



FE ADMISSIONS PROCEDURE

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1. Purpose

The purpose of this procedure is to detail the admissions process for further education students to study for a full time or part time course at the College.

The admissions process has been developed to ensure:

- A fair, open and transparent admissions process
- Impartial information, advice and guidance is offered to all applicants.
- A process where individual learning needs are identified, and effective support mechanisms are in place to ensure applicants are appropriately matched to a course
- A process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to staff, students are discharged
- A process which is accessible to all applicants and is consistent with the College's commitment to equality and diversity

2. Scope

This procedure applies to all applicants applying to study a further education course (excluding Higher Education and Apprenticeships).

3. Responsibility

Ultimate responsibility for this procedure within the College lies with the Vice Principal Finance & Resources.

4. Service commitment

4.1.1 The College will provide all applicants with:

- A comprehensive range of up-to-date information about courses on offer, including all costs involved
- Detailed information on facilities and services available

- A dedicated customer service from qualified and trained staff
- Ease of access through a well-managed, comprehensive and flexible admissions system
- Efficiency of service, allowing for a prompt response and rapid processing of applications
- Accurate mapping of an appropriate course to individual need, potential and aspiration
- Equality of opportunity.

4.1.2 Business Support Teams will:

- Provide high quality information, advice and guidance
- Provide accurate and timely course information
- Operate within all College policy guidelines
- Process all full-time applications and relevant part-time applications via the central admissions system
- Liaise closely with the Curriculum Directors and Heads of Department, staff and students to ensure all applications are processed within agreed service standards
- Monitor service standards on a regular basis
- Process applications and arrange one-to-one discussions for specific courses
- Work closely with the Local Authority, local schools and other agencies where appropriate
- Refer applicants to the College careers staff, Career Advisers, where appropriate, to receive further advice and guidance
- Refer applicants to the relevant student support teams, where appropriate, to receive further advice & guidance
- Identify those who require further support via Additional Learning Support (ALS)
- Provide statistics of enquiry and application trends

4.1.3 The Marketing Team will consider operating relevant “keep-warm” strategies depending on the nature of the course, including:

- Contact by text-messaging, e-mail and post
- Invitations to College events

- Key news via social media channels

4.1.4 Tutors will:

- Provide high quality, impartial advice and guidance to applicants
- Ask appropriate questions during the applicant's one to one discussion (where the courses in question requires a one to one discussion).
- Complete accurate and timely recording of one-to-one outcomes to enable the Admissions Team to communicate with applicants in a fair and transparent way
- Liaise with Heads of Department to ensure that course information is up-to-date and relevant.
- Ensure applicants are referred to Career Advisers if a particular course or area of study is unsuitable. Career Advisers will offer additional advice and guidance or follow the referral procedures if necessary
- Operate within all College policy guidelines
- Identify those who require further support and make necessary arrangements with the Additional Learning Support (ALS) Team.
- Encourage all first-year students and those progressing to the next level to reenrol at the appropriate time through the internal progression process subject to approval.

5. Procedure

5.1 Study Programme (16-18) admission process

See flow diagram in Appendix A

5.2 Adult Course (19+) admissions process

See flow diagram in Appendix B

6. Equality, diversity & inclusion

We are committed to admissions practices which positively promote equality, diversity, inclusion and fairness. We do not discriminate directly or indirectly against an applicant. In exercising our decision-making powers, we are not influenced by an applicant's characteristics.

We have a responsibility to ensure that those with a disability, learning difficulty or long-term health condition are not prevented from equal access to all aspects of the admissions process.

Applicants are encouraged to disclose a disability, learning difficulty or long-term health condition at application stage, this will not influence any decision made on academic grounds. Where an applicant has disclosed a disability, learning difficulty or long-term health condition, details are shared with the Additional Learning Support team who will discuss the support we can provide.

If the applicant has an Educational Health and Care Plan (EHCP) the College follows the processes outlined in the Special Educational Needs and Disability (SEND) Code of Practice. The local authority must comply with the applicant's preference and consult with the College. The relevant local authority must send an up-to-date EHCP for consultation which allows the College to make an informed assessment of the support required and provide an accurate response to consultation, this includes staffing and the wider resources that may be required in order to meet the applicant's needs. Consultations should be made by 31 March of the calendar year of transfer and sufficient time must be allowed for the College to secure the required support provision. Where late requests for consultation are made, delays may occur in the implementation of the support provision, however the College will endeavour to resolve this as quickly as possible.

The consultation period is 15 days; this does not include College holidays, when staff are on annual leave. In this instance, every effort will be made to maintain response times within the consultation window.

There are occasions where a place at the College cannot be agreed, these decisions are made in accordance with the Special Educational Needs and Disability (SEND) Code of Practice and Children and Families Act.

Where an application is made to a course which is full or operating a waiting list no advantage can be offered to any individual, including those with an Educational Health and Care Plan (EHCP) and/or those with special educational needs. Offers can only be awarded on a sequential basis.

7. Entry guidelines

- All courses have clear and robust entry requirements.
- College entry requirements are applied consistently across all levels.
- Entry requirements are outlined within College prospectuses and / or course information sheets.

- Some applicants may be asked to complete a pre-course assessment or an initial and/or diagnostic assessment
- Adults will need to meet the relevant funding eligibility requirements set out in Adult Skills Fund (ASF) funding rules for certain courses. Some adults may be able to access an Advanced Learning Loan to fund certain programmes at Level 3 or above.

8. Oversubscribed courses

Some courses that we deliver are popular and can become oversubscribed. If this occurs, applicants will be notified, offered information about alternative course, and / or placed on a waiting list. Allocation of places to those on a waiting list will be based on the date of the offer.

If you have applied for multiple courses, it is important that you inform Admissions of your first-choice application. If you change your mind and the course you wish to transfer to is operating a waiting list you will be added to the list. You can however, keep the original course as an active application in the event places do not become available on your first choice.

Where an application is made to a course which is full or operating a waiting list no advantage can be offered to any individual, including those with an Educational Health and Care Plan (EHCP) and/or those with special educational needs. Offers can only be awarded on a sequential basis.

9. Refusing entry/delaying offer

The College may refuse an application to study, or subsequent enrolment at the College if an applicant:

- Is unable to demonstrate the minimum entry requirements
- Has been previously excluded from the College. If the applicant has previously been a student at the College and has been excluded on disciplinary grounds, an application must be made in writing to the Vice Principal Curriculum
- Has a criminal conviction or has a pending criminal prosecution, which prevents them from undertaking the course or programme applied for
- Potentially endangers or poses a risk of harm to staff or students of the College

- Has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion is unable to meet
- Has an Education Health Care Plan (EHCP) that, upon review the College is unable to support
- Has previously been a student at the College and has any outstanding monies owing to the College (e.g. not all fees have been paid). The applicant's application will not proceed until all outstanding debts are cleared
- The applicant demonstrates rude or abusive behaviour towards staff.
- The applicant does not meet government funding and/or eligibility criteria

The above is a non-exhaustive list and there may be other reasons or circumstances for which the College may consider an applicant unsuitable to study on a particular course or, at the College.

Our full-time study programmes are primarily for students aged 16-18-years. These programmes typically contain a 'main' qualification, along with additional components such as English, Maths and Work Experience. We will consider applications from adults aged 19 or over on a case-by-case basis, however, such applications will be limited to the 'main' qualification, excluding the other components of the study programme.

If the College considers that it is unable to admit an applicant to the course they have applied for, the College will explore with the applicant whether there is a suitable alternative programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

10. Overseas applications

The College does not accept applications from overseas.

11. Applications from ex-offenders

Applications from ex-offenders are welcomed and disclosure must be made at the point of enrolment.

Current students must disclose at their progression review any criminal convictions or pending prosecutions that have occurred since enrolling as a student.

A rigorous risk assessment will be conducted by the College's Safeguarding Manager. Where relevant and appropriate, this risk assessment will be done in liaison with external agencies (e.g. Probation Service, Sexual Offenders Registration Unit, Youth Justice Service, Social Care, CYPMHS etc) to assess, without prejudice, the applicant's suitability to attend College. If it is agreed that the applicant can enrol, this may be on condition of compliance with a Risk Management Plan. This is to ensure that we protect all of our students and staff, as well as the applicant.

Recommendations are then made to the Designated Safeguarding Lead who will accept or decline the application based on the findings of the risk assessment. For further information on this process, please see the College's Safeguarding and Protection of Children and Adults at Risk Policy.

12. Changes to courses

The College makes all reasonable efforts to deliver the programmes of study described in publications and other College documents. However, on occasion the College may be required to make changes, which may include but not limited to:

- The course curriculum/modules (e.g. replacement of core and/or optional modules)
- Change of Awarding Body
- Additions/changes to mode(s) of delivery; altering the location of the course. For example, following campus consolidation to allow College to provide the best facilities and academic provision to students, or in the event of a pandemic and/or national lockdown where we may be required to move teaching online
- Suspension or cessation of a course.

The College will only close courses when it is not financially viable to run or when the student experience will be compromised.

The College will inform applicants and students at the earliest opportunity of any significant changes to, or suspension/cessation of a course, particularly when this occurs between the offer of admission and enrolment.

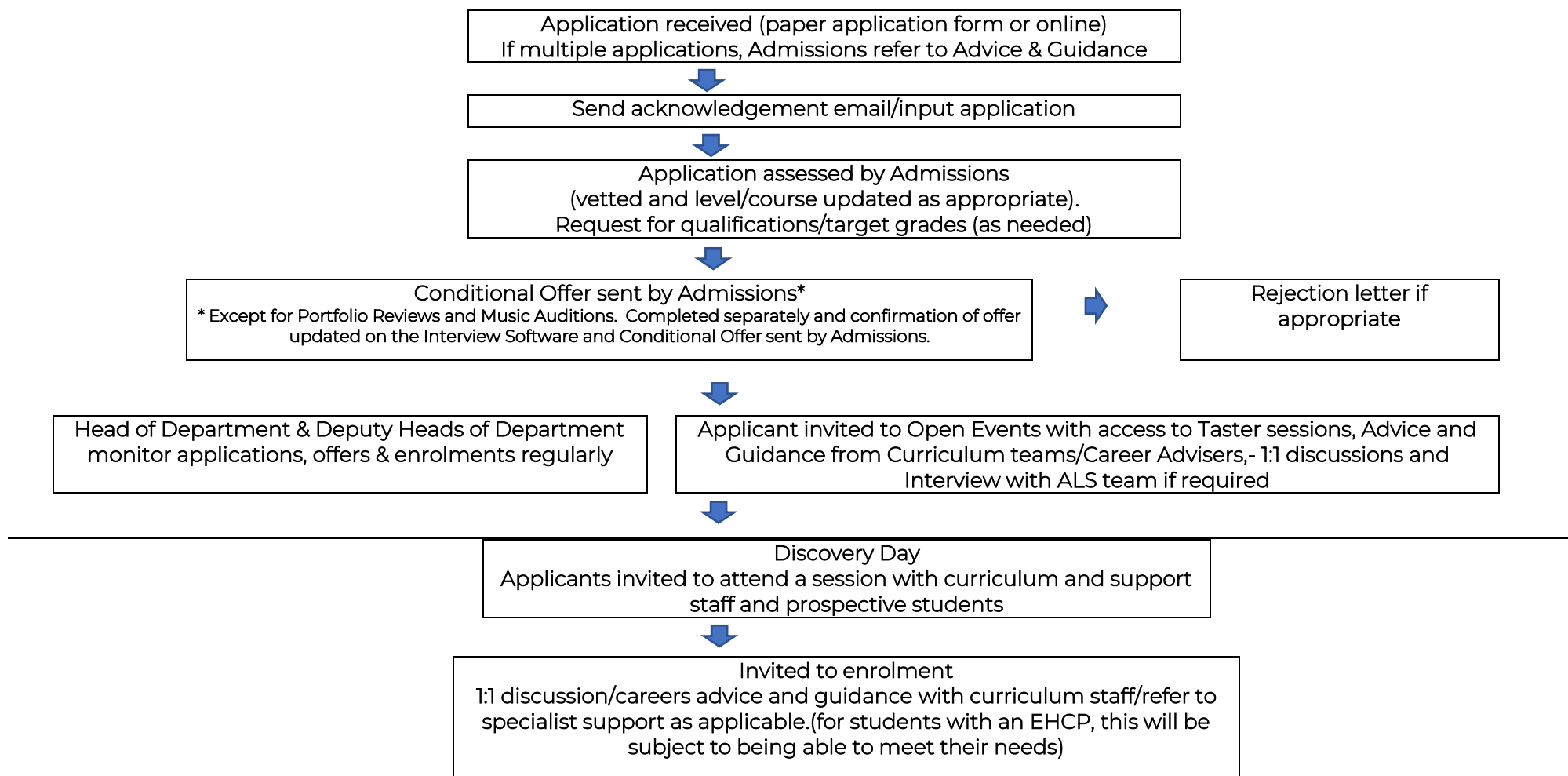
If required, the College will assist applicants in identifying similar programmes of study, both internally and externally if there are course changes.

13. Appeals

Individuals who are refused a place will be given a clear explanation for the refusal based on published entry guidelines. They will have the right to appeal against the decision through the College's Comments, Compliments and Complaints Procedure

Admissions Procedures

Appendix A – School Leavers (16-18s and 19plus with EHCPs)



Appendix B – Adults 19plus (Full and Part Time)

