



## ADMISSIONS POLICY

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## Scope

The document primarily deals with absence and attendance of full-time students, including 16-18, 19+, EU and EEA students. This procedure sets out the various stages of admissions support available to students. The admissions process strives to complement the Strategic Plan.

Where necessary, additional support mechanisms will be put in place to assist the student and to provide a network of support/advice contacts.

### **Policies/forms related to this procedure:**

- Admissions process
- Admissions application form
- Health declaration form
- EHCP
- Risk assessment forms
- HE Addendum

### **Associated policies:**

- Equality policy
- Safeguarding policy

### **Legislation associated with the procedure:**

- Keeping Children Safe in Education 2021
- The Equality Act 2019

## New students

### **Admissions**

- Where appropriate, students will be able to participate in taster sessions and open events.
- Full-time students will undergo an interview process with specialist staff.
- Part time students will receive initial advice from the information advice and guidance (IAG) staff by telephone, by staff at open events or external venues. Part-time students will have specialist advice and enrolment sessions.
- Employer-based students will receive advice at employer sites.
- Apprentice applications will be logged by the Apprentice team, who will contact the student, give the student advice, complete an interview and try to locate an Apprentice position for the student.
- Students who are known to have specific difficulties will be risk-assessed by the college in accordance with our procedures to ensure that potential students can be supported.

### **Criteria**

- Entry requirements are detailed in key documents, e.g. prospectus and on the web site.
- Where applications do not have recognised qualifications students will be given an assessment to gauge level of attainment so that they can be placed on the appropriate level of course.

### **Additional Support**

- Where necessary arrangements will be made to provide appropriate additional learning support either in college or external venues.
- Students will be assisted with the transition from school/home to college.
- Students will be advised in respect of travel, bursaries, discretionary funding, childcare provision and free college meals.

### **Disclosure and Barring Service checks**

- Students will be informed of the requirement for a Disclosure and barring services (DBS) check prior to enrolment on specific courses.
- Students will be advised accordingly about their choice of course, if DBS is a barrier.

## **Security**

- All students attending the college will be issued with ID badges and lanyards which must be worn at all times.

## **Equality and Diversity**

- Disability – all students who self-declare will be given an assessment by the Head of High Needs.
- Ethnicity – Students of all ethnicities are welcome to apply/enrol on college courses. Where language support is required the Head of High Needs will liaise with the appropriate staff.
- Mental Health – Students who declare mental health issues will be referred to the Be Safe team for support and advice and may be offered a mentor.
- Ex-Offenders –students who are ex-offenders and who are declared as such will be part of a transition plan with appropriate external agency contacts.
- In care – Students in supported care situations will be part of the college transition plan with appropriate external agency contacts and will be offered a mentor.
- Students who have specific behaviour difficulties will be risk assessed by the college in the first instance, to assess support needs and environment suitability.

## **Monitoring**

- Full time applications and exclusions are monitored in respect of ethnicity, disability, learning difficulty, gender and age to analyse any emerging trends.

## **Safeguarding**

- Safeguarding of the college community is paramount in the Risk Assessment process and the Director of Student Services and the BE Safe Manager are designated leads and will also involve the BE Safe team.

## **Interview Process**

Admission interviews will be held with specialist staff who have also received initial advice training by the Head of Student Services or access the training available on Moodle. Interviews for students will take place at an appropriate time depending on start date. Parents, guardians or key support workers will be invited to attend the interview process. Parents/guardians are also invited to an initial parents' evening before the September course starts and to further parents' evenings during the academic year.

A rota throughout the year will ensure that interviewing can proceed during College identified holiday dates.

## **Step 1**

- a. Application forms will be checked by Admissions staff and acknowledged within 2 working days
- b. Students are required to bring a copy of their last school report or a reference will be requested from school
- c. Learning, medical, pastoral and safeguarding support needs are identified
- d. Further information regarding support may be requested from schools/other agencies
- e. At risk students identified – may be offered mentoring in the first instance
- f. Risk Assessments will be completed for students who are considered to be at risk of harm to themselves/others and the risk assessment process will be followed prior to interview. External agencies will be asked to supply documentation to assist the risk assessment process.

Students who may be considered at risk include:

- Students with learning difficulties
- Students who have previously suffered from bullying and/or harassment

- Students who have a school or future focus reference which indicates they have had difficulties, e.g. poor behaviour or poor attendance.
- Late entries.
- Students with medical, mental health or disability issues.
- Students who have previously been elected home educated 14-16.
- Students who have previously been, or are in, care settings and students with safeguarding issues.

The College reserves the right to disallow entry on to a course where it is considered the college is not the appropriate environment, cannot meet the specific needs of the student by making reasonable adjustment or is concerned that enrolling the student is deemed to be a safeguarding risk.

## Step 2

- a. Presentation – overview of the college and the study programme
- b. Interview by interviewing specialist tutor
- c. Student completes the health support declaration form
- d. English and maths assessment may be held
- e. Offer letter and information pack handed to students
- f. Course information given to students
- g. Transitional support plan completed if necessary
- h. Risk assessment form (if relevant) will be signed by the student following discussion between interviewing tutor/student and parent/guardian
- i. Conditional or Unconditional offer made

## Step 3

- a. Students who have been identified as being at risk will be followed up by the Tutors, Progress Coaches or the BE Safe Manager. The action plan or the risk assessment form will be given to the Learner Manager for dissemination to the relevant staff. Mentors will share information with the personal tutors.
- b. The Mentor will regularly review the progress of the student with the personal tutor. If necessary, the student will be referred for counselling.

## Existing Telford College Students

- a. Students with good references, attendance and who meet entry requirements can progress on to the next level or their chosen course.
- b. An interview panel will be held for any students that have not been offered their first choice; the panel will consist of: Learner Manager and the Director of Student Services. The Assistant Principal has the final decision.

## Admissions

Applications from 15-16 students will firstly be processed by admissions. Students will be asked to complete an application form and an initial interview will take place with the student/parent/guardian or key worker and the appropriate member of staff.

The following conditions currently apply to any application:

- Enrolment will be approved if the college deems that the class is appropriate for a 15-16 student. \* NEW PROGRAMME – Take out
- Any fees paid are non-refundable – the student must be de-registered from state education.
- Parent/guardian or Key worker should ensure that the 15-16 student is able to safely travel to and from classes and the parent/guardian/key worker must be contactable at all times during the students time at college.
- Students will be tracked by a Mentor during the first term. A transitional support plan may be completed to identify on-going support.
- Head of Student Services will liaise with the personal tutor to share information and assess progress of the student.

- Learner Manager will organise additional meetings with parent, guardian, and external support contact, to discuss students' progress throughout the year to ensure the student is in receipt of the appropriate support and is making progress.
- All external agencies will be issued with the college's protocol for dealing with external agencies.
- If the college is not deemed suitable at the application process, the applicant should follow the appeals process.

## **Introduction**

The College has courses that are suitable for 15-16 (yr11) students. Enrolment on such courses is dependent on availability and whether the College feels it can sufficiently meet the students' needs, both from an educational and a safeguarding stance.

## **Funding**

- The college may receive funding from ESFA; however additional subsidy for 15-16 students' fees may be charged dependant on course of study which takes account of the whole learning process.
- The college can restrict the number of students at any one time and refer 15-16 students to seek other options.

## **Safeguarding**

- The college is governed by safeguarding legislation and as such has recently reviewed the presence of under 16's on campus.
- It is for this reason that the college considers each application individually and maintains its right to defer an offer until the student is 16 years.

## **Access to Higher Education students**

Application forms will be checked and acknowledged by admissions staff and the Learner Manager if necessary for bespoke consideration.

## **For new applicants**

- Learning support, mentoring, childcare needs are identified.
- If applying for the 19+ learner loan, the grants team will give advice
- An interview will be arranged, all applicants will complete a maths and English assessment. \* ONLY IF QUALS NOT SEEN TO CONFIRM E&M
- Offers will be made or the application referred to a more suitable course.

## **Students who miss original application and enrolment windows**

The following procedure will apply to students who miss the original application and enrolment window:

- All students go through the interview process. Students will be invited for interview and asked to bring their final school report, if the report is not available a reference is to be collected from the school.
- All late applicants will complete a taster session in their course of choice, if after the taster session either the student or tutor deem that this is not appropriate course the student will be offered an alternative to trial.

## **EU students**

The admissions process for overseas students is designed to ensure that:

- The student has an appropriate level of written and spoken English to achieve the learning outcome.
- The student is placed on the appropriate level of course
- The student has the correct documentation for studying in the UK
- The College complies with government legislation.

## **Enrolment Procedure – Full- time EU students**

- Students who are nationals of the Economic Union will need to demonstrate that they have been a resident in the UK for 3 years to be able to receive funding. Full time EU students aged 19+ will pay an enrolment fee (subject to change).
- EU students or EU – dependant students that do not meet the 3-year residency rules and are not home fee payers, will be charged course fees.
- Non- payment of fees will be brought to the attention of the Director of Student Services

## **Part time enrolment for vocational and English language course**

- Part time enrolments for vocational courses are handled by the Advice and Guidance team– if there are any queries about immigration status, a member of the admissions team will support.
- Part time English language course enrolment is dealt with by the adult maths and English school, who check immigration status, offer courses, keep copies of relevant documents and complete enrolment forms.

## **Employer based learning**

- It is the responsibility of the employer to ensure that all necessary documentation is in place for overseas employees wishing to work in this country.

## **Employees trained by Employer Engagement (EE)**

- Students on employee sites are advised by EE staff and are monitored by progress reviews, and are subject to eligibility rules.

## **Part time students**

Students can enrol directly onto part-time courses in the following ways:

- Telephone enrolment by the Advice and Guidance (IAG) team.
- Visiting the Advice and Guidance team in Student Services.
- Some part time courses require an interview – IAG staff will advise.
- Current funding regulations will be adhered to. Proof of benefits will be required if the student is eligible for fee remission.
- The student will complete an enrolment form and this must be signed at the time of enrolment or at the first session in the case of a telephone enrolment. The appropriate fee must be paid in full or in some cases staged payments may be allowed. Advice can be obtained in Advice and Guidance.

## **19+ Advanced learning loans**

- A government loan is available for anyone aged 19+ taking an eligible level 3, 4, 5 or 6 course.
- Students should apply for a 19+ advanced learning loan via the Student Loan Company. To apply students must have an offer letter from the college.
- All students will receive advice from a member of Student Services.
- Further details available in Student Services.

## **Learners who are in need of transitional support or have an EHCP**

- Some students will need additional support to enable them to achieve their learning goals.
- The college will be approached by an individual or external agency, with details of the students EHCP or transitional needs.
- The college will assess the needs and ensure that we are the right place to support the students.
- If the college deems that this is not a suitable place, the student will be informed in writing explaining the reasons behind the decision by the Head of High Needs. Students can appeal against this decision please see section 15
- The Director of Student Services and the Head of High Needs will hold an interview with the individual and/or the external contact. On occasions the Head of High Needs will visit the applicant within their present learning environment.

- The Head of High Needs, Director of Student Services and the Learner Manager for the area the student has applied to will discuss a proposed learning package, if this is deemed appropriate.
- A support plan will be drawn up and the student will have access to the college mentoring service.

### **Equality and Diversity**

- Admissions are committed to promoting equality and fairness for all applicants and to preventing unlawful discrimination, in pursuance of the college mission statement.
- Admissions will ensure that applicants are treated with equity regardless of their gender, race, colour, ethnic or national origins, age, disability, sexual orientation, gender reassignment, religion or belief or relevant distinction.

### **Adults with learning difficulties and disabilities**

Telford College will ensure that the Mental Capacity Act 2005, will be incorporated into the admissions process. All other legislation will be complied with and then college will maintain an accessible website/leaflets etc. to facilitate capacity in choice.

### **Adults with Mental Health Issues**

Admissions will ensure that students who self – declare mental health issues are supported and directed to suitable options.

### **Students previously excluded from college or school**

This may also include students whose reference from school indicated behavioural problems. Kick-start students will be supported.

- The initial assessment form or college application form will be completed and a risk assessment form may be completed by the Head of Student Services.
- The Head of Student Services will arrange a meeting with the Learner Manager of the students chosen course to discuss the application.
- Interviews will be held with a course specialist to discuss obligations of the student and the college to achieve a successful outcome. Conditions of enrolment will be put in writing.

### **Appeals**

If refused a place the applicant may appeal in writing to the Assistant Principal of Young People via student services who will review the appeal letter and liaise with the student.