



ADMISSIONS POLICY AND PROCEDURE

POLICY / DOCUMENT PURPOSE STATEMENT

This document details the procedures which apply when students are applying to enroll on any courses in the College.

APPLICATION

The policy applies to all applicants as students and potential students to the College.

INTERPRETATION

Further guidance on the use or interpretation of this policy may be obtained from the Admissions Team.

LINKS WITH OTHER POLICIES / DOCUMENTS

Equality, Diversity and Inclusion Policy
Fitness to Study Policy
Student Disciplinary Policy
Safeguarding Policy

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ADMISSIONS POLICY & PROCEDURE

1. Purpose

1.1 To ensure the consistent, fair and transparent treatment of all applicants to the College's courses. All applicants are of equal value and are entitled to receive a high quality service designed to meet their individual needs. This policy aims to set out how the College will:

- Provide accurate and up-to-date information about courses.
- Provide impartial advice, guidance and support for applicants.
- Apply consistent, fair procedures.
- Promote equality of opportunity and welcome applications from all learners.
- Respond to enquiries and applications in a timely manner.
- Provide clear guidance to staff implementing the admissions process.
- Be clear when the College cannot reasonably meet the needs of the applicant.

2. Scope

2.1 This policy covers all potential students and all staff involved in providing information on courses and in deciding on the admission of students e.g. tutors, registration, administration and student support.

3. General Principles

- 3.1 During the application process, potential and current students will have access to accurate and appropriate information and support to enable them to make an informed decision about whether to apply for a particular course. This may be provided in person, over the telephone, in written form (course brochure or specific course information leaflet) or via the College website.
- 3.2 Staff implementing basic skills assessments will be appropriately trained as will staff providing Information, Advice and Guidance.
- 3.3 Whilst wishing to support potential and current students, the College also takes very seriously its duty of care to its staff, students and other College users, many of who are vulnerable adults. The College reserves the right not to allow individuals to attend courses particularly where there are issues around Safeguarding, Prevent or Health and Safety.
- 3.4 The College aims to support students to achieve on our courses and we reserve the right to make a judgement on whether a student's personal circumstances are at the point where they are able to attend a course with us, where they can achieve and cause minimal disruption to the rest of the College.
- 3.5 Students will not be allowed to book onto courses with a gaps of less than 5 days between courses as this is not conducive to effective learning.

- 3.6 The College reserves the right to make variations to courses, entry requirements and methods of delivery, and to discontinue or combine courses both before and after the student's admission to the College if such action is considered necessary.
- 3.7 Students must achieve minimum accreditation standard with acceptable levels of academic support from tutors, support workers, and/or their peers. If necessary, withdrawal may be recommended from future college courses, and alternative provision, where it exists, will be recommended.
- 3.8 All information received will be treated confidentially and will not be shared with staff without good reason.

PROCEDURE

1. Admissions

- 1.1 Course information will include details of:
 - Subject specific entry requirements.
 - Cross college entry requirements in English and Maths.
 - Course content and structure.
 - Commitment expected from the student (residency, homework etc.)
 - Successful course specific interview and/or assessment.
 - Course costs if applicable.
 - Qualification or accreditation to be gained.
 - Application process e.g. Interview, telephone interview, questionnaire.
 - Any other requirements.
- 1.2 Places on courses are normally allocated on a first-come-first-served basis subject to:
 - The applicant meeting the published entry requirements.
 - The College having had chance to arrange appropriate support where it is reasonable to do so.
 - A fully completed application/ enrolment/ registration form as applicable.
 - A successful interview/assessment if applicable.
 - The support needs of the whole group being manageable.
 - Payment of any relevant course fee.
- 1.3. On occasions where higher level courses are required by the student, any available proven prior accreditation will be taken into consideration. It is the applicants' responsibility to provide proof of prior achievement.
- 1.4 The College reserves the right to withdraw free courses if it is found that a false declaration has been made with regard to a person's benefit status. Spot checks may be undertaken and if benefit evidence is not forthcoming the student will not be allowed to attend courses until proof is provided.
- 1.5 Changes to the content of courses will be communicated to the applicant without delay. The College will make every reasonable effort to provide the teaching and facilities necessary for the course of study.

- 1.6 Course fees and tuition fees for our courses vary. Not everyone will have to pay these. Information on fees is advertised in conjunction with our courses in our prospectus. Fees are reviewed annually and the College reserves the right to change fees at any time. All courses offered are subject to demand and we reserve the right to cancel any course.

2. Information, Advice & Guidance

- 2.1 Applicants will be provided with appropriate advice and guidance by admissions as part of their learner journey when enrolling onto courses at the college. Those who do not meet the entry criteria will be offered advice on appropriate courses and relevant organisations.
- 2.2 Applicants failing to engage in advice and guidance conversations will not be enrolled onto courses in the college.
- 2.3 The College reserves the right to direct students to a programme of study and not allow applications on courses which do not fit that programme of study. IAG will be provided when a student is new to the college and reviewed after every 4 short courses have been completed. Access to further courses may be withheld until this discussion have taken place.

3. Applicants with Mental Health Problems, Learning Disabilities or Physical Disabilities

- 3.1 Applicants are encouraged to discuss their support needs as early as possible in the process to allow time for support to be arranged or adjustments made where they are reasonable. If a student arrives with a non-disclosed requirement which the College is unable to meet the student will normally have to be asked to leave. Support needs will then be discussed with the student or their support worker with a view to properly meeting the student's needs on a future course as long as the College is reasonably able to meet their requirements.
- 3.2 Where the College does not have the resources to meet the needs of the applicant the College will explain the situation. Alternative solutions will be discussed but if no resolution found then the applicant will be given advice and redirected where possible.
- 3.3 The College reserves the right to adjust the support provision requested by the student based on information received. This may be prior to the course e.g. due to the nature of the course or during the course based on feedback received. Any changes will be discussed with the student. Support arrangements will be reviewed after each course. Information from the tutor and support worker (if relevant) will be gathered and future provision adjusted in consultation with student.
- 3.4 Support will not necessarily be provided on a one to one basis.

4. Applicants/Students who are Ex-Offenders

- 4.1 Where a potential student discloses that they are an ex-offender, they will be asked for further information e.g. the nature, dates and number of offence/s committed. If they have been in prison then the period of imprisonment and date of release will also be requested. If they wish to discuss this confidentially then they can asked to

be contacted by a member of the Student Support Team. Where support workers or probation workers are involved, they may be contacted by the College for further information.

- 4.2 In considering the offences committed the College will take into account: the level of the offences; the number of offences; the type of offences; the timescale of the offences, and any mitigating circumstances. It is unlikely that an individual with serious offences involving vulnerable adults, violence or arson would be offered a place on a course due to the residential nature of the College.
- 4.3 Failure to reveal offences which are later discovered could lead to withdrawal of a place on the course whilst more information is obtained and a full decision made.

5. Applicants/Students in Recovery

- 5.1 The College is committed to support individuals who are recovering from addiction to any substance and the more information we have, the better we can support the individual.
- 5.2 Where a potential student discloses that they are in recovery, they or their stated support worker will be asked for more information regarding the type of addiction, the time they have been in recovery and if there are support organisations already involved.
- 5.3 If the individual is on recovery medication, then it is expected that they can control their own prescription. Prescription collection or appointments should be arranged out of lesson/course times.

6. Applicants/Students on medication/recently out of hospital

- 6.1 Students are welcome to attend courses with us as long as they are well enough to do so. The College normally relies on the student to make this judgement for themselves. However, where support requirements become unreasonable for the College to meet (e.g. support costs or continued disruption to lessons due to break requirements) or where a recent attempt on a course has failed due to health issues, the College may ask the individual to return at a later date when their situation has improved.
- 6.2 Where a student is out of hospital due to an attempted suicide, or where there is a history of attempts on life, a Student Services Team Leader or another manager will need to be involved to establish the person's current situation including support already in place and/or required as per the 'Fitness to Study' Procedure.
- 6.3 Under no circumstances will the College take responsibility for the keeping of or administering of medication to a student.
- 6.4 If the type of medication being taken causes drowsiness or loss of concentration, the College may suggest that the individual does not come on courses until the relevant medication has ended. This discussion may take place prior to a course starting or may be part of a fitness to study conversation either during or following a course where behaviour has been a concern.

7. General

- 7.1 The College recognises that more than one of the situations outlined in this procedure may apply to one individual and that there may also be other issues to consider.
- 7.2 If a student has multiple issues and requests other forms of support then this should be discussed with the Student Services Team before a course offer is made.

8. Unacceptable Behaviour

- 8.1 An 'Acceptable Behaviour Contract' (ABC) will normally be completed with a student where there are concerns e.g. persistent lateness, undesirable behaviour etc. These conditions will allow the College to monitor behaviour and act if necessary using the Fitness to Study, Student Disciplinary, or other College policies and procedures.
- 8.2 Activities which break College rules or the law will normally lead to the withdrawal of the offer of attending courses or expulsion from courses for a specified period. The College is required to inform the authorities of unlawful activity.

9. Non-Attendance and Cancellation Policy

- 9.1 The college appreciates that in certain unforeseen circumstances students need to cancel their course with us. We will therefore refund any payment for fees for funded short course and longer courses up to and including Level 2 fees or re-enrol a student onto a future course if we are contacted prior to the course commencement up to twice in an academic year.
- 9.2 If a student cancels a short course or longer course up to and including Level 2 twice in an academic year we will also reserve the right to not enrol them on any future courses that academic year and remove them from any course they may already be enrolled on.
- 9.3 If a student fails to attend any short course or longer course up to and including Level 2 and doesn't contact us prior to the start of the course we will not refund any fees that may have been paid. We also reserve the right not enrol them on any future courses and to remove them from any other courses they may already be enrolled on.
- 9.4 Any student who attends a short course or longer course up to and including Level 2 and leaves for any reason before completion will not be entitled to a refund of any fees paid.
- 9.5 For Level 3 and above courses funded by the Advanced Learner Loans, the college reserves the right to authorise the collection of payments from Student Finance England including if the student leaves the course or is withdrawn by the college up to the date of withdrawal. If the student does not secure an approved loan for fees from Student Finance England, the college reserves the right to invoice the student directly for fees up to the date of withdrawal.
- 9.6 The college will refund payment of any fees paid for any non-funded full cost recovery courses if contacted prior to the start of the course. If the student withdraws or is withdrawn by the college from the course once the course has commenced, we

reserve the right to charge fees up to the date of withdrawal and invoice for this payment if required.

- 9.7 We would ask that students give us as much notice as possible of cancellation so we may offer their space to other people who may be on a waiting list.

10 Appeals

- 10.1 An applicant or student wishing to appeal against a decision made under the Admissions policy should put their concerns in writing to the Head of Student Experience within 10 working days of the decision being made.
- 10.2 The Head of Student Experience will arrange for an investigation into all the available evidence and will normally respond to the applicant/student in writing within 10 working days.
- 10.3 The Head's decision is final.

11. Monitoring

- 11.1 The effectiveness and appropriateness of screening and assessment tools used will be reviewed.
- 11.2 The General Governing Body meeting will review the student admission profile on an annual basis including monitoring learner recruitment, retention and success and also student complaints and compliments.
- 11.3 Available electronically from any member of staff, on the College's website, and in paper format on request from Student Services.