

## Admissions Policy

### 1. Introduction

The College aims to provide a comprehensive further education offer which supports the needs of its local community. The admissions policy aims to ensure that the right students and apprentices are studying on the right course (with the support they need) which will enable them to achieve their aims and to successfully progress on to further study or employment.

### 2. Scope of this policy

This policy applies to all those who apply to study at City College, whether sponsored by an external party or not.

### 3. Information, Advice & Guidance

In order to establish the most suitable course/programme an applicant receives appropriate information, advice and guidance from staff at the college.

As part of the advice and guidance process, support needs will be discussed with and assessed by a member of the teaching team for the course/programme of study. If additional support is required the student will be referred to the relevant member of the student support team. The College will offer free, unbiased advice and guidance about all the programmes available. The College will also provide information about financial support available to students to pay for courses and to support their studies, for example Advanced Learner Loans, Higher Education Loans, College payment plans and Bursary support.

Admission to a course may, be granted on a temporary basis where there is a concern that either the course will not meet the student's needs or that the student may not be able to fully commit to the course. Our aim will be to work through any issues and enable a student to join the course fully as soon as possible in such cases.

In circumstances when the College is unable to offer the right course/programme for the student's needs, the student will be provided with information, advice and guidance to assist with finding suitable alternative courses or providers.

#### 4. Criteria for Admission

Applicants must:

- Meet the published entry requirements for their chosen course or demonstrate appropriate knowledge and skills or prior learning. These requirements are available from the College website and prospectus.
- Complete any pre-assessment tasks required.
- Attend an interview, if necessary, on the date that has been mutually agreed.
- Take an active part in this interview, which will aim to establish the student's:
  - Motivation and commitment to succeed and attend College for the duration of the course/programme
  - Prior or predicted levels of attainment, which may modify the programme or level on offer
  - Learning support needs
  - Commitment to the College and its values
- Provide proof of qualifications, once available, to demonstrate the student has met the entry criteria.
- Accept the academic and disciplinary regulations of the college as described in the Student Code of Conduct.
- Accept the college's Equality and Diversity policy and agree to support the college to eliminate discrimination, harassment and bullying.

To enable applicants to meet the entry criteria the College will:

- Publish entry requirements for courses in the relevant prospectus, and/or on the website and/or course information leaflets as appropriate
- Arrange timely interviews where appropriate, in consultation with the applicant
- Ensure applicants are made aware where programmes are over-subscribed and institute a fair and equitable waiting list

- Inform applicants if further information is required to support the application
- Offer an assessment of applicant's support needs and make realistic adjustments to enable students to succeed if they have a learning difficulty or disability
- Consider whether we have the right programmes of study available in the light of information we gather about potential students, their interests and their abilities

## 5. Offers

Applicants may be offered a place on a programme on the condition that they achieve the entry qualifications or fulfil certain conditions before they can be enrolled.

Applicants will be informed, in writing, of any conditions they will have to satisfy before they will be accepted onto the programme.

Apprenticeship applicants will receive a conditional offer of an apprenticeship based on confirmation of employment, agreement with the employer and successful completion of initial assessments. Apprenticeship applicants aged under 19 will also be invited to attend a full time course interview to ensure they have a suitable offer of a place on a course should they be unsuccessful in finding employment before the start of the academic year.

Applicants who do not achieve the entry requirements for the course they have applied for will be given information, advice and guidance for suitable alternative courses/programmes as soon as they make the College aware of their results.

## 6. Suitability for Study

### 6.1 Managing Risk

During the Admissions process we may take into account information provided by others with experience of the applicant in an educational or professional setting. Such information may cover areas such as attendance, behaviour and attitude, career aspiration, personal circumstances and attainment.

Where a risk is identified that we are unsure of our ability to manage, a detailed investigation will be managed by a member of the College management or advisory team before any decision is made.

## 6.2 Refusal of Application

The College reserves the right to refuse suitably qualified applicants entry to a course in some circumstances, including:

- Where the College's resources cannot reasonably accommodate a student's additional support needs
- Where a student is unable to commit the required amount of time or effort to succeed
- Where there are issues concerning the safe and effective management of the College
- Where we believe a student will not gain real benefit from the programme of study.
- Where a student refuses to participate in any mandatory elements of the course (e.g. work experience, English and maths classes).

If a student has applied for a course with the backing of an external sponsor (e.g. a school, an employer or a training provider) the college will make its own judgment as to the suitability of the programme proposed, and reserves the right to refuse admission on any of the grounds above.

The college reserves the right to limit the number of places on a particular programme. In such cases the places will be allocated to the applicants we believe will gain the greatest benefit from the programme, bearing in mind our desire to ensure equal access to those who apply in a timely way.

In the event of a student being excluded from the college following disciplinary procedures, the college reserves the right to refuse admission to future courses.

All applicants who are unsuccessful in gaining a place with the College are entitled to understand why they have not been admitted and to learn about their right to appeal. This information will be given in writing.

If an applicant is unsatisfied with the reasons given for their refusal, they can appeal in writing to the Principal whose decision will be final.

## 7. Status of this Policy

The operation of this policy will be kept under review by the Marketing & Admissions Manager.

Approved by:	SMT
Date approved:	December 2018
Date last reviewed:	December 2018
Date of next review:	January 2020