



## **ADMISSIONS POLICY**

### **1 Introduction**

The College's Mission Statement is "To provide inspirational, high quality education and training which meets the needs of individuals, employers and our wider communities". The purpose of this Policy is to ensure that all students are considered for courses and/or training on a consistent basis and can access high quality and impartial information, advice and guidance as appropriate. The Policy supports the College's strategic aim 2 to enable students to develop excellent workplace behaviours and skills.

### **2 Scope**

All staff involved in giving information, advice and guidance to current and potential students and apprentices.

### **3 Responsibility for implementation**

All staff involved in student recruitment and progression.

### **4 Policy Statements**

#### **4.1 Policy Summary**

Applications for courses and/or training provision will be dealt with promptly, fairly and in compliance with the Equality Policy for Students and Equality Scheme. Every effort will be made to ensure applicants are offered places promptly on suitable courses and that appropriate training is identified and delivered.

#### **4.2 Elements of the Policy**

##### **4.2.1 Full-Time Applicants**

Responsibility for co-ordinating applications and admissions to full-time Programmes rests with Client Services. They will ensure that:

- Requests for paper application forms are sent within 1 working day of request
- Paper applications are input onto the MIS database within 2 working days of receipt
- Online applications are processed on the MIS database within 2 working days of receipt
- Applicants may have two active applications at any one time. One being considered their first choice, and one as their second choice
- Appropriate arrangements are made for interviews and initial assessment
- Applicants are informed of interview arrangements with at least 2 weeks' notice
- All applicants with an EHCP and/or moderate to severe learning difficulties and/or disabilities will be required to attend a support interview before

progressing to a curriculum interview. Relevant documents will be requested within 1 week of receipt of application, and details of an interview sent to the applicant within 1 week of receipt of the documents

- All relevant information, including risk assessments and transition plans for those in receipt of any form of care, supervision or who have special needs e.g. visual impairment, an Education and Health Care Plan (EHCP) is to be provided before an application can progress to enrolment. This is to ensure that appropriate and timely support can be put in place before entry onto a course
- All applicants aged 16-18 are aware of the mandatory requirement to study Maths and English until a grade A\*-C or 9-4 at GCSE is achieved
- All applicants aged 16-18 are aware of the requirement to undertake Work Experience or an Industry Placement
- All applicants for full time courses will be interviewed. Most interviews will be conducted at scheduled IAG Events. Responsibility for confirming to Client Services staff availability for any interview rests with Directors of Learning/Heads of Department. Co-ordination of interview times, initial assessments and invitations to prospective students for interview rests with Client Services
- For those students who would like impartial information, advice and guidance on course options, an interview will be arranged with an appropriate adviser. Once a vocational path has been selected, a further interview will be arranged with the relevant member of teaching staff

To ensure applicants are offered suitable courses the following will be taken into account:

- Abilities of the applicant using, as necessary, initial assessment, predicted grades, school reports, school reference and where appropriate, an employer or other professional agency reference. Upon enrolment, actual achievements will be obtained, from the Government's Learner Record Service.
- Career/Higher Education aspirations of the applicant
- The learning needs of the applicant
- The skills, experience and interests of the applicant
- The previous performance, conduct and achievement on College run courses – in a minority of cases this may be a course at the same level but in a different discipline
- Information included within risk assessments, transition and support plans
- The point in year when the student is applying with regard to their ability to complete the programme of study and their progression intentions
- The applicant's ability to pay fees should the student not be eligible for funding in line with current funding guidelines

Client Services will make every effort to ensure that:

- The career needs of the applicant are met in a way that is consistent with the College's curriculum offer and within available funding sources
- Applicants are given full information about the College, the courses for which they have applied and progression opportunities including to employment
- Applicants are selected in accordance with the entry requirements for the

course for which they have applied

- Applicants in receipt of care services will be considered fairly, appropriate risk assessments undertaken and support plans put in place
- The application process and the selection of applicants is conducted in compliance with the College's Equality Policy for Students and Equality Scheme
- The outcome of a support interview will be determined by the College panel, and will usually be confirmed in writing within 2 weeks of the interview. If further information is required from external agencies, this may delay the decision of an outcome
- The outcome of an interview will usually be communicated in the form of a conditional offer at the end of the interview or, in writing to the applicant as soon as is reasonably possible after the interview has taken place, normally within 2 working days
- All students offered places will be invited to College to enrol and attend induction for their first choice offer only
- Financial advice will be given in relation to information about fees and entitlement to fee remission or sources of support e.g. Bursaries and loans
- Information will be available on support that may be available from the College such as with travel, equipment, uniform, childcare and other related course costs
- All students will be offered the opportunity of further information, advice and guidance should they wish to reconsider their course choice

#### 4.2.2 Part-Time Applicants

Responsibility for processing of part time applications and enrolments rests with:

- Client Services for all part time provision, including HE, Work-Based Learning, Community and full cost courses.

In addition:

- Interviews with specialist tutors will be held for admission to accredited courses as identified in the Part-Time Course Guide. This will include initial assessments and checking of prior qualifications and/or experience as part of the entry criteria
- Supported learning students and those with special needs will be advised on appropriate courses to meet their needs and aspirations by specialist advisers and tutors
- Part time applicants for English for Speakers of Other Languages (ESOL) and English as a Foreign Language (EFL) courses are required to take an initial assessment and interview with a tutor to assess their level and advise on course options
- Other courses may have specific diagnostic assessment to be undertaken

All applicants to part time courses will be offered high quality information, advice and guidance to ensure they are enrolled on appropriate courses. For selected courses, they will also be required to attend an interview.

Employers expressing interest in training for their employees will be provided with an opportunity to discuss their requirements prior to training needs analyses being undertaken.

Start dates and times for all part time provision will be published in the Part-Time Course Guide and are available on the website which is constantly updated with information on new courses.

#### **4.2.3 Employer Engagement**

The College provides a comprehensive service to employers and offers a range of training provision including Training Needs Analysis. Employers can elect for their employees to attend existing full time/part time programmes or discuss bespoke training, which can be delivered either at College or off-site on employer premises.

Employers and apprentices will be advised and will receive guidance on accredited provision, fees payable, as well as information on Apprenticeships and NVQs in the Workplace.

#### **4.2.4 Higher Education Applications**

Applicants can be invited for interview, including those received via UCAS, but may also receive an offer without interview.

If an applicant does not hold formal Level 3 qualifications, admission to a Level 4/5 (HNC/HND or Foundation degree) programme may be subject to successful completion of specific tasks, evidence of relevant work experience, portfolio examination and/or interview with a curriculum specialist.

Advice on funding for tuition fees and the student maintenance loan, subject to current funding rules, will be given as part of the interview process. If an offer is made, all candidates will be given information on how to apply through the Student Loans Company.

#### **4.2.5 All Students**

All applicants will be provided with high quality, impartial, information, advice and guidance to assist them in finding a suitable course to meet their needs. In some cases when provided with all relevant information it may be determined that enrolment at East Surrey or John Ruskin College may not be appropriate. It is expected that this will be in a minority of cases.

Applicants to courses which involve contact with children or vulnerable adults, such as Childcare, Health and Social Care and Teacher Training, will be required to have an Enhanced Disclosure and Barring Service (DBS) check. Applicants will be notified at interview if a DBS check is required. All forms will be completed post enrolment. Where the DBS check indicates that the applicant has a history of one or more offences they may be refused entry to the course and alternative pathways may be suggested by the College.

Applicants for all courses are asked to disclose at application, interview and enrolment if they have any convictions, cautions, reprimands, final warnings or pending court cases which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A risk assessment will be conducted by the Head of Client Services or the safeguarding team before an offer is made. The nature of the conviction will be considered and an evaluation will be made as to how this may affect the security and safety of staff and students of the College. Failure to disclose may result to instant suspension. It may also impact on suitability for some career pathways, e.g. those in public services, childcare, or the airline sector.

All applicants will be informed if a resource or tuition fee is payable and how payment will be collected.

Late applicants to courses will be considered at the discretion of the College. In these circumstances, the College will consider the prior learning of the applicant and the feasibility of the applicant catching up on late work. The College plans a series of additional full and part time courses throughout the year and late applicants may be referred to one of these.

An application may not be accepted from a student who has previously been excluded from the College for misconduct, or who failed to attend any examination, complete or achieve passes in their qualifications. These applications will be subject to the approval of the appropriate senior curriculum manager and any mitigating circumstances will be considered.

#### **4.2.6 Cancellation of Courses**

Courses may be cancelled if insufficient applications are received to make the course viable. Prospective students will be informed at the earliest opportunity if a course will not run and we will offer a suitable alternative where possible. If the College discontinues a programme, this will be a decision made by the College Executive Team, and the applicant will have no liability for fees. The college will give information, advice and guidance in helping the applicant find an alternative course. The College undertakes not to cancel long courses once students have enrolled except in extreme circumstances, although this may be necessary on short courses, for example, in adult education.

## **5 Appeals**

All students are entitled to access further information, advice and guidance to consider their further progression. Reasons will be given to any applicant who is refused a place. In this case there is a right of appeal via the appropriate senior curriculum manager whose decision will be final.

## **6 Access to Policy**

This Policy is available on the College Intranet.

**7 Mechanisms for Feedback**

Constructive comment on the continued improvement of this Policy is welcomed and should be sent to the Vice Principal Curriculum & Standards.

**8 Training and Guidance**

Questions about this Policy and/or Procedure, and requests for training, guidance or information on this policy and/or procedure, should be directed to the HR Team.

**9 References**

OSC11 Equality Scheme  
OSC10 Equality Policy for Staff and Students  
OSC59 Teaching and Learning Framework

**10 Further information**

None

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