

**Policy/Procedure/Guideline Review**

<b>Policy/Procedure/ Guideline:</b>	Admissions Policy for entry onto Full-Time Programmes
<b>Senior Manager Responsible:</b>	Vice Principal – Skills Academy and Apprenticeships
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<b>Approved By:</b>	Curriculum and Quality Sub-Committee
<b>Date Approved:</b>	25 April 2018
<b>Next Review Date:</b>	April 2019
<b>Publication:</b>	Nelson and Colne College Extranet Nelson and Colne College Website
<b>Changes Made:</b>	New policy format and change in job titles

## **Admissions Policy for Entry onto Full-Time Programmes**

### **1. Introduction**

- 1.1 This policy aims to ensure that there is an equitable process for all who wish to become full-time students at the college and to provide opportunities for progression within college programmes.

### **2. College Mission Statement**

- 2.1 To deliver the highest quality, relevant, education and training to young people and adults in College, in community settings and in the workplace. To encourage and support all to overcome any barriers, to be ambitious and achieve.

### **3. Equality and Diversity Policy Statement**

- 3.1 Equality and diversity is placed at the heart of what we do and we work actively towards eliminating discrimination, harassment and bullying because of race, ethnic origin, disability, religion or belief, gender, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity or any other grounds.

### **4. Code of Practice**

- The needs of the student take priority and every effort will be made to find an appropriate place within the College. This may require additional learning support, some of which is outlined in the Disability Statement.
- Marketing materials for all programmes will state the entry requirements in accordance with the College's Equality and Diversity policy.
- All potential students will be entitled to receive advice from College staff in the selection of an appropriate programme. If necessary, the student may be advised to seek further guidance from external agencies.
- In order to provide the best advice, the College will closely liaise with external agencies, for example, local schools, careers advisors and Jobcentre Plus.
- All potential students will have an interview prior to being offered a place. The student may receive an unconditional or conditional offer, or be referred for further careers advice.
- Where students bring their Records of Achievement, Art portfolio and/or Progress Files with them to interview they will be encouraged to discuss the contents with the interviewing staff.
- Interviews will be recorded on an appropriate pro-forma, in accordance with the College's Equality and Diversity policy.
- All students who receive an offer from the College will be informed in writing. All additional information that they need will be sent to them prior to starting College.
- All students not gaining the required results will receive further advice and guidance as to the range of options available to them.

- Any applicant has the right to appeal against a decision not to accept him/her on a particular programme if they feel they have not been fairly treated in accordance with College procedures. See Appendix A.
- All students will receive induction into their College programme. Full-time students have the right to change programmes within the first three weeks of teaching, providing a suitable vacancy exists and they meet the entry criteria for that programme.

## **5. Implementation of The Policy**

### **5.1 On Application:**

- 5.1.1 All applications will be channelled via the Admissions Team, where they will be logged according to date of receipt. The team will maintain a log of the status of all applicants.
- 5.1.2 All applications will normally be acknowledged within 5 working days of receipt by the Admissions Team.
- 5.1.3 Applications which have indicated a need for learning support will be flagged for referral and be seen at interview by the Additional Learning Support Team. If they are unable to be seen at interview, the Additional Learning Support Team will contact the individual to make alternative arrangements.
- 5.1.4 Applications which are unrealistic or unclear should be referred to the School Liaison Lead who will arrange for appropriate guidance to be given either in College or in school.
- 5.1.5 The interview will take place within 1 month of receipt date of application (or date of last interview). Applicants will be made aware that where appointment demand is particularly high or due to holiday periods, this may not always be possible. Applicants will have at least 1 week's notice of their interview appointment. Guidance for the interview will be included in the Interview letter.
- 5.1.6 Students will be sent two reminders of their interview appointment by SMS, 4 days and 24 hours before their appointment.

### **5.2 Interview Arrangements:**

Interview sessions will be organised and run by the Admissions team:

- 5.2.1 Interviews will be held on Monday, Tuesday, Wednesday or Thursday afternoon/evenings on a rotational basis and will primarily take place in the LRC.
- 5.2.2 Heads of Divisions will work with the Admissions Team to ensure that the appropriate number of staff are available to interview. Pre-interview training will be carried out with all staff interviewing and they will be issued with an Interview Handbook to be referred to during interviews.
- 5.2.3 Applicants should be encouraged to bring their Record of Achievement, art portfolio if appropriate or Individual Action Plans/Progress Files to interview, and should be given the opportunity to discuss them with interviewing staff. Non-standard applicants should be invited to bring any evidence of relevant previous experience of study prior to enrolment.

Where a student discloses any of the following during the interview, this must be recorded on the interview sheet:

- statement of special needs
- additional learning need
- disability or learning difficulty
- health needs
- looked after child

A member of the Admissions Team will then refer this individual to the appropriate member of the Additional Learning Support Team to follow up.

- 5.2.4 At the end of the interview applicants should be told the result of the interview and will receive an offer letter at the end of the interview, where appropriate.
- 5.2.5 If an applicant wishes to be referred to another section, this should be done via the Admissions Team, who will log all such referrals, and pass them on to the appropriate section. Wherever possible, the applicant will be given the opportunity to have another interview at the same event.
- 5.2.6 Following on from their Interview, applicants will be invited to a New Student Day in the Summer Term. They will also receive Keeping Warm materials which will be distributed by the Marketing Department to keep in touch and up to date with college information.
- 5.2.7 By early August all applicants will receive an enrolment letter plus course specific information including kit/information lists, planned trips etc.
- 5.2.8 Applicants who fail to attend an interview without explanation will be contacted within 5 working days, and where appropriate be invited for a second interview. Applicants failing to attend a second interview will be contacted again to discuss their application and arrange a further interview appointment if required or to withdraw their application if the applicant no longer wishes to proceed.
- 5.2.9 Applicants who fail to attend their third interview date will have their application withdrawn.

### **5.3 Internal Applicants:**

- 5.3.1 Internal applicants will follow a different process as detailed below:
- All internal applicants will complete an Internal Application Form.
  - Applicants who can automatically progress will be informed by their tutor and receive a 'Fast Track' Offer Letter and/or a Contract Agreement letter.
  - Those not eligible to progress, or those that would like to change area, will be interviewed by their prospective course department in March and at the interview given the conditions they must meet in order to progress. They will be sent an Offer Letter and/or a Contract Agreement as agreed with the Interviewer.
  - All internal applicants will be invited in to enrol on a scheduled Enrolment Day in mid August.

## **6. Appeals**

- 6.1 Where a student has not been offered a place on a particular programme and feels that they have not been fairly treated in accordance with College procedures, the student has the right to appeal. The appeal should be made in writing, to the Admin Services Manager,

and be received within 5 working days of notification that they are not being accepted onto the course. The Appeal will be heard by a Vice Principal.

**7. Dissemination**

Nelson and Colne College Extranet  
Nelson and Colne College Website

**8. Monitoring and Review**

The policy will be reviewed by Nelson and Colne College's Vice Principal – Skills Academy and Apprenticeships.

**9. Management Responsibility**

The Vice Principal – Skills Academy and Apprenticeships has overall management responsibility for this policy.

## Full-Time FE Admissions Process

