

Further Education Student Admissions Procedure

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Changes made

Version	Author	Date	Type of change/section	Reason for change
6.9	MJ	Sept 2025	New Procedure	New procedure document

This procedure contains the following:

- Introduction/ Purpose of the procedure
- Scope
- Roles and responsibilities
- Reporting
- Further Education Admissions Procedure
- Special Admissions Board
- Right to refuse application
- Appeals
- Application procedure
- Collecting Information about students
- Legislation and regulatory compliance
- Monitoring and Review
- Related Policies and Procedures
- Equality Impact Assessment

Further Education Student Admissions Procedure

1. Introduction / purpose of procedure

This procedure outlines the steps to be taken for processing and administering further education course applications. This procedure should be read alongside the Further Education Student Admissions Policy

2. Scope

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

3. Role & Responsibilities

The Customer Services and Admissions Manager has overall responsibility for this procedure.

The Customer Services and Admissions Manager is responsible for ensuring that Customer Service staff are compliant with the procedures.

Customer Services and Admissions Staff are responsible for following the policy and procedures and practicing fair admissions for all further education applications received.

4. Further Education Student Admissions Procedure

Admissions Procedure

Applicants must:

- Satisfy all pre-course requirements, including accurate completion of all associated paperwork by any deadline given and 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 admissions criteria.
- Agree to pay any course fees required (refer to College Fee Policy)
- Confirm acceptance or rejection of any place offered.

Places will be allocated based on:

- 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.

5. Entry Requirements

- 5.1** 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, current entry requirements can be found on the College website. Applicants will be informed of any specific requirements for a programme at an early stage in the application process.
- 5.2** 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 accept an applicant under these circumstances will be at the discretion of the Head of Department. The applicant may be offered an alternative course/programme if they do not meet the required entry criteria for their chosen course/programme.
- 5.3** Overseas qualifications are welcome if they are considered equivalent to the requirements of the programme being applied for- evidence of equivalent qualifications must be supplied by the applicant prior to any future course enrolment.
- 5.4** T Level applicants will be invited to an interview upon application and requested to complete a written task before any formal offer is made.

6. Special Admissions Board

- 6.1** In the event that an application received is an atypical profile (i.e., one that differs from the standard school leaver entry) it will be referred to the Special Admissions Board (SAB) comprising of the Customer Services and Admissions manager and relevant head of department for consideration.
- 6.2** An atypical entry may include (included exemplars, not intended to be exhaustive):
- Exceeding the usual age range for entry to a course, for instance an adult applying for a school leaver course
 - A disclosure pertaining to learning or social needs e.g., criminal record.
- 6.3** The Board will make a recommendation for the application which may include:
- An interview to assess the applicant's suitability for the course.
 - An offer for an alternative course
 - A referral for a Part Time course
 - A rejection if no suitable alternative is available at Craven College
- 6.4** Applicants aged nineteen and over applying for FE courses (excluding the Access to HE courses) will be invited to an interview with the relevant Head of

Department and the Senior Safeguarding and Wellbeing Officer to assess the course suitability which will involve a risk assessment. If the applicant is successful at interview, they will be invited to attend a Safeguarding Induction prior to starting their course.

Students who are progressing in their study at Craven College and turn 19 during the second year will be subject to the standard progression course offer plus any specific conditions.

7. Right to Refuse an application

7.1 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.

7.2 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.

7.3 The above list is indicative but is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether 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.

7.4 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 the course or programme has commenced. This complies with the College's Disciplinary procedures.

8. Appeals

Should an applicant dispute a decision not to admit them to the College, they may appeal to the Customer Service and Admissions Manager in writing within five

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 ten working days of the date of the appeal. The response will come from the Assistant Principal - Curriculum & Student Experience and communicated via the Customer Services and Admissions Manager. This decision will be final.

9. Application Procedure

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

9.1 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.

An electronic application form is available from the College website www.craven-college.ac.uk.

Once submitted online an application will be automatically acknowledged by email and text message. Once received in Customer Services applicants can usually expect a response online within five working days.

Phase 2 – Offering a Place

If a place is offered, it will be:

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.

Phase 3 – 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. When accepting an offer of a place all applicants complete a Support Needs Questionnaire to identify students with special education needs and to make referrals to the SEND Team or a Student Mentor as appropriate.

Phase 4 – Starting College

Before course/programmes start, applicants will receive details for enrolment, plus any other information they might need to make their move to college as smooth as possible by email. This information is sent out by the Customer services 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 follows:

9.2 Conditional offer for the next level of current subject area (Standard Progression)

9.3 Conditional offer for a course in a new subject area (New Admission)

10. 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
- Eligibility to study in the UK

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.

11. 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.

11.1 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.

11.2 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.

12. Monitoring and Review

Compliance will be monitored through audits, feedback from staff and students, and reported to the Governing Body.

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

13. Related Policies and Procedures

[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](#)

14. Equality Impact Assessment

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

Appendix 1 – Application Process

