

FE Admissions Policy, Procedure and Guidelines

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By (Exec/SMT)
1	1/12/17	Rewrite of the Admissions Policy to fall in line with recent legislation.	S Burnhill	
		Flow charts for Apprenticeships and Higher Education are pending if required.		

Equality Impact Assessment

This policy has been assessed to ensure that it does not adversely affect learners on the grounds of any protected characteristics.

Policy / Procedure No. QA4 Admissions Policy	Approval Board / Committee / Group SMT	Approval / Re-approval Date: July 2017	Implementation Date: December 2017	Next Review Date: July 2018
Signature	Date			

ADMISSIONS POLICY

1. POLICY STATEMENT

Askham Bryan 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. Askham Bryan College aims to offer a broad range of courses to students of all abilities and to ensure that students are appropriately matched to a programme or course of study. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education and applicants for apprenticeship programmes. The underlying principle of the Admissions Policy is that all individual students seeking a place at college are appropriately matched to a suitable Programme of study.

2. DEFINITIONS

This Admissions policy and procedure refer to all elements of the student journey admissions process. This includes the procedure in place from initial student enquires, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to college and enrolments events.

3. PRINCIPLES

Askham Bryan College is committed to equality of access to learning for all, and to widening the participation of students from under-represented and disadvantaged backgrounds. This policy governs the admission of individuals to the College as students.

The College aims to provide:

- A fair, open and transparent admissions process;
- Impartial advice and guidance to potential applicants and applicants;
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a programme or course of study;
- A process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to employees, students and third parties are discharged; and
- A process which is accessible and understandable to all applicants and is consistent with the College's commitment to equality, diversity and inclusion.

Specifically, prospective students of Askham Bryan College are entitled to:

- A response from the College following the receipt of an application. An automatic email response is sent to applicants who apply online and a text message to those who complete a paper based application within 10 working days a text message/letter/or email will be sent inviting the applicant in for an interview;
- Impartial information and guidance concerning programmes of study, student support arrangements and other services provided by the College;
- Opportunities to discuss individual options on a one to one basis;
- For applicants with an Education Health and Care Plan (Statement of Needs, LDA, Section 139a) a suitable taster / transition plan may be in place to meet their individual needs (possibly prior to application);
- Opportunities to visit the College and view locations of study and relevant facilities;
- Specialist guidance for those needing inclusion and support services;
- Well-organised, efficient and responsive enrolment arrangement; and
- An induction to the College and to the programme of study.

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All applicants must:

- Satisfy the requirements for admission to the proposed course or programme of study including any admission requirements set by the validating higher education institution in respect of higher education courses;
- Demonstrate a strong commitment to further study and the ethos of the College;
- Provide evidence of their previous achievements at their current school, college or workplace;
- Undertake further assessments or provide information as necessary to allow the College to support any learning support needs; and
- Agree to adhere to the College's Student Code of Conduct and Behaviour Management and Disciplinary Policy and Procedures.

Admissions Criteria:

- The admissions of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. Admission will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances and professional and other course entry criteria and requirements;
- Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements;
- No potential students will be excluded from entry as a result of discrimination on the grounds of the protected characteristics defined under the Equality Act 2010;
- Applications from prospective students with learning difficulties and/or disabilities will be assessed on the basis of the meeting the course entry requirements; and
- Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Learning Support Team in consultations with the Course Admissions Team. The College will make reasonable adjustments to accommodate applicants with support needs. However, if the College is unable to meet these additional needs or can only do so by compromising the learning experience of the student in question, or other students, the College will inform the applicant as soon as the situation becomes apparent.

Right to refuse admission

The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirements for the course or programme applied for;
- If the course or programme applied for is undersubscribed (with the result that its delivery is not viable for the College or its students) or oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for;
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or programme applied for;
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to employees or students of the College;
- If the applicant has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet; or
- If an applicant is not deemed Fit to Study or has had a Stage 3 or 4 disciplinary through Askham Bryan College processes.

The above is a non-exhaustive list and there may be other reasons or circumstances for which the College may consider an applicant is unsuitable to study on a particular course or programme or at the College generally. If the College considers that it is unable to admit an applicant to the course or programme applied for (whether for one of the above reasons or

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otherwise), the College will explore with the applicant whether there is a suitable alternative course or programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

4. SCOPE AND LIMITATIONS

The procedures described in this document refers mainly to prospective students intending to join full time and part time or an apprenticeship programme of study delivered on any of the main college campuses of Askham Bryan College. Application procedures for Higher Education courses in affiliation with partner universities are dealt with under a separate procedure. For some parts of the admissions process, separate arrangements exist for groups of students enrolled through Askham Bryan College franchise and enterprise activities. For example, full cost short courses, and Prince's Trust.

5. RESPONSIBILITIES

The Executive Director Apprenticeships, Quality & Standards (EDAQS) has the executive responsibility and strategic oversight of the admissions policy.

The Student Records Manager and Director of Student Services are responsible for the effective development, implementation and review of the policy and procedures.

The Student Records team are responsible for the day to day administration and implementation of the procedures and guidelines described in this document.

The Senior Leadership Team, Section Leaders and Managers all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

6. IMPLEMENTATION ARRANGEMENTS

The arrangements that are outlined below build on previous good practice and seek to provide additional impetus and coherence.

The Admissions Operational Group - chaired by the Student Records Manager. This group will lead on the operational implementation of the admissions process and developments. Group membership will consist of Delivery and Support Team Members.

7. MONITORING AND REVIEW

The Admissions Operational Group will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the EDAQS, DoSS and SR Manager.

8. SUPPORTING/RELATED DOCUMENTS

- Fitness to Study Policy SCA36
- Behaviour Management and Disciplinary SCA2College Strategy
- Safeguarding Policy

9. REGULATIONS

In all aspects of the Admissions process the College will comply with the following regulations:

- Fair access to all – Race Relations Act 1
- Equality & Diversity Regulations
- The Disability Discrimination Act 2005
- The Data Protection Act 1998

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- General Data Protection Regulations (GDPR)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

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PROCEDURE

The procedures described in this document refer mainly to prospective students intending to join programmes of study delivered on any of the main college campuses of Askham Bryan College. *The Student Journey Flowchart: College Based Students* (see appendix 1) provides further detail of the admissions process. Admissions for Askham Bryan College higher education students and Prince's Trust applicants have separate procedures.

The start of the student journey

Step 1: Initial enquiries - Members of the Marketing team attend and participate in many school events throughout the city and county. This may take the form of presentations to groups of students or being available to advise both prospective students and their parents/guardians at school events such as Parents Evenings, Industry Days and Options Evenings.

Askham Bryan College also has a presence at various venues in Yorkshire at selected times throughout the year to provide information and guidance directly to members of the community. Such venues include the Great Yorkshire Show and schools careers events. Students are provided with the opportunity to make initial enquires about learning opportunities at Askham Bryan College and complete an online or paper registration form. This enables the college to send all enquirers the Askham Bryan College prospectus and invitations to forthcoming information evenings and events.

Step 2: Attend an Information Evening – the Askham Bryan College admissions process starts with an information evening, Open Day or Taster event. These are held throughout the year (November to June) and provide the opportunity for potential students to find out about the programmes of study, College facilities and services available.

College Support Staff and a wide range of teaching staff are available at the events to provide information, advice and guidance. Details of the events are published well in advance, in the full time study prospectus, on the College website, in local schools and in the media.

Step 3: Apply to college – students can apply on-line via the college website at: www.askham-bryan.ac.uk Paper applications are currently available for students who are unable to access the on-line system through schools or careers centres. Following an application submission, the student is sent a text message acknowledgement. Following this, within fifteen (3 weeks) working days from receipt of application, the Student Records Admissions Team will contact the student to invite them to attend an initial selection interview.

Step 4: Selection Interview and Screening – All students applying for a place on a Askham Bryan College programme (excluding full cost short courses) are invited for a selection interview with curriculum employees. Interviews take place at the College site to which the student has applied. These are delivered by curriculum staff throughout the year, from November to July. The staff member carrying out the interview completes a standardised interview record which is used by all programme areas. During the interview, support needs will be discussed with the applicant.

Some departments may decide to invite prospective students to undertake further selection methods, for example; undertake a taster session, complete a personal statement prior to the interview or undertake further skills assessment before making decisions to offer a place.

Step 5: Receiving an offer – at the end of an interview the prospective student will be made an offer and asked if they wish to accept a place. If they accept they will be asked to confirm acceptance by signing the interview paperwork and receive their offer letter containing their conditions of a place at the college.

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Applicants declaring a support need will be contacted by the Learning Support Team prior to enrolment and be offered a support planning interview. The resulting support plan and any specific resources or specialist staff can be put in place as early as possible in a Programme of study

If it is not deemed appropriate that a student is offered a place on the programme they have applied for, the applicant will be offered further advice and guidance from Careers at College so that alternative progression routes at College can be considered. The Admissions team can arrange further selection interviews when appropriate.

Step 6: IAG and Welcome to College Events - In August prospective students will be sent a 'Welcome to College' pack. This will include an invitation to come to a Welcome to College event in late August or early September to confirm a programme of study and to complete the final stages of the enrolment process by signing a Learning Agreement. The pack will also include information about the IAG events available at college. These events will take place from GCSE results day and provide the opportunity for students who don't meet the conditions of their offer to receive advice and guidance on alternative programmes of study.

Late Applicants - open enrolment events at the start of September enable late applicants to enrol on College programmes. However, applicants are still required to go through a robust admissions process in order to assess their suitability for a course of study. Late applicants will be required to undertake a selection interview, taster (if applicable) and screening assessment before a decision is made to accept an applicant onto a programme. The facilities for these admissions processes alongside the provision of information, advice and guidance services will be available at all open enrolment events.

Returning students to Askham Bryan College (years one to two / two to three) will complete a Progression Enrolment form at the end of their previous academic year, in order to confirm their intention to return. Students wishing to apply for a next level up programme will have a 'Moving up Interview' with the curriculum team. Progression onto year two or three of a programme or the next level up programme will be subject to satisfactory performance and behaviour by the student at the end of their first year/completion of study.

Admissions procedure for apprenticeship applicants – applications for Askham Bryan College apprenticeship programmes are processed by the Apprenticeship Team. Applications can be made online via the Askham Bryan College website or by paper application.

Full cost short courses - applications can be made online via the Askham Bryan College website, via telephone or paper application. The Administrator for short courses operates an immediate booking system which involves processing payments in direct liaison with all applicants for short courses.

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GUIDELINES

Open Access and Course Entry Requirements

Entry Requirements – Through its admissions policy, Askham Bryan College is committed to equality of access to learning for all, and to widening the participation of students from those under-represented and/or disadvantaged groups. As a part of this commitment, Askham Bryan College seeks to avoid any unnecessary or artificial barriers to access.

However, this policy does not mean that the College will automatically endorse any and every programme choice indicated by prospective student. Sometimes, good course guidance means that the College may recommend a programme of study which is different from the one the student first had in mind and which is believed to be more appropriate to his/her needs.

Askham Bryan College employees work within an entry requirements 'framework' for new entrants to full-time and part time programmes. Entry requirements will vary between programmes of study. However, each course will have a clear statement about entry requirements which will be stated in the Askham Bryan College prospectus.

The College reserves the right to request references for a potential student.

Information, Advice and Guidance

Information and guidance on studying at Askham Bryan College is made widely available throughout the community and by a variety of means;

Prospectuses - Each year Askham Bryan College produces a prospectus for FE and HE study. These prospectuses are distributed widely in the local community with copies sent to a variety of venues such as schools, careers centres, employers and so on. All prospectuses can also be obtained, free of charge, upon request from the Admissions team. In addition to the prospectus, course information is advertised throughout the year in the local press and other local media.

Askham Bryan College Website – found at <https://www.askham-bryan.ac.uk> and a variety of regularly updated information including:

- All of the programmes published in the FE & other prospectuses/marketing material
- New short courses are published on the website
- Email facilities to request further information or copies of prospectuses
- Main college contacts, maps of how to get to Askham Bryan College

Initial Assessment - Askham Bryan College employees will use available, relevant information about a prospective student's aptitude, ability and previous experience in order to recommend the most appropriate level and programme of study. This information will include any recent examination results and other relevant experience as recorded in documents such as the individual's record of achievement

For some groups of students, and for some programmes, an initial assessment of skills will be carried out to assist the guidance process. The initial assessment process involves screening of literacy and numeracy standards for students.

Applicants identified as having a learning difficulty and/or disability, or support needs

As a result of the initial assessment process and/or in the light of other information about a student, such as an Education Health and Care Plan (Statement of educational need, Learning Difficulty Assessment or section 139a assessment) it may be appropriate to provide additional learning support. The College will consider applications from all applicants who declare a disability and/or an impairment and/or condition against the same criteria as all other

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applicants in deciding whether to accept an applicant, account may need to be taken of any overriding health and safety concerns, barriers relating to professional requirements or the College's ability to make reasonable adjustments. Applicants will be invited for an admissions interview where additional requirements or concerns will be addressed sensitively and constructively.

Askham Bryan College is able to provide a range of different Support services to meet the varying educational needs of its students. The Askham Bryan College prospectus and website describes in greater detail the types of additional support available.

Disclosure of unspent criminal convictions - The majority of students studying on full time courses are between the ages of 16 to 19 years and the College is aware of its responsibilities to provide a safe working environment. With this in mind the College requires applicants to declare any 'relevant' criminal convictions. 'Relevant' means any offences against a person, whether violent or sexual, and offences involving drugs or controlled substances.

A conviction does not mean someone cannot come to college, but the college does need to be aware of convictions and will carry out risk assessments. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and therefore do not have to be disclosed, unless the applicant is applying to a course involving working with children or vulnerable adults, in which case all previous convictions must be disclosed. An applicant with unspent convictions will be required to complete a disclosure form 'Additional details of unspent convictions'.

This enables the College to identify the level of risk the applicant may pose to the College, its employees and students and decide if the application can proceed. Certain convictions may lead to refusal to enrol. If the College Admissions Panel believes it necessary, the College may also ask the prospective student to agree and pay for a DBS (Disclosure and Barring Service) disclosure being carried out. Refer to 'Criminal Conviction Policy, Guidelines and procedure' for further detail.

International students - Askham Bryan College welcomes Overseas applications. Some students are classed as having overseas status and need to have further checks undertaken before their application can be processed. Those students should be identified through the application form which requires applicants to provide information regarding residency. All international applications will be referred to the International department to undertake residency checks and assess their eligibility for financial assistance before the application can proceed.

Enrolment - Askham Bryan College enrolment arrangements have been designed to be as customer-friendly as possible.

All information about a student is recorded at enrolment with his/her consent and is subject to the Data Protection Act 1998 and Human Rights Act 1998.

College Admissions Panel

All students who declare a current criminal conviction will be referred to the College Admissions Panel for further consideration.

In relation to health issues identified by the applicant, the panel may request supporting medical evidence or information from the supporting local authority or other relevant external agencies to assist with decision making.

The Admissions Panel will be chaired by a senior postholder and applicants will be informed of the decision within ten working days of the meeting taking place.

If an applicant wishes to appeal against a decision made by the College Admissions Panel, they should submit an Appeals form (see Appendix 3) to the Student Records Manager.

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Refusal of an Application or Enrolment

Askham Bryan College reserves the right to refuse an application or enrolment. Applications from prospective students who fall into this category and will be given full consideration before any such refusal.

The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirements for the course or programme applied for;
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or programme applied for;
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to employees or students of the College;
- If the applicant has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet;
- If an applicant is not deemed Fit to Study or has had a Stage 3 or 4 disciplinary through Askham Bryan College processes;
- has outstanding debts to the College;
- provides false or misleading information on an application or enrolment form; or
- it is believed is not capable of achieving the qualification applied for.

Appeals - Students who wish to appeal against any decisions made during the admissions or enrolment process should follow the appeals process. The nature of the appeal should be set out in writing, clearly explaining the grounds for appeal. (See Appendix 3).

Right of appeal against decision to refuse admission

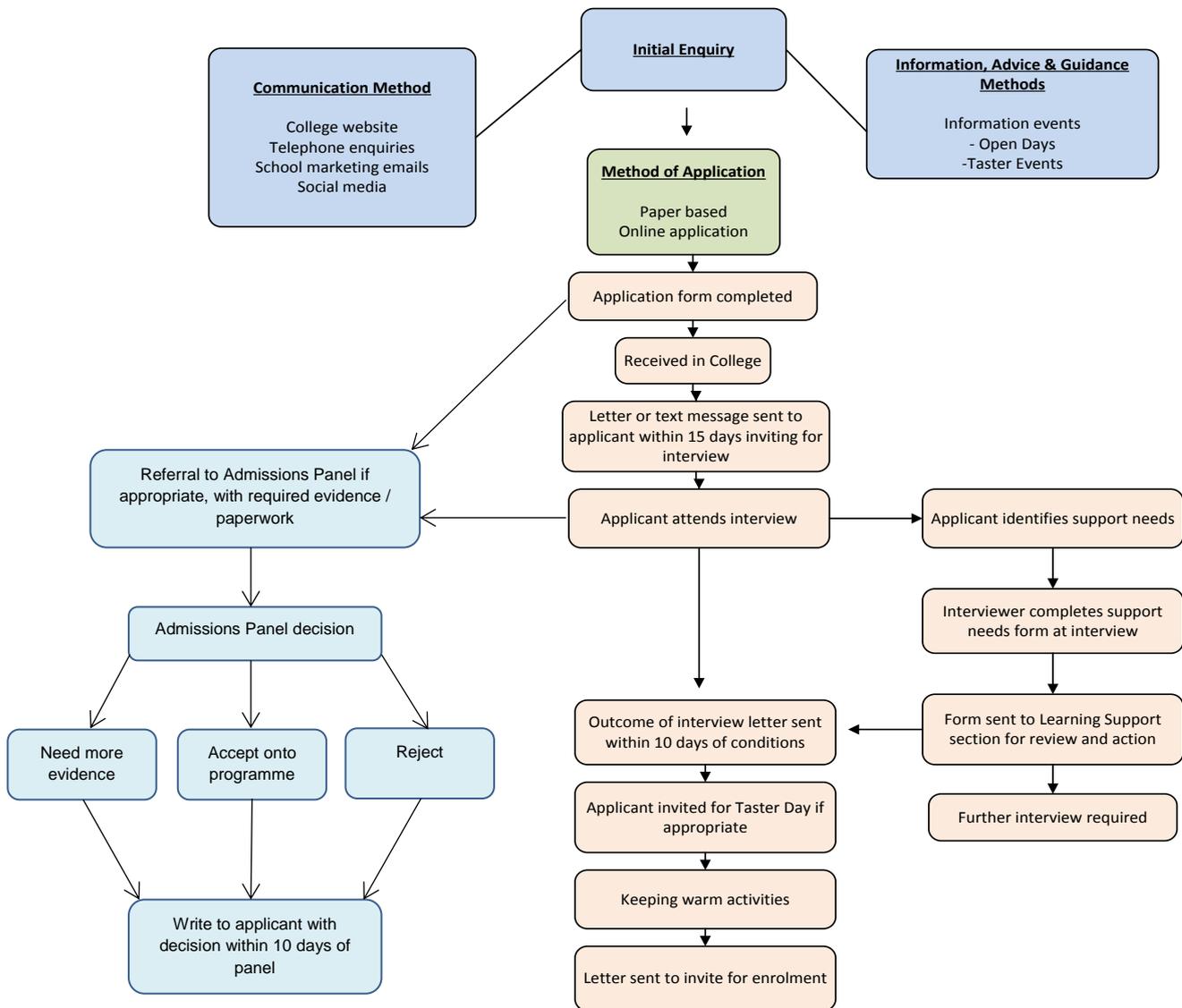
Where applicants are refused a place at the College (or refused a place on the course or programme applied for), they have a right of appeal against the decision. This right must be exercised within (five) working days of the applicant being refused admission by writing to the College Campus Principal setting out the grounds of their appeal. The unsuccessful applicant will then be invited to a meeting at which they will have the right to be accompanied.

The meeting will normally take place within ten working days of the College's receipt of the unsuccessful applicant's written appeal. The College will write to the individual within ten working days of the appeal meeting to confirm the College's decision. This decision is final and there is no further right of appeal.

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APPLICANTS

Appendix 1



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APPEAL FORM (Student\Parent\Guardian\Other)

Appendix 3

Mr Mrs Miss Ms

Other (please specify)

Who is completing this form

Student Parent Guardian Other (please specify)

First Name(s) person who the appeal relates to

Surname

Address

Date of birth (DD/MM/YYYY)

 / /

Telephone Number

Postcode

Course applied for

Grounds for appeal – In this section we need to know why you are appealing. Please write in your own words the reasons why you disagree with the Admission Panel decision.

Signature

Date

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APPEAL OUTCOME (Askham Bryan Staff only)

Member(s) of staff reviewing appeal

First Name(s) person who the appeal relates to

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Surname

--

Course applied for

--

Review decision

--

Reasoning\Discussion

--

Signature

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Date

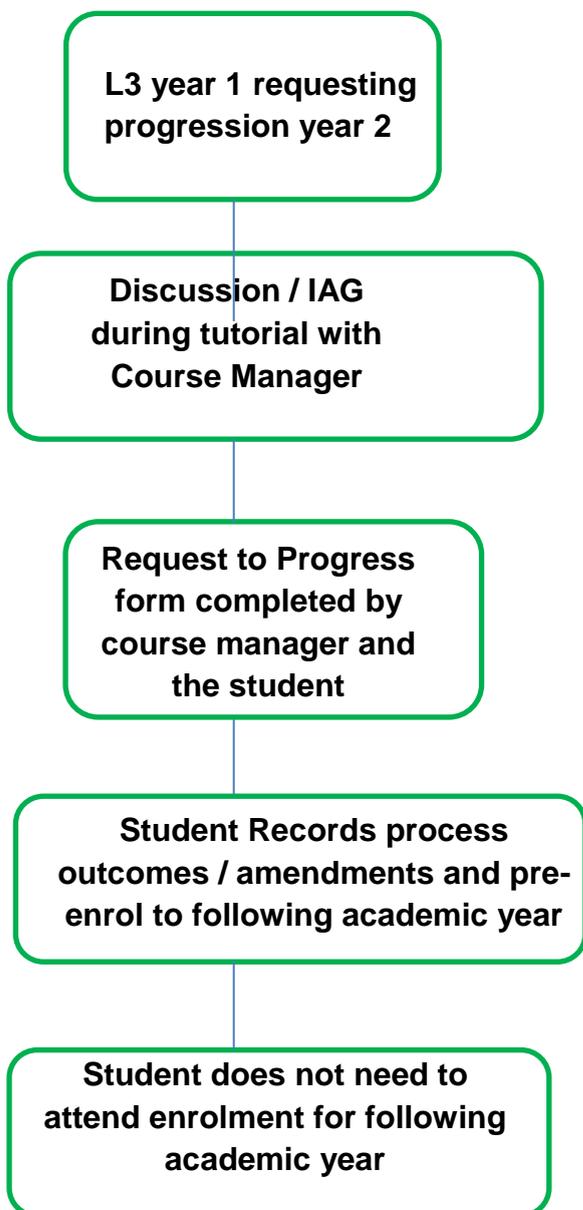
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INTERNAL PROGRESSION/APPLICANTS

FLOW CHART(S)

Progression from year one to year 2 for level 3 students



Internal applicants progressing within college

