

<b>Policy number:</b>	LS103	<b>Originator:</b>	Registry Manager
<b>SharePoint:</b>	Policies and Procedures: Learner Services		
<b>EIA Meeting Date:</b>	05 Oct 2016	<b>EIA Required:</b>	YES
<b>Approved by:</b>	SLT	<b>Date:</b>	8 December 2022
<b>Review Frequency:</b>	Annually		
<b>Next Review Date:</b>	December 2023		
<b>External Web Site appropriate:</b>	YES		
<b>Linked policies/College documents:</b>	Annex 1: Advice and Guidance Course discussion Guidelines Annex 2: Five Steps to Enrol Single Equality Duty Policy Accessibility Statement Single Equality Duty (SED) Learner Support Fund Policy Student Charter Learner Services and Information Service Level Agreement Fee Remission and Eligibility Guide Fitness to Practise Policy		
<b>Summary available:</b>	NO		

---

## Student Recruitment, Admissions and Appeals

### Policy and Procedure

---

**This document can be made available in other formats,  
on request**

# Student Recruitment, Admissions and Appeals Policy and Procedure

## 1.0 Policy Statement

The Student Recruitment and Admissions Policy and Procedure details the College's commitment to offer a fair, consistent and efficient admissions practice to all prospective students, to ensure they make informed and achievable course decisions. The information, advice and guidance (IAG) offered will be conducted in accordance with the national quality standards set out in MATRIX.

The College provides high quality IAG, that is easily accessible at the admissions stage and is then followed up and integrated into the student's study programme.

IAG can help students:

- manage change and transition including from school to College
- make well-informed and autonomous decisions and choices
- maximise the benefits of lifelong learning
- set challenging but realistic goals
- overcome barriers to learning and work
- take control of their learning and their lives.

The promotion of diversity and equality of opportunity are core values of the College. The College will ensure that no applicant is disadvantaged, or directly or indirectly discriminated against for any reason.

The Registry Manager has overall responsibility for overseeing admissions and providing training for staff.

The Information Services team help and advise all prospective students with their applications.

The effectiveness of the admissions process will be monitored by:

- Student Satisfaction Surveys
- Application Survey
- Retention and Achievement Data
- Parent/Carer/Other Agency Feedback
- Have Your Say leaflet and Freepost comments form, Student Voice Comments
- Quality Review Process
- Comments Box

This policy is available from Information Services and on the College website and SharePoint. It is available in different formats on request.

## **1.1 Course Information and Initial Enquiries**

All students will have the opportunity to obtain clear, consistent and accurate course information from a variety of sources including the College guides, the website, course literature and College staff. The Enrolment Steering Group, together with the Course Leaders, are responsible for keeping their course information readily available and to update publications and the Website.

College Open Events, organised and advertised by the marketing department, will be held regularly to give visitors the opportunity to view the College and its facilities and speak with College staff. In conjunction with the marketing department, Advice and Guidance Officers will attend local schools' careers days and other marketing events to provide course information and advice. Local schools and other partners will be sent course guides and informed of the College's Open Events and invited to attend. Anyone unable to attend such visits and events is invited to view the College and its facilities by appointment with the Information Services Team.

The Information Services Team is responsible for ensuring any necessary access arrangements are made to assist applicants to complete the application process.

## **2.0 Further Education – Full Time and Part Time**

### **2.1 Applications and Course Discussions**

Applications can be completed via the college website or forms are available from Information Services.. The Information Services Team assess all applications to plan the most appropriate course discussion and admissions route.

- Applicants who need help to make their choices will be offered an appointment with an Information Advice and Guidance (IAG) Advisor.
- All applicants will receive an offer to their chosen course and will be asked to book a course discussion with the Course Leader.
- The course discussion will confirm the correct course and level for the applicant

Applicants to full time programmes will be contacted by a member of the Progression and Academic Support Coaches (PASC) team to discuss any support needs

During the course discussion, applicants can expect information and advice on:

- 
- The chosen course of study, its content and suitability
- Entry requirements
- All costs associated with the course and any available financial support
- Support needs
- 
- College facilities and accessibility
- Specific course requirements e.g. enhanced DBS check, tetanus, fitness
- Maths and English requirements
- Enrichment, work related activity and tutorials
- Progression opportunities
- Work related activity and work placements

References may be sought from the applicants' most recent educational establishment and/or other sources as appropriate..

## **2.2 Confirming and Accepting a place on the course**

Offers are made to students providing:

- they are eligible to study in the UK
- the applicant meets the entry requirements, these may be waived in certain circumstances.
- the applicant is deemed able to complete the programme and achieve the qualification
- the course is running and there are places available

An opportunity for further course discussions will be available for all students who do not gain the required entry grades and, in these cases, IAG staff will aim to provide a suitable alternative wherever possible.

Courses may have to be cancelled if there are insufficient students enrolled, but transfer to an alternative course may be possible. Full refunds will be available for tuition-fee paying students only if the College closes the course.

Once offered a place, the Progression and Academic Support Coaches (PASC) will keep in touch with applicants through correspondence and invitations to College events.

In order to guarantee a place on the course students will need to accept the offer.

## **2.3 Enrolment**

Applicants will be informed of instructions for enrolment. This will include dates, times and documentation required.

Applicants will have the opportunity to change their course choice at the discretion of the course leader.

All course related fees are payable before the start of the course or by instalments if agreed with the Finance team. If fees are being paid with a student loan, the loan application must be made before the start of the course. If an employer is paying the fees a purchase order must be received at enrolment.

The Information Services Team are responsible for ensuring that applicants are aware of the financial support available and receive relevant information prior to the start of their course. Help and advice will be available throughout the enrolment process.

Applicants will be asked to confirm if they have unspent criminal convictions at enrolment. If they have any unspent criminal convictions :

- The course leader will discuss the nature of the convictions.
- The College will carry out a risk assessment depending on the nature of the conviction
- The applicant will be informed as to whether or not they are able to enrol on the course and will be advised of any conditions which may apply.

## **3.0 Higher Education – Full Time and Part Time**

### **3.1 Applications and Interview**

Applications can be completed via the college website or forms are available from Information Services. The Information Services Team assess all applications to plan the most appropriate course discussion and admissions route.

- Applicants who need help to make their choices will be offered an appointment with an Information Advice and Guidance (IAG) Advisor.
- All applicants will be asked to attend an interview with the course leader to determine suitability and discuss course requirements.
- The interview will include a review of prior achievement including predicted grades and relevant work experience to help determine aptitude, commitment and motivation to study.
- Applicants completing a course awarded by a partner university must also complete the application and enrolment process as per the partner university's requirements.

### **3.2 Offers and Acceptance**

Conditional offers will be made to students following a successful interview providing:

- they are eligible to study in the UK
- the applicant meets the course entry requirements
- the applicant is deemed able to complete the course and achieve the qualification(s)
- the course is running and there are places available

Applicants for whom English is not a first language are expected to hold an IELTS certificate with an overall minimum score of 5.5.

Applicants who hold non-UK qualifications will be asked to provide a statement of comparability from UK ENIC of prior qualification achievement recognition.

Applicants will be asked to accept their offer in order to guarantee their place on the course.

An opportunity for further course discussions will be available for all applicants who do not meet the required entry grades and, in these cases, IAG staff will aim to provide a suitable alternative wherever possible.

Courses may have to be cancelled if there are insufficient students. Full refunds will be available for tuition-fee paying students only if the College closes the course.

### **3.3 Enrolment**

Applicants will be informed of instructions for enrolment, including dates, times, documentation required and fee payment options.

All course related fees are payable before the start of the course or by instalments if agreed with the Finance team. If fees are being paid with a student loan, the loan application must be made before the start of the course. If an employer is paying the fees a purchase order must be received at enrolment.

The Information Services Team are responsible for ensuring that applicants are aware of the financial support available and receive relevant information prior to the start of the course. Help and advice will be available throughout the enrolment process.

Applicants will be asked to confirm if they have unspent criminal convictions at enrolment. If they have any unspent criminal convictions:

- The course leader will discuss the nature of the convictions.
- The College will carry out a risk assessment depending on the nature of the conviction
- The applicant will be informed as to whether or not they are able to enrol on the course and will be advised of any conditions which may apply.

## **4.0 Apprenticeships**

### **4.1 Applications and Interview**

Applications can be completed via the college website or forms are available from Information Services. All applications for an apprenticeship will be passed to the apprenticeship team and for those who don't have an employer they will be provided support and guidance to find an employer.

All applicants will undertake an interview process with the relevant curriculum area. If the applicant is not already employed, they will have an interview with the prospective employer to determine suitability for the job role and apprenticeship.

### **4.2 Offers and Acceptance**

An offer will only be made if the applicant and job role meet the apprenticeship's requirements and satisfies funding rules.

All offers must be confirmed so a start date can be identified.

If the applicant is unable to secure an apprenticeship the college will provide additional advice and guidance to support the applicant with a suitable alternative.

### **4.3 Enrolment**

Enrolments will be completed by the apprenticeship team and will be in accordance with the ESFA's apprenticeship funding rules and evidence pack requirements for main providers.

## **5.0 Foundation**

### **5.1 Applications and Interview**

Applications can be completed via the college website or forms are available from Information Services. Applications may also be received from local authorities on behalf of the applicant. All applications to a Foundation Programme will be managed by the Foundation Learning team.

All applicants and parents/carers will be invited to visit the college for a discussion about course suitability and support needs.

### **5.2 Offers and Acceptance**

An offer can only be made if funding has been confirmed by the local authority. All offers must be accepted to guarantee a place on the programme.

### **5.3 Enrolment**

Applicants and their carers will be informed of instructions for enrolment, including dates, times and any required documentation. Enrolment forms will need to be completed prior to the start of the course and applicants will need to attend enrolment.

## **6.0 Adult Community Learning (ACL) Leisure Courses**

- Applications can be completed via the college website or forms are available from Information Services.
- Applications and enrolments will be processed by the ACL Administrator.
- The administrator is responsible for notifying applicants that their form has been received and processed.
- Applicants will then be notified by email when sufficient applications have been received to make the course viable.
- Applicants will then be invited to enrol, which can be done online or in person.
- Applicants are expected to pay their full course fees at the time of enrolment. All fees must be received before the start of the course.
- Refunds will only be issued if the college cancels the course

## 7.0 Distance Learning

- Applications can be completed via the college website
- Applications and enrolments will be processed by the Distance Learning Administrator.
- Eligibility will be checked prior to enrolment when the application is processed.
- The administrator is responsible for notifying applicants that their form has been received and processed.

## 8.0 Students under 16

The School Links Programme provides part time vocational training for students under the age of 16.. Applications are taken from the school, the College does not accept applications from individual students directly. In exceptional circumstances the College may consider students under the age of 16 on alternative provision.

## 9.0 Overseas Students

### 9.1 Application

For publicly funded provision there are two student categories, 'home' and 'overseas' student. To meet the 'home' category, students must fulfil certain residency and immigration requirements. For those who do not meet the requirements to be funded as a 'home' student or 'ordinary resident', the relevant funding agencies will not fund the learning and an 'overseas' fee will be charged.

An 'overseas' student cannot start their course without having produced evidence of the relevant visa. Visa evidence will be recorded.

All applicants must have a UK address at the time of application.

The guidelines to help determine whether an applicant falls into the category of 'home' or 'overseas' student and are based on criteria set out by the relevant funding agency. Further guidance can be found in the links below –

#### **16 to18 years (Not HE)**

[Advice: funding regulations for post-16 provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/advice-funding-regulations-for-post-16-provision)

#### **19+ years (Not HE)**

[Adult education budget \(AEB\) funding rules 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/adult-education-budget-aeb-funding-rules-2021-to-2022)

#### **HE**

[Student finance: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/student-finance-eligibility)



## 9.2 Enrolment and Fees payable

Students wishing to enrol who do not have English as a first language may require an English assessment prior to being offered a place on a course.

Overseas students will be required to provide their visas and passports at course discussion to evidence their eligibility. Tuition fees and course costs will be confirmed at this stage.

For overseas fees, please refer to the College's fee policy.

Tuition fees do not include any additional support a student may require.

Additional registration and / or exam fees may be payable.

The Student Association fee is not included in the tuition fees.

All fees must be paid in full before the start of the course.

For more information about study in the UK, local British Council Offices can help. The following web link may prove useful:

[UKCISA - international student advice and guidance - Studying in the UK?](#)

## 10.0 Right to Refuse an Application

All applications will be given full consideration, however, the College reserves the right to refuse admission to any applicant who:

- is unable to meet any required entry criteria.
- has previously attended College and not completed without good reason.
- has previously been subject to the College disciplinary procedure.
- has outstanding debts with the College.
- has made an inappropriate course choice.
- refuses permission for the College to take up references.
- has an unsatisfactory reference.
- has serious concerns highlighted on a DBS check

This list is not definitive. The College always refers unsuccessful applicants to other appropriate agencies for support and advice.

## 11.0 Appeal

Students who have their application rejected by the course leader, have the right to appeal to the Head of Department (HoD). If the Head of Department also endorses the course leader decision, then the student can appeal to the HoD Student Experience and Quality. The decision of the HoD Student Experience and Quality is final. If the student is still not happy with the decision, s/he can escalate this to the Vice Principal through the complaint procedure.

Date: October 2009

Reviewed: December 2012 / December 2015 / October 2016 / October 2019 / July 2020/  
December 2021/ December 2022

Next Review: December 2023

FC\SM\SP\P&P\LSI\RECRUITMENT\_ADMISSIONS\08.11.16