



SOUTH DEVON COLLEGE

## ADMISSIONS POLICY - POST 16 (FE) P16

Version	Date	Notes on Revisions
1.0	Oct 2012	Document revised to bring up to date.
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4.0	May 2016	Document revised to bring up to date
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Owner	SMT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
VPCQP	D Hallam	H Stamp	X 1 year	May 2018	SMT	14/06/17	26/05/17

# **SOUTH DEVON COLLEGE**

## **ADMISSIONS POLICY – POST 16 (FE ADMISSIONS)**

### **1 Policy Statement**

South Devon College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

### **2 Scope**

South Devon College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the College's Single Equality Scheme and Admissions Policy (FE Admissions) outlined below.

### **3 Legislation**

The following legislation applies to this policy

- The Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Data Protection Act 1998
- Education Act 2011

### **4 Responsibilities**

Everyone has a responsibility to give full and active support to the policy by ensuring:-

- 4.1 The policy is known, understood and implemented.
- 4.2 The Helpzone Manager is responsible for the effective implementation of the policy.

### **5 Admission requirements**

#### 5.1 Criteria for Admissions:

- 5.1.1 The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- 5.1.2 The applicant meets the specific entry requirements of a programme or course. Where required, original proof of qualifications must be provided at or prior to enrolment.
- 5.1.3 Applicants for all full-time courses will be required to attend a welcome meeting carried out by a named member of staff from the section in which

the course is based. This member of curriculum staff is authorised to offer places on courses in their section.

- 5.1.4 The College reserves the right to request references and/or school reports for a potential learner depending upon the course/apprenticeship they are applying for.
- 5.1.5 The applicant attends a Welcome meeting, where required by a specific programme or course.
- 5.1.6 The applicant is made aware of any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).
- 5.1.7 The College will offer all potential learners impartial advice and guidance from the Helpzone team and/or course tutors in order to help learners decide on the course of study best suited to their needs.
- 5.1.8 Applicants will be given the opportunity at the welcome meeting and enrolment to disclose a learning difficulty and/or disability. This information will be passed on to the Curriculum Support Team who will contact potential students to discuss their support needs. Where possible this discussion will take place during the welcome meeting.
- 5.1.9 When completing an application form, students are given the opportunity to indicate that they have a disability, learning difficulty and/or medical condition that may affect their learning. All applicants are offered the opportunity to speak to someone regarding curriculum support. This meeting will take place with a Curriculum Support Liaison Officer after the student has met with a member of staff from the curriculum section in which the course is based. Information regarding their support needs is discussed and recorded at this time. This will inform an initial assessment profile for the student. The results will inform tutors as to whether the provision of curriculum support would be required. If the College determines that a student will require a level of curriculum or other support to enable them to be successful on their study programme and the student decides they do **not** wish to access this support the College can refuse admission on the basis that reasonable adjustments cannot be met.
- 5.1.10 Any documentation regarding the students' support needs from the students' current education provision will be requested by the Curriculum Support team.
- 5.1.11 All applicants will be informed of financial support available to them by way of bursaries before enrolment. They will also be made aware of the potential cost involved in undertaking a course in the form of trips and additional equipment prior to enrolment.
- 5.1.12 Opportunities for applicants to view the College and its facilities prior to the commencement of a course will be organised by holding familiarisation and

keeping warm events throughout the year or by arranged visits upon request. Curriculum support is available at these events should the student require it.

- 5.1.13 Approval from teaching staff is required before places can be offered on certain designated part-time courses.
- 5.1.14 International learners are welcomed onto a predetermined range of programmes (Level 3 or above in line with Tier 4 restrictions) on the basis that their communication skills and previous qualifications, equated to a United Kingdom qualification equivalent, meet the entry requirements of that course. All international applicants must meet the UKBA entry requirements in order to obtain their visa prior to commencing study in the UK.
- 5.1.15 Offers of places and enrolments at the College are made on the basis of there being sufficient demand for the course and there being sufficient spaces available on the course concerned.
- 5.1.16 The College reserves the right to change qualifications offered to accommodate changes in funding policy or awarding bodies. These changes will be communicated with applicants at the time of enrolment or at the soonest opportunity for those who have already enrolled.
- 5.1.17 Where the place being offered is on an apprenticeship programme, as well as meeting the academic entry criteria, the offer of a place is also based on appropriate employment being secured to meet the relevant apprenticeship framework.
- 5.1.18 Applicants may be offered alternative studies, added to waiting lists or advised of other institutions where the course is offered.
- 5.1.19 All communication regarding the admissions process such as invites to welcome meetings and offers of a place will be confirmed via email and through the College online application portal. Reasonable adjustments can be made regarding communication method upon request of the applicant.
- 5.1.20 Applicants are required to provide proof of any prior qualifications, including GCSE results, upon request, usually at enrolment. Failure to do so may result in non-enrolment.
- 5.1.21 To be officially enrolled a learner must have completed an 'enrolment form', had the enrolment form signed by an appropriate member of staff and committed to the appropriate fee, unless they are eligible for fee remission. This is an important contractual stage in the admissions process.
- 5.1.22 Learners who wish to appeal against any decision made during the admissions and enrolment process should contact the Helpzone Manager in the first instance.

## 5.2 Right to Refuse an Offer

The College reserves the right to refuse an offer to an applicant who:

- 5.2.1 Does not meet the admission criteria in 5.1
- 5.2.2 Withholds information or provides false and/or misleading information. Offers are made based on the information available at the time.
- 5.2.3 Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which prima facie present a clear and immediate danger of infraction of the law.
- 5.2.4 Has previously been excluded from South Devon College or another educational institution.
- 5.2.5 Who has previously attended this or another education establishment and not completed courses, including all external assessments.
- 5.2.6 Has outstanding debts to the College.
- 5.2.7 The College will carry out an Enhanced DBS check for applicants to some programmes where learners may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes.
- 5.2.8 The College reserves the right to carry out an Enhanced DBS/ police check on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College. To make this decision, a risk assessment will be carried out on each individual case.
- 5.2.9 If the applicant has complex needs that cannot be met by reasonable adjustment, or if the applicant has a history of high risk behaviour which may pose a risk to the health and safety of themselves or other learners and College staff the College has the right not to allow these applicants to enrol. To make this decision, a risk assessment will be carried out on each individual case.
- 5.2.10 We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the appropriate Assistant Principal and College Nurse. The Assistant Principal is ultimately responsible for ensuring that the College is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available. In any such cases where a student was refused entry on this basis the College would make contact with other agencies in an endeavour to find suitable alternative provision.

5.2.11 Applicants who do not meet the normal entry requirements for a particular course maybe given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Assistant Principal or his/her nominee(s), usually the Section Head.

5.2.12 Applicants who apply after the start date of the course will be subject to approval through late application procedure.

## **6 Monitoring & Evaluation**

The College's Senior Management Team will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

## **7 Related Policies**

Single Equality Scheme  
Course Fees Policy  
Data Protection Policy and Procedure  
Risk Assessment Policy  
Student Admissions Policy (HE)  
Safeguarding Policy  
South Devon High School Admissions Policy  
Curriculum Support Policy  
Behaviour Policy

## **9. Statement of the College's Approach to the Environment and to Sustainability**

The College affirms its commitment to integrate sustainable and eco-friendly policies and practices into all its activities by operating in a manner that promotes energy and materials conservation and waste reduction. We also commit to encouraging others with whom we do business to analyse, reduce and manage their own environmental impacts and risks where possible.

## **10. Prevent Duty Statement**

South Devon College and South Devon High School are fully committed to safeguarding and promoting the welfare of all learners. We recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability. All our staff, learners and services are expected to uphold and promote the fundamental principles of human rights and British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

This statement reinforces our expectation that staff are fully engaged in being vigilant about radicalisation and extremism; that they overcome any professional disbelief that such issues will happen here and ensure that they work alongside each other, professional bodies and external agencies to ensure that our learners are safe from harm.

11. **Monitoring and Review of Policy**

<b>Approved by</b>	<b>Signature</b>	<b>Date</b>
Author:	<b>H Stamp</b>	<b>13/06/17</b>
Owner:	<b>D Hallam</b>	<b>13/06/17</b>
Chair of Approval Committee:	<b>S Criddle</b>	<b>13/06/17</b>
Next Review due	<b>March 2018</b>	