

ADMISSIONS POLICY



SCOPE

The Admissions process for all learners on part time, full time and HE courses comprises a number of the following processes:

- Initial contact
- Application
- Interview
- Enrolment

At enrolment, a learner will become part of the college student body.

RESPONSIBILITY AND AUTHORITY

Principles of the Policy

- High Quality Customer Service
Yeovil College is committed to ensuring all customer interaction with the College provides a consistently high customer service experience. The policies and processes will put at their heart the customer experience, providing context for the development of seamless and well managed Admissions processes.
- Widening Participation
Yeovil College is committed to increasing and widening participation in education and training. Applications for college courses are actively encouraged from all interested individuals in the local community and beyond.
- Advice and Guidance
Yeovil College is committed to providing impartial advice and guidance in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The College is committed to ensuring the right student for the right course at the right time.
- Confidentiality
Yeovil College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1988 and GDPR with effect from 25 May 2018. Confidentiality of the process is also closely linked to the College's policy on Safeguarding of students and staff.
- Equality of Opportunity
The College is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment by virtue of age, disability, economic status, faith, gender, gender identity, marital status, sexuality, race, colour, nationality, citizenship, ethnic or national origin.

The College is committed to ensuring that any individual with learning difficulties or disabilities is treated fairly. All reasonable practicable adjustments to provision will be made

to enable any individual with a learning difficulty or disability access to education. The College actively works to extend the diversity of its student population through the development of an inclusive learning environment

- Quality

The College is accredited through the MATRIX standard for quality information, advice and guidance to all students. Compliance with the admissions policy is monitored through learner feedback and through other internal audit systems. An annual training schedule is in place for the Student and Customer Services team who are responsible for managing the admissions process.

- Entry Requirements

Yeovil College welcomes applications from all sectors of the community and the College's recruitment process is underpinned by the philosophy of the right students on the right course at the right time. Prospective students are selected not only by their formal qualifications, but also their experience, motivation and interest in the course.

The entry requirements published in the prospectus annually are standardised and used as a guide to a learner's suitability to study a course.

Adults returning to education are welcome to apply to most College courses. The College may consider previous experience and training as an alternative to formal qualifications.

For international students, their overseas qualifications should be equivalent to the UK requirements. In addition, Yeovil College is a sponsoring organisation linked to the UK Border Agency and all international students will have to satisfy the requirements of the UK Government for studying in the UK as well as meeting the entry requirements of the College in terms of qualifications and/or experience.

Applicants for FT Higher Education Courses who apply via UCAS **may** be offered a conditional or unconditional place without being required to attend any interview dependent upon the course. Judgements on offers will be based on the UCAS applicant in its entirety where appropriate.

Entry requirements will be detailed on the course information provided on the website.

Applicants receive an offer in writing which is either conditional on pending examination results, or unconditional

Admissions Procedures

- Full Time Courses

The College has the following admissions procedures for full time courses to ensure that applicants are matched to the most appropriate courses.

The programme offer will be based on the outcome of the following activities and information:

- Interview and Assessment
- Previous Qualifications/experience
- References (where appropriate)

Initial Assessment indicating levels of literacy and numeracy will take place at the start of the course and may be used to determine the level of study.

Where applicants receive an offer conditional upon obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis but a place is offered at the discretion of the Curriculum Area Manager for the relevant area on an appropriate level of study.

If the College is unable to offer a place on the applicant's chosen course, the College will endeavour to offer a suitable alternative or work with external agencies/other providers to source a suitable place.

- Part Time/Night School Courses

Some part time courses do not require an interview or assessment and applicants can apply in person, through an on-line application form, or by telephone,

Some courses have specific entry requirements and these, together with the methods of enrolment, are published in the part time guide and on the College website.

If applicants are unsure about which course to study, or progression routes, they can access impartial information and advice from the Student and Customer Services Team, as well as individual discussions via email or telephone with any curriculum area to gain more information to inform their decision.

Recruitment Process

- Information, Advice and Guidance

The Student and Customer Services Team responds to all initial enquiries regarding the College's programme offer. If applicants are unsure about which course to study or progression routes, they can access the wider college Apprenticeship team as well as individual appointments with any curriculum area and/or student support team to gain more information to inform their decision.

The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties/disabilities are interviewed by a specialist from the learning support team to discuss needs and agree the support required.

All prospective learners are required to disclose any previous or pending convictions/cautions. If a disclosure is made, a separate form and interview will be conducted where appropriate. As a college we work with learners from all backgrounds and supportive agencies as an inclusive educational establishment. However, we reserve the right to not offer a place at that time in certain circumstances.

- Interview Process

The College's interview team provide information on all full-time courses.

The interviewer will explain the range of post 16 options available to match the applicant's interests and career aspirations including study programmes, apprenticeships and employment with training. The interview is an opportunity for applicants to discuss their aspirations before making a decision and being offered appropriate advice and progression options.

The following is discussed during the interview or assessment process:

- Programme Information, including information about programme details, tutorials, assessment, work placements and materials, course trips, enrichment options progression routes and career opportunities
- Fees and Funding information (if applicable)
- Student Services including information about transport routes and available bursaries

All applicants of full time programmes are given the opportunity to attend Experience Days as part of the IAG process to support a successful student/programme.

- Keep Warm Campaign

Between the application/interview and the enrolment date, all applicants are communicated with regularly by the College through its Keep Warm Campaign. Applicants are encouraged to register on the college social media sites and are sent a variety of different communications including postcards, e-cards and letters leading up to enrolment. All applicants for full time courses and Apprenticeships are invited to a New Students Day in June.

Part time applicants and current students are also sent keep warm communications leading up to the launch of any new part time course start dates.

- Enrolment

All full time and part time applicants are required to enrol in person. Learning agreements for these students will be produced and signed at enrolment and all student personal and confidential information will be checked, including a Unique Learner Number (ULN). ID cards will also be processed at this time and available during induction.

Part time students enrol in person, on the second week of their course. ID cards are issued and payment is then taken (if applicable).

- Late Enrolment

Late applicants/enrolments for full time courses will be referred from the Student and Customer Services team to the relevant Curriculum Area Manager, who will manage that application with support from the Student and Customer Services team on a 1-1 basis.

Late applicants/enrolments may be highlighted as learners who are at risk of early withdrawal, to ensure that extra support is provided.

Learners Aged Under 16

Part-time applicants who are under 16 can access specific provision at the College. These applicants are referred to the Curriculum area which will ensure that, along with the Head of Student Data, Funding & Customer Services, funding is available to support learning before an interview can be arranged. Admission is normally subject to funding.

Specific Admission Procedures

- Unspent or Pending Criminal Convictions

Where an applicant has a criminal conviction, the College will refer all applicants to the Head of Student Experience and Vice Principal for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a college course.

The College reserves the right to refuse admission to applicants who, as a result of the risk assessment process, are viewed as unsuitable.

▪ Conditional Entry

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant by way of a Student Contract at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager.

▪ Admission of Students previously excluded from Yeovil College

Students who have been previously excluded from the College must have evidence that they have addressed the issues leading to their exclusion and may be admitted subject to probationary conditions, which will be outlined to the applicant by way of a Student Contract at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager.

▪ Admission of Students with Unsatisfactory References

The College reserves the right to request references and/or school reports for all applicants. Unsatisfactory references will be reviewed by the relevant Curriculum Area Manager. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager. Applicants who have been previously excluded from any other educational institution may be required to attend an additional interview to allow the College to access any additional needs.

▪ Admissions of Students who have previously enrolled, but have withdrawn early from, or not completed their course/qualification

The College reserves the right not to admit an applicant who previously attended the College, but failed to make sufficient effort towards successfully completing their studies.

▪ Cancellation of a Course by Yeovil College

Where insufficient numbers have applied for a course it may be necessary for the College to close or cancel courses. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled. In most cases fees are not taken from applicants before the start of a course, but on any occasion where fees have been taken prior to the start of a course which is then cancelled by the College, any fees paid will be refunded.

▪ Changes to course descriptions and/or fees

The College will make every effort to ensure that course fees and descriptions are correct at the time of publishing, however, sometimes often due to Government policy/funding changes, it may be necessary for amendments to be made to course descriptions and associated costs during the year.

▪ Cancellation of a Course by a Student

When cancelling a confirmed booking on a course by a student, any fees paid **prior** to the commencement of the course will be refunded.

Cancellations by a student made after the second week of attendance and after fees have been paid, will not be eligible for a refund.

▪ Safeguarding Staff and Students

The College has a duty of care to students and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

- Applications from Debtors

The College reserves the right to refuse admission to an applicant who has outstanding debts to the College. In addition, we reserve the right to withhold exam certification if there are fees owing on a course.

Yeovil College will make an offer to a learner and enrol based upon all the information available at the time of interview/enrolment. If, at a later point, additional information is disclosed or discovered, Yeovil College reserves the right to alter or review/withdraw the offer in light of the additional information.

Admissions Process Appeals


In the event of an applicant disputing a decision not to admit them to the College, the applicant may appeal in writing, in conjunction with the College's Complaints Procedures.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Data Protection and Confidentiality

All students' personal data is held securely. Information can be shared with the applicant's consent, in conjunction with the College's policies on Data Protection and Confidentiality. This policy cross references the following documents:

- The Complaints Procedure
- The Equality & Diversity Policy
- Data Protection Policy
- Health & Wellbeing Policy
- Safeguarding Policy

Policy Review				
Author	Position	Approved by Corporation	Approval date	Review date
Nikki Sendell/Mark Bolton	VP Curriculum & Quality	Signed: 	26.04.18	April 2019

Document Control – Revision History (Policies only)

Author	Summary of Changes	Date	Recommend to SED Y/N
Nikki Sendell/Mark Bolton	New Policy	25.01.18	Yes

Initial Equality Impact Screening			
Have you consulted on this policy? <input checked="" type="checkbox"/> Yes Details: Head of Student Experience			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact EHCP Plans to age 25 Criminal convictions	Positive impact	Evidence
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? Yes If no, please give reasons			
Declaration We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment Completed by Author: Nikki Sendell Position: VP Curriculum & Quality Date: 25.01.18 Reviewed by Safeguarding, Equality & Diversity Group: Date: 01.02.18 & 14.03.18			
Comments from Safeguarding, Equality & Diversity Group Review: A full impact assessment should be carried out on this Policy. A further review was undertaken and the policy revised with some more explicit statements for clarity which satisfied the Safeguarding, Equality & Diversity Group.			

