FE Admissions Policy

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Policy Statement

The College will endeavour to abide by the principles and aims of the Admissions Policy and to ensure that all students are given the opportunity to achieve their potential.

Wirral Metropolitan College is committed to valuing diversity, and promoting and implementing equality of opportunity in all its activities. The College seeks to recruit students from a diverse community and welcomes applications from motivated individuals from all backgrounds. We recognise that student potential is not always demonstrated merely by formal academic qualifications and the College will accept applicants from backgrounds that are under-represented within post-16 education.

Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices. Whilst we aim to offer provision for all applicants, we recognise that for some students, the College, its courses or facilities will not be the most appropriate option and appropriate external referral will be made if this is the case.

Existing students who are 16-18, wishing to progress within their existing curriculum area should discuss this with their Personal Tutors as part of the Next Steps tutorial process.

Existing students who are 19 and over should complete an application which will be processed by Student Services. This will ensure that appropriate funding and finance information is made available to them.

The Admissions Policy aims to be fair and impartial to all applicants and to ensure the College meets the obligations reflected in current legislation, government priorities and College policies.

The recruitment and admission process for Apprenticeships and Traineeships is employer-led and responds to the demands of the labour market. Therefore the criteria in this document does not apply to Apprenticeships, Traineeships and Employability programmes or to courses funded by the Office for Students (OfS).

Wirral Met can no longer offer visas for international students under Home Office legislation.

Eligibility to apply for apprenticeships, get funding for further education or access Advanced Learner Loans in England will not change in the academic year 2020 to 2021 for:

- citizens from the EU, Iceland, Liechtenstein, Norway and Switzerland who qualify for the EU Settlement Scheme
- Irish citizens

Adults will need to meet the relevant eligibility requirements set out in:
Key Aims

In supporting this policy the College will strive to:

1. Ensure that applications are processed efficiently and effectively
   1. Applications are managed through the centralised Admissions team
   2. Students must apply using a standard College application available online and in paper format.
   3. The College will ensure enquiries received via telephone, email, in person or letter will be logged and responded to within five working days
   4. Once an application form has been submitted, applicants can request information about the progress of their application at any stage
   5. Interviews will be held on pre-arranged dates through the year
   6. All applicants are entitled to receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme
   7. Where appropriate students will be given a conditional or unconditional offer within 7 working days of the interview
   8. Clear, informative joining instructions will be available to prospective students at least 4 weeks before the beginning of a course for applicants who have applied more than 6 weeks before the start of that course. If applying less than 6 weeks before the start of the course, joining instructions will accompany the offer.
   9. Students applying for ESOL places in year will be offered an interview and/or assessment and a place if available at their level.

2. Match prospective students to the most appropriate course for them
   1. The College will provide a range of events, including open days and taster events, as a portfolio of information opportunities for potential applicants (Please note that these may be virtual in current academic year)
   2. All course information is accurate and clear and will include sufficient information on the course content for the prospective student to understand what the course will cover and of progression opportunities available
   3. All course information leaflets contain clear entry guidelines which are reviewed annually
   4. All prospective students will have the opportunity for an impartial guidance interview
3. Identify the support needs of prospective students

1. Prospective students’ needs will be identified as soon as possible in the application process, this may include support with English language, for a learning difficulty or disability, a medical need or an issue relating to safeguarding
2. Opportunities will be given throughout the application process for prospective students to declare support needs and to discuss these with a member of the Additional Support team or the Safeguarding Manager
3. The College Manager, Student Support will ensure that the College makes all reasonable adjustments to accommodate an applicant’s support needs
4. Applicants will be told whether or not their support needs can be met and provided with clear explanations of the provision / adjustments that can be made
5. The College reserves the right to refuse entry to any applicant with a criminal conviction or to applicants who may jeopardise the security, safety or reputation and integrity of the College or where there are relevant professional criteria which apply.

This policy should be read in conjunction with TL4 18 Further Education Admissions Procedures and Guidance.