

## 1. Policy Statement

Strode College is committed to a fair and open admissions system that considers all applicants on their individual merits. The College is committed to raising student aspirations, widening participation and promoting equal access to programmes of study. It aims to ensure that students are appropriately matched to a programme or course of study: right learner, right level, right course and right support.

## 2. Context and Scope

The college will apply the principles inherent in this policy to all applicants and progressing students for full-time and part-time further education, higher education and apprenticeships. The Admissions Policy and Procedure refers to all elements of the student journey admissions process. This includes the procedure in place from initial student enquiries, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to College and enrolment events.

## 3. Principles

- A fair, open and transparent admissions process
- A process which is accessible and understandable to all applicants
- A process which ensures the College carries out its responsibilities with regard to safeguarding and child protection
- Provision of impartial advice and guidance
- Individual learning needs are identified and support mechanisms in place
- Students are matched appropriately to a programme or course of study: right student, right course, right level and right support to achieve a positive destination
- A process which conforms to the Matrix standard and Gatsby Benchmarks
- All data will be kept in accordance with GDPR regulations and UK law
- The College conforms to the Rehabilitation of Offenders Act 1974

## 4. Roles and Responsibilities

- The Deputy Principal for Curriculum and Quality has the executive responsibility and strategic oversight and review of the Admissions Policy.
- The Director of Student Services is responsible for the effective development, implementation of the policy and procedures.
- The Admissions team is responsible for the day to day administration and implementation of the procedures
- The Curriculum Management team and other relevant support staff should all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

## 5. Procedure

**The Student Recruitment team will manage all enquires by:**

- Aiming to respond to all enquiries within two College working days.
- Liaising with support and teaching staff to gather necessary information and to provide this to the enquirer.
- Liaising with support and teaching staff regarding suitability.
- Referring or signposting to other services or providers for courses that are not available or suitable for the enquirer.

<b>Document Owner(s):</b> Deputy Principal Curriculum and Quality	<b>Date Reviewed:</b> August 2022	<b>Date of Next Review:</b> August 2023
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## 6. Interviews

### Full-time study programmes

Applicants for full time study programmes will complete an application form and be invited to attend an interview, which are available regularly throughout the academic year. Experienced curriculum staff will conduct the interview. Interviewers will undergo training and quality of interviews will be monitored through an observation process.

### Part-time courses

Some part-time courses will also require pre-enrolment interviews prior to enrolment. This will be declared on the course information details.

### Entry Requirements and Conditions of Entry

Entry requirements are in place for all courses to ensure that the applicants are supported to make fully informed and right choices. Entry criteria are clearly published in all course information.

In cases where achievement of specific grades is required to secure a place, this will be discussed in detail at the admissions interview. In cases where awarding bodies or other stakeholders have entry requirements in addition to College criteria, this will also be clearly stated in course information.

### Offers of Places for All Courses

Offers will be made in line with the published entry criteria and will usually be verbally issued at interview and followed up in writing. In cases where a decision has to be deferred the reason will be clearly stated and the applicant will be notified of a date the offer decision will be made to them. Any changes to this date will be clearly communicated. All offers are conditional where applicants are awaiting examination results. Only applications made before the February half-term will be guaranteed securing their first subject choice.

### Conditional Offers

The College may make a conditional offer of a place that is dependent on meeting entry criteria before enrolment can happen, in such cases the applicant will be advised of this and informed of the date that they need to provide evidence of entry criteria. When these conditions of entry are met the College will confirm the offer and enrolment procedures will take place. In cases where the condition of entry is not met, the applicant will be offered further advice and guidance.

### Exceptional Circumstances

In exceptional circumstances applicants may be offered a place where they have not met the entrance criteria. Each case will be based on the individual's circumstances, however the College will always ensure that each applicant is at the right academic level to be successful (right learner, right course, right level and right support).

### Applicants with Special Educational Needs

If an applicant has an Education, Health and Care Plan (EHCP) the Local Authority, in consultation with the College and the applicant, may name the College as a provider. The applicant will transition to the College, unless it is felt that the placement at College was unsuitable for the young person's age, ability, aptitude or Special Educational Needs or Disability (SEND) or that to place the young person there would be incompatible with the appropriate use of resources or the efficient education of others.

All learners are given an opportunity before and at entry and subsequent points to declare they have a learning need, a disability or a medical condition that will affect their learning. If an applicant makes a declaration, the College should discuss with the applicant what and how they will be supported. Any screenings and assessment should be differentiated and proportionate in accordance to need.

<b>Document Owner(s):</b> Deputy Principal Curriculum and Quality	<b>Date Reviewed:</b> August 2022	<b>Date of Next Review:</b> August 2023
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## **Applicants with Additional Learning Needs Related to Mental Health**

Learners who disclose an additional learning need related to their mental health will be referred to Student Services, who will provide the appropriate support and ensure reasonable adjustments are made, and or a risk/assessment are in place, in line with the College's Mental Health Policy.

## **Applicants with Criminal Convictions**

If an applicant declares a criminal conviction at application, interview or during their programme of study (verbally or written) they will be asked to complete a criminal record form, this will be passed to the Safeguarding Lead/Director of Student Services for consideration and to take an appropriate course of action, including support if needed.

## **Excluded Students**

Students who have been previously excluded from the College's post-16 provision may re-apply for admission in the academic year following their exclusion, however this does not guarantee them a place at the College. Applications from excluded students will need to be referred to the relevant Head of Faculty/Director of Student Services who may wish to interview the applicant before proceeding further.

## **English Testing**

All programmes of study at Strode College are delivered in English. Applicants will require a suitable level of English to engage with the learning. If English is a second language (ESOL) for an applicant, they may be referred to an ESOL programme before progressing onto further study. In such cases the ESOL team will assess the standard of English.

## **Refusal of Admission**

The College reserves the right to refuse admission to an individual. Written statements of refusal will usually be issued and applicants will be advised of the reason for refusal and offered further advice and guidance if suitable.

Refusal of admission will be administered by the Admissions Team Leader/Head of Student Services who will act on the decision of the relevant Head of Faculty/Director of Student Services.

## **Appeals**

Appeals against refusal of admission should be made in writing following the College's Complaints Policy and Procedure.

## **Monitoring and Review**

The policy will be reviewed by the Deputy Principal Curriculum and Quality, Head of Student Services and the Director of Student Services on an annual basis. Approval of the policy will be through the Senior Management Team (SMT).

Complaints will be dealt with following the Complaint Policy and Procedure which is monitored through SMT and reported on an annual basis to the Academic Standards and Quality Board.

## **Related Policies and Service Standards**

- Service Standards Admissions
- Fitness to Study Policy
- Student Protection Plan (HE)
- Fees Policy
- Criminal Convictions Policy
- Complaints Policy
- Mental Health Policy

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