

Further Education Student Admissions Policy

Title:	Further Education Student Admissions Policy		
Document owner:	Customer Services and Admissions Manager		
Reviewed/updated by:	Annual		
Version:	6.9		
Review cycle:	Annual		
Date of update:	Sept 2025		
Next due:	April 2026		
Approval Level:	SLT	Y	
	Governors	Y via Q and C	
Date Approved:			
Publication:	Intranet	Y	
	Website	Y	
	Students	Y	

Version	Author	Date	Section	Changes summary
6.9	MJ	11.9.25	Title	Realign annual review date

Further Education Student Admissions Policy

1. Introduction / purpose of policy

This policy applies to applicants for all award-bearing Further Education Courses offered by the College or partner institutions. The purpose is to:

- Protect the interests of the applicants.
- Enable staff to effectively manage student admissions.
- Provide clear and transparent information on the selection process.
- Support the College strategic plan by welcoming and supporting the admission of under-represented groups.

2. Scope

This policy applies to all applicants to further education courses at Craven College.

3. Role and Responsibilities

- The Customer Services and Admissions Manager has overall responsibility for this policy.
- The Customer Services and Admissions Manager is responsible for ensuring that Customer Service staff are compliant with the policy.
- Customer Services and Admissions Staff are responsible for following the policy and practicing fair admissions for all further education applications received.

4. Policy Statement

Policy Objectives

A. Information, Advice and Guidance (IAG)

1. To provide accurate and timely information, advice and guidance to all applicants, enabling them to make informed decisions about the most suitable programme of study.
2. To ensure full transparency about the programme of study, including fees, additional costs, methods of assessment, special equipment or materials required, and any residential visits.
3. To provide accessible IAG for applicants with disabilities and/or learning difficulties, ensuring they are supported in accessing relevant information.
4. To carry out initial assessments to help identify appropriate study programmes aligned with applicants' needs, abilities, and career goals.

B. Enrolment and Ongoing Support

5. To ensure all students are enrolled on the most appropriate programme, considering prior qualifications and experience, to support positive outcomes.
6. To identify and arrange suitable additional support for learners who need help to succeed on their chosen course.
7. To deliver a responsive, efficient service that communicates effectively with prospective students and meets agreed service standards.

C. Data Collection and Compliance As part of this process, information will be reviewed and processed in accordance with General Data Protection Regulation (GDPR) and used for educational purposes only. This includes:

- Health information requiring special consideration
- Fee status assessment
- Disclosure of relevant criminal convictions (e.g., offences involving violence, sexual offences, drugs, or theft)
- Equal opportunities monitoring

5. Legislation and Regulatory Compliance

The College is compliant with the professional, statutory, and academic requirements of the agencies with which it works, and with national legislation and gives due regard to Statutory Guidance and the law, for example Equality Act 2010, Children and Families Act 2014, Working Together to Safeguard Children Act 2018, Human Rights Act 1998 and GDPR compliancy.

1. The College will work closely with Local Education Authorities to meet legal requirement under the Children and Families Act 2014 in respect of:

- Duty to admit students if the institution is named in an EHCP plan.
- Duty to co-operate with the local authority to identify and meet the needs of young people with SEN. This is a reciprocal duty, meaning that the local authority must also cooperate with colleges to ensure young people's needs are met.
- Placement at the college for students with an EHCP is subject to the consultation process. The relevant local authority will instigate this process and the college will respond within the statutory timeframe (15 calendar days). No provisional offer of

study will be given until this process is complete and the college has determined they are able to meet need.

2. A DBS (Disclosure and Barring Scheme) check may be for applicants applying to certain programmes e.g., childcare and in specific circumstances. Where a DBS Disclosure is requested, the outcome of this will be taken into consideration when deciding about offering a place to an individual.

6. Monitoring and Review

This policy will be reviewed annually or in response to legislative changes.

7. Related Policies and Documents

[Careers Education, Information, Advice and Guidance Policy](#)

[Equality, Diversity & Inclusion Policy](#)

[Fee & Refund Policy](#)

[Fitness to Study Policy](#)

[SEND Policy](#)

[Safeguarding Children & Vulnerable Adults Policy](#)

8. Equality Impact Assessment

This policy has been assessed for equality impact to ensure it does not discriminate against any protected characteristics. And that there are no unintended consequences for staff /students/stakeholders with protected characteristics.