



## **Admissions Policy**

### **1. PURPOSE**

This policy outlines the College's practice for managing the admissions of students to the college. This includes appeals. The policy aims to provide a fair and consistent procedure for admissions. The policy is also linked with College publications such as the College prospectus, website, course leaflets and other marketing materials.

### **2. SCOPE**

This policy covers admissions for applicants to all College courses.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1. Responsibilities**

- 3.1.1. The Head of Schools Liaison and Marketing is responsible for overseeing admissions to full time and part time courses.
- 3.1.2. The Head of Employer Services is responsible for overseeing admissions to apprenticeships.
- 3.1.3. The Schools Liaison, Marketing and Admissions team are responsible for ensuring that the necessary procedures are followed to ensure that the College's entry requirements are applied correctly, consistently and fairly for all applicants.
- 3.1.4. All staff involved in enrolment are responsible for following the College's entry requirements consistently and fairly in respect of all student enrolments.
- 3.1.5. Heads of School are responsible for overseeing any second stage interview processes relevant to their curriculum areas.

#### **3.2. Entry Requirements**

- 3.2.1. The entry requirements for each course can be found on the Riverside College and Cronton Sixth Form College websites. Each course will have a course factsheet with details of entry requirements and course content. The prospectus will provide an overview of subject areas and progression.
- 3.2.2. Entry criteria may be varied at the discretion of the Head of School particularly where experience may be deemed to stand in place of certification.
- 3.2.3. Existing College students applying to undertake a further programme of study are required to fulfil the relevant internal entry criteria, including an

acceptable record of meeting College standards, attendance and punctuality. Existing students will follow the internal progression process.

- 3.2.4. Existing students returning to College after a break in learning will be required to fulfil the relevant entry criteria and obtain a positive reference from their previous tutor or Head of School if the tutor is no longer at the College.
- 3.2.5. Further differentiation of admissions processes will take place where appropriate to:
  - Carry out assessment in the absence of formal qualifications
  - Explore the recognition of prior achievement in lieu of formal entrance requirements
  - Translate overseas and international qualifications into their UK equivalents
  - Explore additional support needs
  - Explore any adjustments required for disabled students
  - Identify ALS and ESOL needs
  - Ensure the admissions process meets the exceptional circumstances of some applicants
  - Obtain references for school leavers who have been home schooled or educated in alternative provision

### **3.3. Advice and Guidance**

- 3.3.1. The College offers unbiased advice and guidance on the College's courses to all prospective students. This may take place over the phone, during events held both at college and out in the community, and during admissions interviews.
- 3.3.2. Students will be offered places on courses if it is felt that the College can offer an appropriate course and that the student can reasonably be expected to achieve. This offer is based on the information given during a discussion and all applicants are expected to be open and honest. For all courses with formal entry requirements, students are expected to provide evidence that they meet those entry requirements at enrolment.
- 3.3.3. Applicants for whom there is not a suitable course available at Riverside College or Cronton Sixth Form College will be referred to the Advice Careers and Employability Team within the College and any appropriate external agencies.
- 3.3.4. For courses requiring an interview, these interviews will be undertaken by the central admissions team to ensure a common approach and equal access.
- 3.3.5. The College has the right to refuse any application it considers inappropriate relating to subject choice and history. Any applications received that raise concern will be discussed and a response will be made to the applicant.
- 3.3.6. For the first six weeks of attendance students are monitored and assessed by tutors and Heads of School to ensure the student is on the correct programme

and level of study. If appropriate, students may be transferred onto a more appropriate programme/level for them.

### **3.4. Disclosure of Criminal Convictions / DBS Process**

- 3.4.1. Any applicant or student who discloses a conviction will be asked to meet with the relevant Programme Manager who will decide if the applicant/student needs to be risk assessed. Those identified as needing this assessment will be considered by a panel consisting of a Senior Manager, the College's designated Safeguarding person and a further agreed member of the management team. This could lead to a change of course, seeking appropriate references or withdrawal of the offer of a place.
- 3.4.2. Some courses require a DBS check. The DBS process will be explained to the applicant and the College will be responsible for checking the identity of the applicant prior to the DBS application form being submitted. If the DBS check discloses information of concern the College will discuss the appropriate next steps with each applicant. This could be a change of course, seeking appropriate references or withdrawal of the offer of a place.

### **3.5. Equality and Diversity**

- 3.5.1. The College is committed to ensuring that the admissions process will be open and transparent and that no individual is subjected to any unlawful discrimination.
- 3.5.2. At all times, the College will consider and adhere to its duty under its commitment to equality, diversity and inclusion in line with the College's Equality and Diversity Policy.
- 3.5.3. The College is committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that individuals with disabilities are not disadvantaged. High needs support will be discussed with applicants.

### **3.6. Applicants with Health, Disability, Additional Learning Support requirements or Education, Health and Care Plans (EHC)**

- 3.6.1. The Admissions Team receive annual training from the Head of Additional Learning Support to allow them at interview to begin to discuss and record any support requirements or cause for concern. This information is then passed to the Additional Learning Support team who will follow up with the students and any appropriate school or agency personnel to ensure support is in place when the student starts College.
- 3.6.2. Any student who declares a learning difficulty or disability at application or enrolment will be entitled to an assessment of needs with a suitably qualified member of staff. An Individual Support Plan will be agreed, signed and

progress records started. Recommendations will be discussed with the student and tutors and all responsibilities will be agreed. This will be reviewed throughout the course to enable independent learning.

- 3.6.3. The College will help applicants with learning difficulties/disabilities by helping to assess their learning needs and by providing additional support where appropriate.

### **3.7. Availability of Courses**

- 3.7.1. Admission is subject to places on courses being available. Places on courses will be allocated on a first-come-first-served basis.
- 3.7.2. The College reserves the right to withdraw an offer or close a course for operational reasons or if there are insufficient student numbers. Applicants will be informed as soon as possible and refund will be made where applicable in accordance with the College's Fees Policy.

### **3.8. Course Fees**

- 3.8.1. Details of fees can be found:
- on the College website
  - in the College prospectus
  - by calling the Admissions Team or
  - by attending an Open Event at the College.
- 3.8.2. Fees must be paid in accordance with the College's Fees Policy.
- 3.8.3. The College reserves the right not to admit a learner who has any outstanding debts to the College.

### **3.9. Responsibilities and Obligations of Applicants**

- 3.9.1. Applicants are responsible for providing accurate information to Riverside College and Cronton Sixth Form College at all stages of the application process. Any applicant found to be providing fraudulent or false information will have any offer made withdrawn.
- 3.9.2. Applicants are expected to:
- inform the College directly if they decide to not to accept the offer
  - provide information regarding their circumstances and declare criminal convictions
  - treat all College staff respectfully
  - agree to follow all College policies and procedures once admitted to College as a student.

### **3.10. Appeals Process**

- 3.10.1. Applicants have the right to appeal against any decision taken during the application process.

3.10.2 An admissions appeal could be invoked as a result of a variety of decisions including in respect of:

- An applicant who has previously withdrawn from a College course and wishes to return.
- An application that may require a risk assessment, for example due to any previous record or behaviour, which could pose a threat to staff or students.
- The outcome of an interview.
- An applicant who it is considered presents an unacceptable safeguarding risk.

This list is not exhaustive or exclusive and other situations may arise which necessitate an Admissions Appeal.

3.10.2. Appeals should be made in writing addressed to the 'Assistant Principal Quality, Admissions Appeal Panel'.

3.10.3. Once an appeal has been received, the College will acknowledge the appeal in writing informing of the date the appeal panel will take place.

The admissions appeal panel will consider the appeal and respond in writing within three days of the conclusion.

#### **4. MONITORING AND REVIEW**

##### **4.1. Monitoring of Admissions**

All admissions activity is monitored regularly through SMT Monitoring reports, Modelling Numbers Meetings, Enrolment Meetings, Progression Meetings and activity is mapped against the Matrix standard for advice and guidance which is monitored in an annual review.

##### **4.2. Policy Review**

<b>Written By:</b>	<b>Authorised by:</b>	<b>Date:</b>	<b>Review Date:</b>	<b>Approval by:</b>
Helen Smith, Head of Schools Liaison and Marketing	Mary Murphy, Principal	December 2016	December 2017	SMT Operations

##### **4.3. Publication**

<b>Audience:</b>	<b>Published:</b>
All stakeholders.	College website and intranet.