

## FE ADMISSIONS POLICY - POST 16 P16

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# **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**

2.1 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.

2.2 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 student admissions.

2.3 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 & Wellbeing 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 electronic 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 at, or prior, to enrolment.
- 5.1.3 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 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 student.
- 5.1.5 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).
- 5.1.6 The College will offer all potential students 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 students make informed decisions about their next steps.
- 5.1.7 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 SEND Team, who will contact potential students to discuss their support needs. Where possible this discussion will take place during the Welcome Meeting.
- 5.1.8 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 mechanisms, 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.
- 5.1.9 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.
- 5.1.10 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.

- 5.1.11 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.
- 5.1.12 International students 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 UKVI 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. In the case of limited spaces, a waiting list may be applied on a 'first-come, first-served' basis.
- 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 student must have completed an 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.

## **6. Right to Refuse an Offer**

6.1 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, visitors, and staff.

6.2 The College will undertake risk assessments on applicants or students and apprentices who disclose potential risks.

6.3 Where there is an identified risk, the College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of the College community.

6.4 The College reserves the right to refuse entry to the College, if following the risk assessment process and panel assessment, the College feels the risks attached to an applicant are too high.

6.5 Refusal of an offer is made in writing, which includes full details of how to appeal against a decision.

6.6 Students have the right to appeal against a decision, by writing to the Vice Principal - Curriculum and Quality and Deputy CEO

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

6.7.1 Does not meet the admission criteria in 5.1.

6.7.2 Withholds information or provides false and/or misleading information. Offers are made based on the information available at the time.

6.7.3 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, on face value, present a clear and immediate danger or infraction of the law.

6.7.4 Has previously been excluded or dismissed from South Devon College or another provider or establishment.

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

6.7.6 Poses significant risk or harm to themselves, or others.

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

6.7.8 Has outstanding debts to the College.

6.7.9 The College will carry out an Enhanced DBS check for applicants to some programmes where students 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.

6.7.10 The College reserves the right to conduct 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.

6.7.11 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 students 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.

6.7.12 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.

6.7.13 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.

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

## **7      Appeal and Complaints Procedure**

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

7.2 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](https://bit.ly/SDCCCSForm) – this will then be escalated rapidly and accordingly.

## **8      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.

## **9      Related Policies**

FE Course Fees Policy  
Data Protection Policy and Procedure  
Student Admissions Policy (HE)

Safeguarding & Child Protection Policy  
South Devon High School Admissions Policy  
Student Behaviour Policy  
Student Privacy Notice