ADMISSIONS POLICY – POST 16 (FE)
P16

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SLT Lead	Author	Frequency of review	Next review date	Approval Committee	Approval Committee Date	Date of last EIA
M Harbour	S Linger	x 1 year	Sept 2023	FEAB	21/02/2023	23/11/2022

SOUTH DEVON COLLEGE

ADMISSIONS POLICY – POST 16
(FE ADMISSIONS, up to & including Level 3 provision)

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.

Further Education admissions and enrolments are processed by South Devon College's Helpzone Admissions and Enrolment Team in the first instance. If there are any risks identified as part of this process the Risk Assessment Panel is responsible for adjudication of individual learner admissions.

South Devon College uses Tribal's EBS and Prospect platforms to process applications and enrolments.

3 Legislation

The following legislation applies to this policy

- The Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Data Protection Legislation
- 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 Head of Student Services 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 allelectronic forms and 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 ator prior to enrolment.

Applicants for all full-time courses will be required to attend a welcome meeting either virtually or on-site. This will be carried out by a named member of staff from the section in which the course is based. This memberof curriculum staff is authorised to offer places on courses in their section.

5.1.3 The College reserves the right to request references and/or school reports for a potential learner.

5.1.4 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).

5.1.5 The College will offer all potential learners impartial advice and guidance from the Helpzone team which includes Level 6 qualified careers guidance professionals and/or course tutors in order to help applicants and learners make informed decisions about their next steps.

5.1.6 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.

5.1.7 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 Special Educational Needs and Disabilities Co-ordinator 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, including a risk management plan, to enable them to be successful on their study programme and the student decides they do **not** wish to access this support or follow the plan the College can refuse admission or withdraw enrolment on the basis that reasonable adjustments cannot be met.

5.1.8 Any documentation regarding the students' support needs from the students' current education provision will be requested by the Curriculum Support team. The College will reassess based on needs; the support may not necessarily be the same as that given by the previous provider.

5.1.9 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.

5.1.10 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.

5.1.11 Approval from teaching staff is required before places can be offered on certain designated part-time courses.

5.1.12 International learners are welcomed onto a predetermined range of programmes (Level 4 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.

5.1.13 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.

5.1.14 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.

5.1.15 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 or standard.

5.1.16 Applicants may be offered alternative studies, added to waiting lists or advised of other institutions where the course is offered.

5.1.17 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.

5.1.18 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.

5.1.19 To be officially enrolled a learner must have completed an electronic enrolment form and committed to paying the appropriate fee, unless they are eligible for fee remission. This is an important contractual stage in the admissions process.

Right to Refuse an Offer

The College has a duty to ensure all students, apprentices and staff feel safe and protected whilst at the College and will work with statutory and other local agencies to ensure the safety of its students, apprentices and staff.

- The College will undertake risk assessments on applicants or students and apprentices who disclose potential risks.
- Where there is an identified risk, the College reserves the right to share information regarding the risk with statutory and other agencies to ensure the safety of its students and staff.
- The College reserves the right to refuse entry to the College, if following the risk assessment process and panel assessment led by the Assistant Principal, Designated Safeguarding Lead, the College feels the risks attached to an applicant is too high.
- Refusal of an offer is made in writing, which includes full details of how to appeal against a decision.
- Students and apprentices have the right to appeal against a decision, by writing to the Vice Principal - Quality and Curriculum and Deputy CEO

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 or dismissed from South Devon College or another provider or establishment.

5.2.5 Has previously displayed any acts of violence or abuse/abusive language to learners or staff at South Devon College, or another provider or establishment.

5.2.6 Who has previously attended this or another education establishment and not completed courses, including all external assessments.

5.2.7 Has outstanding debts to the College.

5.2.8 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.

5.2.9 The College reserves the right to carry out an Enhanced DBS / police check on any applicant, this would be funded by the Helpzone Department, at no cost to the 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.

5.2.10 If the applicant has 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.

5.2.11 The College may ask applicants who have indicated a recent, recurring or serious health problem to allow us to request a medical report on their condition. The College is responsible for meeting 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.

5.2.12 Applicants who do not meet the normal entry requirements for a particular course may be 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 Head of Curriculum.

5.2.13 Applicants who apply after the application deadline and / or the start date of the course will be subject to approval through late application procedure.

6 Appeal and Complaints Procedure

6.1 Should the applicant wish to appeal their admissions decision, this should be submitted in writing, highlighting the reasons for appeal, by no later than 10 working days from receipt of the decision. Correspondence should be addressed to: Matthew Harbour – Vice Principal, South Devon College, Long Road, Paignton, TQ4 7EJ.

6.2 Should the applicant wish to make a complaint about the Further Education admissions process, they should contact the Further Education Quality Team by completing the form using the link as follows – bit.ly/SDCCCSForm – this will then be escalated rapidly and accordingly.

7 Monitoring & Evaluation

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

8 Related Policies

Single Equality Scheme
Course Fees Policy

Data Protection Policy and Procedure
Student Admissions Policy (HE)
Safeguarding Policy
South Devon High School Admissions Policy
Curriculum Support Policy
Behaviour Policy
Student Privacy Notice

8. 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.

9. 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.