and the applicant will receive an acknowledgement.

- 3.4 Applicants may be invited to attend an interview as part of the general admissions process.
 - 3.4.1 Applicants who do not attend their interview will be invited to attend a further appointment.
 - 3.4.2 Applicants who fail to attend three interview appointments will be withdrawn by default and receive a letter from the Admissions Team informing them of this.
 - 3.4.3 Applicants who are withdrawn by default have five working days to appeal the decision in writing to the Admissions Team.
- 3.5 Upon completion of an applicant interview (either with the Schools Liaison or Curriculum Teams) applicants will receive one of the following outcomes:
 - 3.5.1 If the interviewer is satisfied, applicants who have not yet completed their examinations will be made a conditional offer, subject to successfully attaining the grades outlined within the College's entry requirements.
 - 3.5.2 If the interviewer is satisfied, applicants who have completed their examinations and have successfully attained the grades outlined within the College's entry requirements will be made an unconditional offer.
 - 3.5.3 If the College is unable to make an offer of a place, the applicant will be referred to a supporting agency for impartial guidance about other education and training opportunities.
 - 3.5.4 Applications from students who have an Education Health Care Plan (EHCP) will be referred to the Learning Support Team and offers will be subject to the College being able to meet the needs outlined within the EHCP.
 - 3.5.5 If the College is unable to meet the needs outlined within an applicant's EHCP, we have the right to decline admission to the College. The applicant will be informed of the College's decision.
- 3.6 Late applicants who wish to join the College after a course start date can only do so with the explicit permission of the Curriculum Team. The decision to admit after a course start date (normally the end of September for the year of entry) will be subject to approval by the Head of College.
- 3.7 Where places are available, all late applicants will be invited to attend an interview and, where necessary, undertake an initial assessment and appropriate entry test(s).
- 3.8 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. In addition, a robust personal statement and school report is required. Failure to provide these documents may result in non-admission to the College.
- 3.9 The College has the right to withdraw and reject any application if either the reference or personal statement are deemed to be unsatisfactory.
- 3.10 Applicants already studying at the College and who wish to progress onto another course, are required to adhere to the above process.

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

- 4.1 For part-time 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 will be processed by the Admissions Team who will advise on relevant course fees.
- 4.3 Where interviews and/or initial assessments are required, prior to commencement of the course, the Admissions Team will arrange this in liaison with the Curriculum Team.
- 4.4 Applicants who are already studying at the College and who wish to progress onto another course, are required to adhere to the above process.

5. Higher Education Admissions Process

- 5.1 Refer to the Higher Education Admissions Procedure.

6. Community Learning Admissions Process

- 6.1 Applicants must complete an application form to study on our Community Learning Courses. An applicant does not require formal entry requirements to access a community course, but they will undertake a face-to-face initial advice and guidance interview before completing their enrolment.
- 6.2 Applications for Community Learning courses should be submitted directly to the Community Learning Team.
- 6.3 If fees are payable, students are required to make payment in full prior to the first class commencing.

7. Work Based Learning (WBL) Admissions Process

- 7.1 Applications for Work Based Learning courses are referred to and processed by the Apprenticeship Team for assessment of appropriate course and level. Applications are processed using the centralised management information system to ensure consistent and accurate data reporting.
- 7.2 All applications for an apprenticeship will be supported to find employment by the apprenticeship recruitment team. Only applicants who are successful in securing employment can be fully enrolled as an apprentice.
- 7.3 College Enrolment Form(s), all associated apprenticeship paperwork, and initial assessments to be completed and recorded by the Apprenticeship Team prior to the commencement of the course.
- 7.4 Applications for WBL and Apprenticeship courses from School Leavers (those finishing Secondary Education in July) will also be processed by the College Admissions Team and applicants will also receive an offer of a place on a FE course.

8. Rejection of Applicants

- 8.1 An applicant will only be rejected by the College following a decision by the relevant Head of College, or a member of SLT.

- 8.2 In all cases, unsuccessful applicants will be referred to the College Careers Advisor and/or other multi-agency partners for further guidance or support.
- 8.3 Any applicant refused admission will be written to by the Admissions Team.
- 8.4 The applicant will have the right of appeal and must do so in writing, within five working days.
- 8.5 The Head of College, or a nominated representative, will respond within five working days of receipt of an appeal letter.

9. Previous or Excluded Students

- 9.1 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 previously been excluded from the College or their school, will be invited to a meeting with the relevant Head of Pastoral Support and undergo a rigorous interview and initial assessment.
- 9.2 Disciplinary warnings will progress with a student through the College in accordance with the College's disciplinary procedure.

10. Applicants with a Disclosure

- 10.1 In compliance with 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 referred to the designated Safeguarding Lead who will assess any potential risk to the health, safety and wellbeing of staff, students and the College estate when considering the disclosure.
- 10.2 The College operates an Equality and Diversity Policy and therefore having a disclosure will not necessarily exempt a person from joining a course.
- 10.3 However, this will depend upon the nature of the course of application, the circumstances and background to the disclosure as well as an assessment of any risk posed to the College under its Duty of Care, Child Protection, Vulnerable Adults, Safeguarding, Health and Safety and Security Policies and Procedures.
- 10.4 Criminal record enquiries and disclosures will be in accordance with the Policy 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.
- 10.5 Following an assessment completed by the designated Safeguarding Lead, the applicant will receive either confirmation of potential admittance or a referral of their application to a Disclosure Panel for consideration.
 - 10.5.1 The Disclosure 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, Health and Safety and Student Disciplinary Policies and Procedures.

- 10.5.2 The decision of the Disclosure Panel will be forwarded to the Principal for ratification.
- 10.6 The Admissions Team will convey the decision to the applicant in writing. Multi-agencies will also be informed of the outcome by the Head of Admissions and Schools Liaison, subject to information sharing protocols and agreements.
- 10.7 The applicant will have the right of appeal to the Principal within five working days of receipt of the letter confirming the decision.
- 10.8 The Principal, or a nominated representative, will respond within five working days of receipt of the appeal letter.

11. Admittance Procedures Following Panel Decision

- 11.1 Following re-admittance of excluded or 'at risk' students, the relevant Head of College and the relevant Head of Pastoral Support will ensure that there is appropriate monitoring and review of the student's performance in line with any conditions set on re-admittance.
- 11.2 The monitoring and compliance with these conditions will then be managed by the Head of Pastoral Support and Curriculum Team, who will advise and/or consult the Head of College if a breach occurs.
- 11.3 Should a breach of a serious nature occur then the applicant will be referred to SLT under the terms of this procedure.
- 11.4 Following referral, SLT will exercise the right to exclude the applicant, subject to ratification by the Principal. The College will notify the student of the exclusion.

12. Applicants of Statutory School Age on Application

- 12.1 The College is unable to consider applications from children under the age of 16 years on the 1st September of the year of application.