

Purpose of Policy

The Admissions Policy aims to reflect the open access nature of the College and to give clear statements of prospective students' entitlement to access College courses.

Scope

This policy covers the admission of all potential 'home' students to College Courses. Overseas applicants are subject to the International Student Admission System.

Policy

The College will offer an unbiased Advice and Guidance Service to all prospective students. This may be via the Nextsteps service for those over the age of 19. Students do not have to apply for a course to receive a guidance interview.

Students will be offered places on courses if it is agreed that the College can offer appropriate Education or Training and that the student can reasonably be expected to achieve.

Admissions to all courses (except for courses for 14-16 year old learners) that require an interview will be administered by the Central Admissions Team to ensure a common approach. Any student declaring a disability or learning difficulty on their application form is entitled to support or advice from the Learner Support team at or prior to their interview.

Admissions to courses for 14-16 year old learners will be over-seen by the Schools Curriculum Manager, but it is expected that such learners will go through an application & selection process.

Admission is subject to places on courses being available. Places on courses will be allocated on a first-come-first-served basis, provided that the course entry criteria are met. Under exceptional circumstances the Principal reserves the right to approve amended arrangements.

The College reserves the right to withdraw an offer or close a course if there are insufficient numbers of students.

Any student (except for 14-16 year olds) that is refused a place at College will have the right of Appeal to the Principal. In the case of 14-16 year old learners they should, instead, appeal to their school.

Any student who has previously been excluded from the College or any other educational institution will need to obtain written permission from the Principal before an application can be processed.

The College reserves the right not to admit a learner who has any outstanding debts to the College.

Any student who declares a learning difficulty or disability at application or enrolment will be entitled to further assessment of needs with a suitably qualified member of staff, except where the student is aged 14-16 where the Local Authority is responsible for this process.

Students will be invited in for an initial assessment (also called "screening") once an offer of a place has been made. This is used to identify literacy & numeracy needs and will inform

support plans and possibly the level of study. Screening will not be used in order to exclude students from the admissions procedure.

All students studying a full-time level 2 course and below will go through the screening process either as part of admissions or during induction. Those on a level 3 course will be screened during their Key or Functional Skills sessions.

The results of the screening process will be available to individual students and to staff who work with them.

At all times, the College will consider and adhere to its duty under its commitment to equality, diversity and inclusion (see related documents below).

Contribution to Achievement of the College's Mission

The College's Mission is *'Promoting Diversity, Raising the Standard, Taking Education Further'*. This Policy contributes to the Mission by reflecting the open access nature of the College and by taking education further into our business and social communities.

Implementation

The College application form will invite students to disclose information about their support needs and students will give their consent to relevant personal information being processed for any reason connected with the application, their studies, health and safety or any other legitimate reason.

Students who have disclosed support needs on the College application form will be invited to have an interview with a member of the Additional Learning Support team. If information is disclosed about past or current behaviour that may present a safety risk to themselves or others a risk assessment will be undertaken prior to an offer of a place being made. Support needs will be discussed at this interview and will be planned for the length of the programme, based on reasonable adjustment. Students disagreeing with the type and/or amount of support offered will be entitled to appeal to the Student Support Manager/s.

Students who have disclosed a criminal record will be asked to discuss the implications of this for their studies at college. If information is disclosed that may present a safety risk to themselves or others a risk assessment will be undertaken.

For some courses that require an interview, students may be required to undergo Literacy, Numeracy, IT or practical skills assessment. Further diagnostic tests may take place for students with additional learning needs. Details of this will be available at interview.

Where courses require that a vocational skills test or exercise is used in the interview process this will be for an assessment of aptitude only and will be used to determine the appropriate level and type of course that will be best suited for the applicant.

For Full Time Courses which require planned attendance of at least 450 guided learning hours

- Students must complete an application form. This entitles them to a pre-entry interview provided entrance criteria are met (ie grades have been achieved or are predicted to be achieved)
- Interviews will be arranged in a timely manner.
- All interviews will be carried out in a uniform and consistent manner by an appropriate member of Academic staff.
- Offers of places will only be made following an interview.
- Offers may be subject to a satisfactory reference and achieving minimum entry requirements or, in exceptional circumstances, the agreement of the student to

adopting extra studies or additional learning support to enable them to successfully complete and achieve their main learning goals.

- Students on full time 16 – 19 courses will normally be expected to undertake Key Skills as part of their programme.
- Tuition and Examination Fees will be remitted subject to proper fee-assessment in line with the College Fee Policy.
- Additional financial help with course fees, travel, books, equipment and childcare may be available through the the College Learner Support Funds. Details will be available from Student Services.
- Students who cannot be offered a place due to lack of places or failure to meet the entry requirements will be referred to Student Services or Nextsteps for further guidance.
- At all times, where a student wishes to remain on a programme of study they will be expected to maintain the entry or progression criteria.

For Part-Time Courses which require planned attendance of less than 450 taught or 'Guided Learning Hours' per year

- Some part-time courses require a pre-entry interview and an assessment to ensure that entry criteria are met by applicants. Such courses shall state this requirement in the College Prospectus or, for 14-16 year old learners only, in the Directory of Work Related Learning Programmes (or similar document).
- Part-time courses that do not require a pre-entry interview do not normally have entry requirements, but the college will determine if the student is capable of meeting the requirements of the programme. Guidance will be available from enrolling staff.
- Tuition and Examination Fees will be remitted subject to proper fee-assessment in line with the College Fee Policy.
- Additional financial help with course fees, travel, books, equipment and childcare may be available or the College Learner Support Funds. Details will be available from Student Services.

The College will insist that Criminal Records Bureau (CRB) checks are made prior to entry on courses that lead to careers where this is a requirement or where work experience providers make this a requirement. Certain convictions will mean that enrolment will be refused.

All students enrolling on places at the College must commit to their responsibilities under the Student Charter and must sign a copy of the learner agreement (see related documents below) to indicate their acceptance of this.

All new students will undergo a College induction and orientation programme. This will vary depending upon the nature and length of the course.

Monitoring and Impact Measurement

This will be through regular reviews & analyses of the numbers of applications converted to offers of places. There will also be consideration of the numbers of offers made to alternative courses, the additional support given and the take up of places on courses. Reports will be made to the Executive Management Group on such issues.

Related Policies and Documents

- Equality, Diversity & Inclusion Policy
- Single Equality Scheme
- College and Student Charter
- Learner Agreement
- Fee Policy
- Curriculum Policy
- Overseas Admissions Policy

- HE Admissions Policy (*being prepared*)
- 14-16 Off Site Work Related Learning Policies and Protocol documents.

Publication of Policy

This policy will be made publicly available, provided to all members of staff and students via the Intranet and forwarded to appropriate bodies on request.

Policy Review Date	March 2015
Executive member responsible for implementation	Vice-Principal Communications, People & Development

Approval and Review History
• Approved by the Corporation on 17th September 2003 (Minute C77/03)
• Reviewed and approved by the Corporation on 15th September 2004 (Minute C73/04)
• Reviewed and approved by the Corporation on 14th September 2005 (Minute C71/05)
• Reviewed and approved by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute X)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 26th March 2012