

## **Wakefield College**

### **Admissions Policy**

**Review Cycle:** Every 3 years

**Next Review Date:** May 2022

**Person Responsible:** Executive Director Student Experience and Student Support

**Approving Body:** Executive Team

#### **1 Purpose of the Policy**

In presenting this policy the College seeks to state its commitment to:

- providing equality of opportunity for applicants to programmes
- ensuring the safety and welfare of students

#### **2 Aim**

To set out a framework of principles to which procedures for admission to the college will adhere, which:

- provide the best opportunity for learners to succeed
- ensure accessibility to programmes
- promote widening participation
- comply with legislation
- comply with external quality codes

#### **3 Scope**

3.1 This policy will apply to all applicants to College programmes, with the exception of Higher Education programmes, who are governed by the HE Admissions Code of Practice

3.2 Applicants to College courses run by other providers must also follow the admissions policy of the partner provider or franchising institution.

3.3 Separate arrangements may be agreed with the Local Authority or individual schools for pupils of compulsory school age attending programmes at the College

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## **4 Responsibilities**

The central admissions process is implemented by the Admissions Team under the leadership of the Senior Admissions Leader and in collaboration with Campus Support Administration. The overall Admissions process is managed by the Executive Director Student Experience and Support.

## **5 Statement of Policy**

- 5.1 The College will ensure that there are clear procedures for recruitment and admission to different categories of programme and for different categories of students. These procedures will be implemented consistently and fairly and regularly monitored and reviewed.
- 5.2 The College will ensure that all staff involved in the admission process are appropriately informed, trained and supported to undertake their roles.
- 5.3 The College will provide accurate, current information about courses, the qualifications they lead to and the entry requirements.
- 5.4 The College will provide accurate, current information about fees and other costs, fee waiver and concession policies and financial assistance available.
- 5.5 The College will provide information about facilities and the range of guidance, welfare and support services available to learners and how to access them.
- 5.6 Information will be available in College Prospectuses, on the College website, from Course Information and at promotional events. Information may be adapted into Braille or other alternative formats if required. The College will inform applicants, at the earliest opportunity, of any significant changes to a programme made between the time when the application is made and enrolment is completed and advise applicants of the options available in the circumstances.
- 5.7 The College will offer a range of courses suitable for different categories of student in order to provide the best learning opportunities and chance of success. For new applicants who are unable to study full-time, individual courses which form part of a full-time Study Programme may be available as standalone fee paying courses subject to sufficient interest.
- 5.8 Courses are funded in different ways; through funding agencies and fees paid by the student or sponsor. Programmes will normally run if enough

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students are enrolled to ensure that there is enough funding from the appropriate funding body and/or fees (where applicable) from either the student or sponsor. If there are not enough students enrolled, the College may not run the course.

- 5.9 Applicants should tell the College of any additional support needs they have. The College has a responsibility under the Equality Act 2010 to consider the needs of the student and do this before the student enrolls at College. The College must plan ahead to put in place what is needed for the students they expect to enrol. If the College is not informed, it may mean that they are not able to make the reasonable adjustments needed.
- 5.10 If the applicant's needs cannot be met by reasonable adjustment, or if the applicant has a history of high risk behaviour, which may pose a risk to the health and safety of themselves or other students and College staff, the College may not allow these applicants to enrol. To make this decision, a risk assessment will be done on each individual case.
- 5.11 The College may refuse entry to applicants who have previously been excluded from the College or have disciplinary action outstanding. The College may place conditions on those applicants who wish to return to the College whose attendance or behaviour has previously not met the required standard.
- 5.12 The College will ensure that selection procedures are clear and consistently implemented, and that transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry.
- 5.13 The applicant must meet the programme entry requirements. This may involve consideration of the applicant's whole profile, not exclusively academic achievements. The applicant must produce documentary evidence at enrolment to show they have the appropriate qualifications to meet the entry requirements.
- 5.14 The College will inform applicants of the procedures they should follow if they wish to accept or refuse the offer of a place and of the action they should take if they do not achieve the results and/or meet the criteria specified in the offer of a place.
- 5.15 The applicant must be able to pay all fees and costs, unless they are eligible for fee waiver/remission, student loan or other financial assistance. Different fees may apply to applicants for the same course depending on the way the course or the student is funded. Applicants will be refused entry to a course unless they are able to pay the required fee. The College may refuse entry to applicants who have debts outstanding to the College.

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- 5.16 For some courses the applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service. Issues arising from the disclosure will not necessarily exclude the applicant from the course and will be risk assessed on an individual basis.
- 5.17 Applicants will be notified if they have not been offered a place on a course and the reason why. They will be informed how they may appeal against that decision.
- 5.18 All learners must sign the terms of enrolment and agree to follow the Student Code of Conduct.

## 6. Monitoring and Evaluation

Enrolment procedures	Enrolment review group	Annually
Information updating and accessibility	Marketing	Annually
Entry requirements	Heads of Curriculum	Annually
Payment of fees	Finance	Monthly
Additional Support	Head of Inclusion & Partnerships	Annually
Student Disciplinary Procedures – Exclusion related	Executive Director Student Experience and Support	Every two years
DBS Disclosure Risk Assessments	Student Wellbeing and Safeguarding Manager	Annually
Setting and monitoring of service standards	Executive Director Student Experience and Student Support	Annually
Monitoring of application data, offers and conversion to enrolments	Recruitment Group	Through meeting schedule

## 7. Communication

This policy will be available to learners and prospective learners on the College website and will be referred to in College prospectuses. Staff will be made aware through the College Intranet.

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## Appendix 1

### **Guidance for staff on interviews with prospective students**

The purpose of the interview is to:

- provide information about the College;
- provide information about courses within the chosen curriculum area(s);
- assess the suitability of a particular course in terms of the applicant's whole profile, including academic ability, aspirations, career goals, motivation and personal attributes;
- allow applicants to ask questions to enable them to assess suitability of the course for their needs;
- provide information about further options within College where appropriate;
- establish the appropriate level of course for the candidate based on predicted qualifications or qualifications achieved;
- ensure that the applicant understands the content of their entire course, including all elements of the study programme where appropriate;
- ensure that the applicant understands potential progression routes and are informed on using of labour market intelligence to inform choices;
- ensure that the applicant understands College expectations of their conduct and engagement whilst on programme;
- provide the candidate with further opportunity to disclose support needs of any kind and discuss a support package;
- inform the candidate of any fees, exam fees and any associated course costs e.g. for equipment, clothing, books, study trips etc.;
- enable the interviewer to direct the applicant to additional College services where required, e.g. Financial Support, Careers Guidance, Additional Support.

At interview all prospective students are entitled to:

- an interview with a positive, welcoming and informed member of staff;
- accurate and clear information with referrals to College services as required;
- appropriate professional discussion relating to their current application and destination goals;
- be accompanied to interview by a parent, carer or other appropriate adult where necessary and if required;
- be treated fairly and not disadvantaged on the basis of any protected characteristic.

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