

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 of study (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

The College will ensure that appropriate information, advice and guidance (IAG) is available to applicants in order to help them establish the most suitable course of study.

The College will also provide applicants with information about the financial support available to pay for courses and to support their studies, for example Advanced Learner Loans, Higher Education Loans, College payment plans and Bursary support.

As part of the advice and guidance process, any support needs must be declared so that the College can fully support them through their application and enrolment process. If additional support is required, the applicant will be referred to the relevant member of the student support team to assess. The College is committed to supporting such learners and will use its best endeavours to make reasonable adjustments.

Admission to a course may be granted on a temporary basis where there is a concern that either the course will not meet the needs of the applicant or that they 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 of study for the applicant's needs, the applicant will be offered unbiased 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 of study 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, where required.
- Take an active part in this interview, which will aim to establish the applicant's:
 - Motivation and commitment to succeed and attend College for the duration of the course of study
 - Prior or predicted levels of attainment, which may alter the course of study or level of offer
 - Learning and personal support needs
 - Commitment to the College and its values
- Declare if they have an Education, Health and Care Plan (EHCP).
- Disclose if they have any criminal convictions or are subject to a criminal investigation.
- Provide proof of qualifications, once available, to demonstrate they have met the entry criteria.
- Accept the personal expectations and the college's performance improvement process as described in the Student Code of Conduct.
- Accept the college's Equality and Diversity policy and agree to support the college in the prevention of discrimination, harassment and bullying.

City College will:

- Publish entry requirements for courses on the College website, in the relevant prospectus, and on course information leaflets as appropriate.

- Arrange timely and accessible interviews where appropriate, in consultation with the applicant.
- Ensure applicants are made aware where courses of study 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 reasonable adjustments to enable them to succeed if they have a learning difficulty or disability.

5. Offers

5.1 Courses of study

Applicants may be offered a place on a course of study 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 additional conditions they will have to satisfy before they will can be enrolled onto the course of study.

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

5.2 Apprenticeships

Apprenticeship applicants with confirmed employment will receive a conditional offer of an apprenticeship based on successful completion of initial assessments, employer checks and agreement with the employer.

Apprenticeship applicants aged under 19 without confirmed employment will be invited to attend a full-time course interview to ensure they have a suitable offer of a place on a course of study should they be unsuccessful in finding employment before the start of the academic year.

6. Suitability for Study

6.1 Managing Risk

During the Admissions process the College 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, fitness to study, 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 applicants entry to a course of study or apprenticeship in some circumstances, including:

- Where the College's resources cannot reasonably accommodate a student/apprentice's additional support needs
- Where a student/apprentice 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 course of study
- Where a student/apprentice refuses to participate in any mandatory elements of the course of study (e.g. work experience, English and maths classes)
- Where a student/apprentice has been excluded from the College

If a student has applied for a course of study 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 course of study. In such cases the places will normally be allocated to applicants who have applied and been accepted through all of the enrolment process steps in a timely way.

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. Request for information should be made to admissions@southampton-city.ac.uk.

If an applicant is unsatisfied with the reasons given for their refusal, they can appeal through the College's complaints procedure by writing to the Principal whose decision will be final. Information on how to make a complaint is available on the College's website: <https://www.southampton-city.ac.uk/contact-us/>

7. Status of this Policy

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

Date updated:	March 2021
Approved by:	SMT
Date of next review:	March 2024