



Wirral Met College

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.

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.

Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices.

Existing students wishing to progress within their existing curriculum area should discuss this with their Personal Tutors as part of the Next Steps tutorial process. Applications received outside of the process will be referred back to the curriculum area.

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.

This policy will be reviewed annually.

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 Higher Education Funding Council for England (HEFCE).

Due to Home Office legislation, applicants who identify themselves as either:

- Not resident in the EEA for the last three years
- Not a British or EU citizen

must be referred to the College's international office where documentation / passports will be checked.

Students for whom English is not the first language will need to have a language assessment and eligibility for home fee status will need to be established.

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 College Admissions team
2. Students must apply using a standard College application form available online
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. The College will respond to applications within ten working days of receipt. 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 letter within 5 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 an immediate 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
2. All course information is accurate and clear and will include sufficient information on the course content for the prospective student to have a clear understanding of 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
5. All applicants for full time study programmes and courses will have a one to one interview
6. Prospective students who are unclear about their choices will be given the opportunity to have a further impartial guidance interview
7. Individuals who are refused a place will be given a clear explanation for the refusal based on published entry requirements. They will have the right to appeal against the decision through the Colleges Comments, Compliments and Complaints Procedures
8. If a reference is required, but not available at interview, this will be recorded as one of the conditions of any offer made. For 16-19 students a copy of the most recent school report may be provided as a reference
9. Personal tutors will record outcome of Next Steps interview on Pro-Monitor for all existing students and those which are progressing will be invited to enrol in June

Uncontrolled document when printed, refer to staff intranet for current version

10. The College will endeavour to offer appropriate information and support to both potential and enrolled students to enable them to make informed decisions and choices at relevant stages of the admissions cycle

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.