

# **Hertford Regional College**

## **Admissions Policy**

### **Policy Statement**

Hertford Regional College has a commitment to consider and process applications from individuals with fairness, without prejudice and in accordance with its obligations under equality legislation.

The College is committed to promoting equality of opportunity for all persons seeking to engage in learning with the College and welcomes applications from all individuals with the potential and willingness to progress and succeed.

The College aims to offer a broad range of programmes to meet demand from a varied learner and employer population, and to ensure that individuals are appropriately matched to a programme of study that will enable progression to employment and/or further training or learning.

The College will apply the principles inherent in this policy to all learners, including full- and part time Further Education (FE) and Higher Education (HE) learners and those on apprenticeship programmes.

### **Objectives**

- To provide impartial information, advice and guidance (IAG) which helps students to make realistic and informed decisions about their choice of learning programme
- To ensure that the admissions process does not treat applicants less favourably on grounds of disability, age, gender, ethnicity, religion or belief, marital status or sexual orientation
- To make reasonable adjustments to facilitate access to learning programmes for people with disabilities
- To make available comprehensive and accurate information for each course and/or programme of study, to include: entry criteria, qualification aims, costs, study requirements, progression routes and assessment methods
- To carry out appropriate skills testing for English and maths to inform appropriate course offers
- To work with, where appropriate, other agencies such as Career Advisory Services, Schools, universities, and employers to develop partnerships that aid progression from referring organisations to the College
- To develop opportunities for learners to view the College and its facilities, prior to the commencement of a course/ programme of study by holding 'Open Days/Evenings', 'Taster Events' or arranged visits
- To implement the College's single equality scheme and action plan in relation to admissions procedures
- To process applications and enrolments in a quick and efficient manner
- To provide information and advice on College facilities and support services
- To undertake best endeavours to maintain a safe College environment for all our students, staff and visitors
- To ensure applicants are notified of the reason, where admission to their chosen course is declined

- To allocate places on a first come, first served basis where a course is oversubscribed and a limit on numbers has been approved, and to provide applicants with information on alternative opportunities including those offered by other providers
- To treat applicants with courtesy and respect

## **Policy Statements**

Entry criteria will vary between courses / programmes of study. However, each programme will have a clear statement on entry requirements and this will be displayed in all relevant publications. Entry criteria may be varied at the discretion of the relevant Curriculum Manager, where: it may reasonably be considered that an applicant's experience is equivalent to certain qualifications, or if the applicant has demonstrated their knowledge, such as by taking a test.

Existing College learners applying to undertake a further course/ programme of study are required to fulfil the relevant entry criteria and follow the admissions procedure.

The College reserves the right to request satisfactory references (including health and/or Disclosure and Barring Checks) and/or school reports for an applicant depending upon the course/ programme of study they are applying for. The College may choose to interview for certain programmes only once the relevant references and/or school reports have been returned.

It is a requirement of the law that all persons wishing to take up employment in the caring professions, for example Childcare, Health and Social Care or education, must disclose any criminal conviction they have received and also have a Disclosure and Barring Check ("DBS Check") (formerly the Criminal Records Bureau (CRB) check). Those applying for courses that may involve frequent and regular contact with children and/or vulnerable adults may also require DBS Checks provided they are undertaking regulated activity in accordance with the Safeguarding Vulnerable Groups Act 2006. The DBS Check will be undertaken prior to the commencement of any course / programme of study. The learner may be liable for the cost of obtaining the Disclosure and Barring Check and where appropriate the College may apply a reasonable administration charge for processing the Disclosure and Barring Check.

It is an individual applicant's responsibility to disclose any unspent convictions during the application process. Certain convictions may result in an application being rejected or an offer of a place being withdrawn, enrolment being refused or the learner being withdrawn from the course. Learners may wish to obtain guidance about which convictions may result in an application being rejected or an offer of a place being withdrawn, enrolment being refused or the learner being withdrawn from the course. Applicants with unspent convictions may be required to attend an interview with the Student Services team in order for a risk assessment to be completed.

The College reserves the right to refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution provided all relevant information, including any change in the learner's personal circumstances, has been taken into account. Applicants previously excluded from the College will be interviewed prior to their re-entry into the College. It is the individual applicant's responsibility to disclose any previous exclusion(s) from this or any other educational

institution during the application process. Failure to disclose a previous exclusion may result in an application being rejected, an offer of a place being withdrawn, enrolment being refused or the learner being withdrawn from a course.

The College reserves the right not to admit an individual who previously attended the College but who the College reasonably considered failed to make sufficient effort towards successfully completing their course/ programme of study.

The College recognises it has a duty of care to all learners and staff, thus reserves the right not to admit an individual where the College has assessed the risk of threat or danger that an individual may pose to themselves or others, and where the College reasonably considers that it is unable to mitigate that risk.

The College reserves the right not to admit an individual who has any outstanding debts with the College unless a firm arrangement is put in place at enrolment to settle the outstanding balance.

The College is a provider of education services and wishes to minimize the risk of unpaid tuition or other fees. The College therefore requires that learners are either funded by a government body, themselves [or relatives] or another organisation such as an employer.

Applications from an individual who is aged 15 or under on the 31 August preceding the start of a course will only be processed by the College, if written confirmation is received from the relevant local authority and/or the applicant's most recent school confirming that the learner has completed compulsory education or belongs to a priority group of learners who are eligible for EFA funding.

For applicants requiring an interview, the College will aim to respond to an application within 10 working days of it being received by the College. This applies to all full-time programmes, apprenticeships, Higher Education programmes and some part-time programmes.

Disabled learners and learners with learning difficulties can access appropriate support through the learning support referral route and will have opportunities to disclose a support need at application, interview and enrolment.

Personal data obtained and processed as part of the admission and enrolment processes will be processed in accordance with the College's obligations under the Data Protection Act 1998 and the College's Data Protection Policy and Procedures.

### **Appeals**

Individuals who wish to appeal against any decision made during the admissions and enrolment process should submit their appeal in writing to the Vice Principal Curriculum & Quality.

### **Responsibilities**

The central admissions process is the responsibility of the Vice Principal and is implemented by the Admissions Manager and their team. The quality of the interviews where these are carried out is the responsibility of the Director of Curriculum.

## Monitoring and evaluation

The implementation of the Admissions Policy is monitored via:

- Customer feedback and survey responses
- Service standards
- Performance monitoring reports to the Senior Leadership Team relating to enquiries and applications
- Monitoring conversion of applications to enrolment
- Monitoring early withdrawals and transfers
- Sampling of completed interview forms
- Observation of interviews
- College self-assessment process and the common inspection framework
- Equal opportunities data relating to the admissions process reported annually to the Inclusion & Impact Group.

## Consultation

This policy has been reviewed by the Senior Leadership Team and was approved by the Quality & Standards Committee under delegated authority from the board and within their terms of reference.

## Equal Opportunities Monitoring Statement

This impact of this policy on equality and diversity issues has been reviewed. Implementation of the policy will improve opportunities and fair access for all groups of learners and individuals and assist in narrowing any participation gaps that exist.

Date of document establishment and initial approval	July 2014
Version number	V2
Approving body	Senior Leadership Team, Quality and Standards Committee and the Board of the Corporation.
Designated owner	Vice Principal Curriculum & Quality
Linked policies and procedures	Fees Policy Single Equality Scheme Criminal Record Checks for Students Safeguarding Policy Data Protection Policy
Date of last review	July 2016
Date approved by approving body	September, 2016
Date of next review	March 2017