

### Policy description:

This policy applies to all 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

The Student Support Services Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants, and to ensure that the College is compliant with Health and Safety, Child Protection and Equality legislation.

### Links to other policies:

- Data Protection policy
- Fee and Refund policy
- Student Support Policy
- Financial Support for students
- Disclosure, Barring and Verification checks for staff and students
- Safeguarding Children and Vulnerable Adults Policy

## 1.0 Executive Summary

1.1 The purpose of admissions policy is to set out how the College intends to effectively, courteously and fairly select and recruit students from the pool of applications received. The College will ensure that all applications are dealt with individually and are considered fairly. Offers will be made in line with The College Single Equality Scheme and Further Education Student Support Strategy, and with due regard to the law.

1.2 The aims of the Admissions Policy are to:

- To provide appropriate information, advice and guidance to all applicants, to enable an informed choice of the most suitable programme of study to be made.
- To provide full information about the programme of study, including any fees and/or additional costs, methods of assessment, special equipment or materials needed and any residential visits.
- To provide appropriate support for people with disabilities, including learning difficulties, to enable them to access relevant information, advice and guidance.
- To carry out relevant initial assessment to help identify the most suitable programme of study to meet individual needs and career aims.
- To ensure all students are enrolled on the most appropriate programme of study taking into account previous qualifications and experience, leading to a successful outcome.
- To identify appropriate additional support for individuals to help them to succeed on their chosen course.
- To provide a prompt and efficient service, effectively communicating with all potential students and meeting identified service standards.

## 2.0 Legal Context

2.1 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 2013 human rights and data protection etc.

2.2 The College will work closely with Local Education Authorities in order 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 EHC 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.

2.3 The College may carry out a DBS (Disclosure and Barring scheme) check 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 making a decision about offering a place to an individual.

**NB** If the College needs to request a DBS disclosure, a charge will be levied, which will be payable by the applicant.

## 3.0 The Policy

### 3.1 Prerequisite

Applicants must:

- satisfy all pre-course requirements, including accurate completion of all associated paperwork by any deadline given

- attend all appointments associated with their application to College
- submit any evidence to support the application as required
- meet the specific entry requirements of any programme or course
- meet all other admission criteria
- be supported by satisfactory references where applicable
- agree to pay any fees required (refer to College Fee Policy)
- confirm acceptance or rejection of any place offered

3.1.2 Places will be allocated on the basis of:

- The applicant's suitability for a course
- The availability of places

**NB** *The offer of a place does not guarantee that the course or programme will run. Should a course or programme (or part thereof) be cancelled, the applicant will be offered an explanation / alternative course or programme. Please note that the provision of year one of any course does not automatically guarantee the provision of a second year or subsequent years of study in the same subject.*

### **3.3 Entry Requirements**

3.3.1 Most courses and programmes have specific entry requirements which will be published in College marketing materials. Because paper based marketing materials are planned at least 18 months in advance, currency of entry requirements can be found on the intranet. Applicants will be informed of any specific requirements for a programme at an early stage in the application process.

3.3.2 Applicants who do not fully meet the normal entry requirements for a particular course or programme may be given a place subject to specified conditions. These conditions will be made explicit to the applicant in writing. A decision to admit an applicant under these circumstances will be at the discretion of the Head of School. The applicant may be offered an alternative course/programme if they do not meet the required entry criteria for their chosen course/programme.

3.3.3 Overseas qualifications are welcome provided that they are considered equivalent to the requirements of the particular programme being applied for.

### **3.4 Right to Refuse an Application**

3.4.1 Under certain circumstances the College may reserve the right to refuse an application or enrolment. Applications from prospective students who fall into this category will be given full consideration before any such refusal.

3.4.2 The College reserves the right to refuse admission to any applicant who:

- is unable to meet any required entry requirements
- has a relevant criminal conviction which is either not spent or can never become spent
- has previously been excluded from this or another education institution. Before any such decision is made, reasonable effort will be made to obtain references from previous education institution/s. Where provided, references will support any decision to offer a place
- has previously attended this or another education establishment and not completed courses, including all external assessments, without good reason
- has previously been subject to the College's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary
- has outstanding debts with the College
- provides false or misleading information on an application or enrolment form.

- 3.4.3 The above list is indicative, but is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether or not to accept an application or enrolment to College, providing such decisions are legal. However a record of all decisions not to accept an application will be documented and kept on file.
- 3.4.4 In the event the College offers a place and subsequently discovers that the candidate has committed an action that would constitute gross misconduct, the College reserves the right to withdraw the offer, whether or not the course or programme has commenced. This complies with the College's Disciplinary procedures.

### **3.5 Appeals**

- 3.5.1 Should an applicant dispute a decision not to admit them to the College, they may appeal to the Student Support Services Manager in writing within 5 working days of the receipt of the decision. The original decision will be reconsidered if it did not follow the College Admissions Policy or other relevant policy and/or the applicant provides evidence that was not revealed earlier in the admissions process. A written response will be issued within 10 working days of the date of the appeal. This decision will be final.

### **4.0 Supporting Documents**

#### **4.1 Application Procedure**

There are a few steps to take before a Student can start their programme. Central Admissions are here to help individuals throughout the process to make it as easy as possible.

#### **4.2 Admission to a Full Time Programme**

##### Phase 1 – The Application Form

Applicants are required to complete one application form, regardless of the number of course/programmes being applied for.

Application forms:-

- a paper based version of the application form is available from Central Admissions or from the Prospectus
- an electronic version is available from the College website [www.craven-college.ac.uk](http://www.craven-college.ac.uk)

Once received in Admissions, the application form will be dated, logged and acknowledged by either text or letter within 2 days of receiving it. On line applications have an immediate response.

#### **4.3 Phase 2 – Initial Interview**

All applicants to a full-time programme will be invited in writing to a general guidance interview with a member of the Central Admissions Team. This gives an opportunity for the applicant and the Advisor to discuss:-

- the programme applied for as well as other options available
- career direction/progression
- financial issues
- support needs/special requirements
- any other issues/questions/concerns

School leavers are asked to bring their Progress File to the interview and predicted exam grades, or actual grades if already achieved. All information is recorded on an Interview record sheet for each applicant. In addition, all applicants complete a Support Requirement Questionnaire in order to identify students with special educational needs and to make referrals to Student Support Services Manager or Mentoring / Disability Liaison team.

#### 4.4 Phase 3 – Course interview (Conducted by Tutor)

At this stage the applicant will meet a relevant Curriculum member of staff. For some programmes this may entail taking an audition or showing a portfolio of work.

The course interview:

- allows the applicant to meet the course/programme staff.
- gives the applicant the opportunity to get more detailed information on their chosen course/ programme
- assists the tutor to decide whether they can offer a place on the programme.

#### 4.5 Phase 4 – Offering a Place

If a place is offered it will either be:

- Unconditional, which means that a place at College has been offered with no conditions attached
- Conditional, which means a place has been offered provided that the applicant can meet certain conditions e.g. that they attain certain grades at any exams they are due to take. An alternative programme may be offered where conditions are not met.

#### 4.6 Phase 5 – Accepting an Offer

Applicants are asked to reply to any offer made.

- 'Accept' means that they intend to join the course/programme as offered.
- 'Reject' means that they do not want the place offered.

Acceptance or rejection of a place must be made before the course/programme start date.

#### 4.7 Phase 6 – Starting College

Before course/programmes start, applicants will receive by post details for enrolment and induction, plus any other information they might need in order to make their move to College as smooth as possible. This information is sent out by the Central Admissions Team. Production of evidence of entry requirements by the student (e.g. exam results) is required at enrolment.

Any student wishing to progress from one course to another at the College, including from one level to the next, will be treated as a new admission under the normal admissions process.

#### 4.8 Collecting information about Students

The minimum initial information the College will require will include:

- name, address and contact details
- subjects currently being studied, or previously studied with qualifications obtained
- the subjects/courses being applied for

The application form and enrolment form will require further information including:

- details of next of kin/emergency contact
- any learning difficulty or disability that may need support
- health details which may require special attention
- details of 1 referees, if appropriate
- details to establish whether or not tuition fees are payable
- disclosure of any relevant criminal convictions (ie offences against a person, whether violent or sexual, and offences involving drugs or controlled substances or theft)

- Equal Opportunities information

All information collected will be subject to the regulations under the Data Protection Act 1998 and will be used for educational purposes only.