FE ADMISSIONS POLICY

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Change Control

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Version	Type – New/Replacement/Review	Date	History
1.0	New	September 2020	N/a - New policy
1.1	Review	August 2021	Reformatted to new template – minor mods only.
1.2	Review	August 2022	Annual review – no changes

This policy applies to Weston College Corporation.

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FE ADMISSIONS POLICY

1 PURPOSE

1.1 The purpose of this policy is to outline the process by which applicants may access learning at Weston College, as well as ensuring we achieve student and funding targets and provide equality of opportunity as an inclusive college in line with the Equality Act 2010.

1.2 This policy will guarantee that all students are considered for courses, apprenticeships or traineeships on a consistent basis, are able to access information advice and guidance as appropriate and that best practice is followed.

2 SCOPE

2.1 This policy applies to all staff involved with Further Education enquiries, applications, enrolments and students at Weston College.

2.2 Applicants will refer to both current and prospective students who are either progressing or applying to the College for a place on a programme of study on FE, Adult and community full-cost modes of delivery.

3 POLICY STATEMENT

3.1 Weston College welcomes applications from all individuals within the local community with motivation to learn and the potential to succeed. The College celebrates and values the diversity of its students and that the College will benefit from attracting and retaining these students.

3.2 The College will recruit with integrity to all programmes providing impartial and timely information, advice and guidance to enable enquirers and applicants to:
   o Make appropriate choices in line with their previous experiences, qualifications and career aspirations
   o Understand the opportunities for progression

3.3 Weston College is committed to providing a professional admissions service, where the College will treat all enquirers and applicants with respect and seek to provide an admissions system free from discrimination, ensuring equality of opportunity for all individuals seeking a place on a course or programme.

3.4 It is the intention of the policy that:
   o All staff making admission decisions are equipped with the required judgments and competency to undertake such a role and responsibility
   o Ensure that accurate promotional activities and materials are produced and made available and that they help students to make an informed decision
   o Ensure selection policies and procedures are clear, impartial and inclusive

3.5 A course or programme of study is usually a collection of courses. Both can be studied either fulltime (540 hours or more) or part-time (less than 540 hours). A 16-18 year old student will be expected to be studying a full-time study programme unless they are; employed, completing an apprenticeship or following a Traineeship. A student with an Education Health Care plan is able to study up to the age of 25 years as long as they are able to demonstrate that they are progressing in their learning.

3.6 For those students with a higher level of need, some of whom may have an Education Health Care Plan (EHCP) the College is able to provide a range of support including additional time in college to meet the expectations of the individual student's needs. Applicants with an EHCP will be invited in for a support and assessment meeting.

4 PROCEDURE

4.1 Weston College is committed to the provision of a high quality and customer focused admissions service, which ensures that students embark on, or progress to the most appropriate programme for their needs and aspirations.

4.2 Pre-application

4.2.1   There will be clear written entry criteria for every course. Entry requirements will be determined and published for respective levels of study. However, each course or programme will have a clear statement on entry requirements and this will be displayed in the course information provided on the College website or in relevant prospectus.

4.2.2   Opportunities for students and influencers to view the College and its facilities prior to the commencement of a course/programme come in a range of formats and are the responsibility of the Marketing department, College Information Services department or School Liaison Team. Events/activities include; Open Evenings, Curriculum projects, Advice and Guidance sessions, post-GCSE results surgeries, Taster Days and holiday workshops, campus tours and the interview and Welcome Days. Where these are not possible due to campus closures, virtual events will be facilitated.

4.3   Application

4.3.1   All applicants must complete an online application form in order to be considered (excluding students with an EHCP). All applicants that meet the entry criteria for full time courses or part time programmes where an interview is required will be interviewed. All interviews are conducted remotely (either by Microsoft Teams or by phone), though face to face can be offered where requested or where this is not possible from a technical perspective. At the interview, the student's programme choice will be discussed and a provisional agreement reached on the most appropriate programme of study.

4.3.2   Any applicant with a need for support will be required to have a meeting with the Additional Learning Support (ALS) Team to ascertain the level of support required. The offer of a place is subject to the college being able to meet the applicant's needs.

4.3.3   Students must provide the information to allow Disclosure and Barring Service (DBS) checks to be made prior to entry on courses for all work experience providers and employers; in areas including, but not limited to Teaching Assistants and Early Years programmes. This is to ensure that students have every chance to gain work experience opportunities and employment in their career choice at the end of the programme.

4.4   Offers of place

4.4.1   All offers of places at the College are made on the basis of:
-    There being sufficient demand for the course offered
-    There being sufficient spaces available on the course concerned (first come first served basis from receipt of application)
-    Meeting the published entry requirements of the chosen programme
-    Suitable references and checks as required

4.4.2   Where College staff identify that a student is unsuitable for their particular programme, they will refer them for another interview or a guidance interview by completing the College's interview documents.

4.5   Full-time Enrolments

4.5.1   Full-time enrolments take place over two stages; online enrolment and curriculum confirmation appointments.

4.5.2   The College launches online enrolment in the autumn, where all applicants are sent details of how to complete their online enrolment that secures them a place at Weston College for the following academic year.

4.5.3   Curriculum Confirmation appointments take place virtually over a two-week period at the end of the summer and are overseen by the College Registrar. Similar to interviews, face to face can be offered where requested or where this is not possible from a technical perspective. This is where students will have confirmed their exact programme of study for the new academic year. Students are invited to an online or telephone appointment via at a specific time and chaperoned through the various stages to complete their curriculum confirmation.

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4.5.4   If it is decided at enrolment that that a student is unsuitable for their particular programme, they will be referred to the College's careers advice team for a guidance interview

4.6   Part-time Enrolments

4.6.1   Part-time enrolments dependent on the type of course can be completed online, by the College Information Services team at the Knightstone Campus reception/admissions area or via telephone.

4.6.1.1   Development has begun on an online portal that will see part-time programme replicate the online element of full-time programmes. This will be released during the 2020-21 academic year.

4.7   Appeals

4.7.1   Students who wish to appeal against any decision during the admissions process should contact the Principal and Chief Executive. All appeals should be made in writing within 10 days.

4.7.2   The Principal and Chief Executive, or a nominated representative will collate all relevant evidence for review. This evidence should include:
- Appeal letter
- Application form
- Interview Records
- Any other relevant information such as references etc.

4.7.3   The Principal and Chief Executive or a nominated representative will assess the evidence and the applicant will be notified in writing of the panel's decision within 10 working days.

4.7.4   The decision of the Principal and Chief Executive is final. A record of the panel discussion and decision with specific reasons will be retained in admission.

5   RESPONSIBILITIES

5.1   Oversight, monitoring and review

5.1.1   The Director Learner Growth and Student Services has the strategic oversight of the admissions policy. They are also responsible for the effective development and review of this policy and the procedures described.

5.1.2   The policy will be reviewed annually in collaboration with the Deputy Principal.

5.2   Staff stakeholders

5.2.1   Admissions/College Information Services is the responsibility of the College Information Services Manager who sits within the directorate of Student Services.

5.2.2   Other key stakeholders include:
- MIS Director
- College Registrar
- CIS Coordinator Admissions
- School Liaison and IAG Manager
- Director of SEND
- Deans of Study
- Head of Marketing

5.2.3   All college staff have a responsibility to support college admissions throughout the year, whether this be in the form of providing specific advice and guidance regarding a programme or in the case of non-curriculum staff through general event support.

6   RELATED LEGISLATION AND DOCUMENTS

This policy should be read in conjunction with the following college policies and procedures:-
- o   FE Student Behaviour Policy.
- o   Safeguarding of Children and Vulnerable Adults Policy and Procedure.
- o   Child Looked After Policy.
- o   SEND Code of Practice.
- o   SEND Admissions Policy.
- o   Careers, Advice and Guidance Strategy.
- o   16-18 Recruitment Strategy.
- o   External documents
  - o   DfE Guidance on Equality Act 2010 (March 2018)
  - o   Keeping Children Safe in Education (September 2018)

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