

## FE Admissions Policy Academic Year 2018/19 QA4

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

1.1 Askham Bryan College is committed to a fair and open admissions system that considers all applicants on their individual merits. The College is committed to raising student aspirations, widening participation and promoting equal access to courses. Askham Bryan College aims to offer a broad range of courses to students of all abilities and to ensure that students are appropriately matched to a programme or course of study. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education, commercial courses and applicants for apprenticeship programmes. The underlying principle of the Admissions Policy is that all individual students seeking a place at college, who are at least 16 years of age on the year they want to commence their studies, are appropriately matched to a suitable programme of study.

### 2. DEFINITIONS

1.2 This Admissions Policy and procedure refer to all elements of the student journey admissions process. This includes the procedure in place from initial student enquires, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to college and enrolments events.

### 3. PRINCIPLES

3.1 Askham Bryan College is committed to equality of access to learning for all, and to widening the participation of students from under-represented and disadvantaged backgrounds. This policy governs the admission of individuals to the College as students. **The College aims to provide:**

- a fair, open and transparent admissions process;
- impartial advice and guidance to potential applicants and applicants;
- a process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a programme or course of study;

Version: July 2018	Next Review: July 2019	Author: Executive Director for Apprenticeships, Quality & Standards	SMT Owner: Executive Director for Apprenticeships, Quality & Standards
--------------------	------------------------	---	--

- a process which is consistent with the College’s need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to employees, students and third parties are discharged; and
- a process which is accessible and understandable to all applicants and is consistent with the College’s commitment to equality, diversity and inclusion.

**Prospective students of Askham Bryan College are entitled to:**

- A response from the College following the receipt of an application. An automatic email response is sent to applicants who apply online and a text message to those who complete a paper based application and within 10 working days a text message/letter/or email will be sent inviting the applicant in for an interview;
- Impartial information and guidance concerning programmes of study, student support arrangements and other services provided by the College;
- Opportunities to discuss individual options on a one to one basis;
- For applicants with an Education Health and Care Plan (Statement of Needs, LDA, Section 139a) a suitable taster / transition plan may be in place to meet their individual needs (possibly prior to application);
- Opportunities to visit the College and view locations of study and relevant facilities;
- Specialist guidance for those needing inclusion and support services;
- Well-organised, efficient and responsive enrolment arrangement; and
- An induction to the College and to the programme of study.

**3.2 All applicants must:**

- Satisfy the requirements for admission to the proposed course or programme of study including any admission requirements set by the awarding / validating bodies;
- Demonstrate a strong commitment to further study and the ethos of the College;
- Provide evidence of their previous achievements at their current school, college or workplace;
- Undertake further assessments or provide information as necessary to allow the College to support any learning support needs; and
- Agree to adhere to the College’s Student Code of Conduct and Behaviour Management and Disciplinary Policy and Procedures.

Version: July 2018	Next Review: July 2019	Author: Executive Director for Apprenticeships, Quality & Standards	SMT Owner: Executive Director for Apprenticeships, Quality & Standards
--------------------	------------------------	---	--

### **3.3 Admissions Criteria:**

- The admissions of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. Admission will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances and professional and other course entry criteria and requirements;
- Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements;
- No potential students will be excluded from entry as a result of discrimination on the grounds of the protected characteristics defined under the Equality Act 2010;
- Applications from prospective students with learning difficulties and/or disabilities will be assessed on the basis of the meeting the course entry requirements; and recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Learning Support Team in consultations with the Course Admissions Team. The College will make reasonable adjustments to accommodate applicants with support needs. However, if the College is unable to meet these additional needs or can only do so by compromising the learning experience of the student in question, or other students, the College will inform the applicant as soon as the situation becomes apparent.

### **3.4 Right to refuse admission (see Section 11 of QA4b FE Admissions Procedure for details)**

The College may in its absolute discretion refuse an application to study on the chosen course at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirements for the course or programme applied for but may be referred for a more suitable course;
- If the course or programme applied for is undersubscribed (with the result that its delivery is not viable for the College or its students) or oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for;
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or programme applied for;
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to employees or students of the College;
- If the applicant has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet;
- If an applicant is not deemed Fit to Study or has had a Stage 3 or 4 disciplinary through Askham Bryan College processes, or

Version: July 2018	Next Review: July 2019	Author: Executive Director for Apprenticeships, Quality & Standards	SMT Owner: Executive Director for Apprenticeships, Quality & Standards
--------------------	------------------------	---	--

- Under the age of 16 on the 31 August on the year they want to commence their studies.

The above is a non-exhaustive list and there may be other reasons or circumstances for which the College may consider an applicant is unsuitable to study on a particular course or programme or at the College generally. If the College considers that it is unable to admit an applicant to the course or programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant whether there is a suitable alternative course or programme and offer appropriate advice and guidance to enable applicants to make alternative choices. Where the student has been refused admission the College will hold an Admissions Panel (see Section 12 of QA4b FE Admissions Procedure for details).

#### **4. SCOPE AND LIMITATIONS**

4.1 The policy refers to prospective or returning students intending to join full time and part time or an apprenticeship programme of study delivered on any of the main college campuses of Askham Bryan College. Application procedures for Higher Education courses in affiliation with partner universities are dealt with under a separate procedure.

#### **5. RESPONSIBILITIES**

5.1 The Executive Director Apprenticeships, Quality & Standards (EDAQS) has the executive responsibility and strategic oversight of the Admissions Policy.

5.2 The Student Records Manager (SRM) and Director of Student Services (DoSS) are responsible for the effective development, implementation and review of the College's Admissions Policy.

5.3 The Student Records team are responsible for the day to day administration and implementation of the College's admissions procedures and guidelines.

5.4 The Senior Leadership Team and Managers all have a responsibility to give full and active support to the College's Admissions Policy by ensuring the policy is known, understood and implemented.

#### **6. IMPLEMENTATION ARRANGEMENTS**

6.1 The arrangements that are outlined below build on previous good practice and seek to provide additional impetus and coherence.

#### **7. MONITORING AND REVIEW**

7.1 The Student Records Manager will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the EDAQS, DoSS and SRM.

Version: July 2018	Next Review: July 2019	Author: Executive Director for Apprenticeships, Quality & Standards	SMT Owner: Executive Director for Apprenticeships, Quality & Standards
--------------------	------------------------	---	--

## 8. SUPPORTING/RELATED DOCUMENTS

- SCA36 Fitness to Study Policy
- SCA2 Disciplinary Policy
- SCA6 Safeguarding Policy

## 9. REGULATIONS

9.1 In all aspects of the Admissions process the College will comply with the following regulations:

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)

Version: July 2018	Next Review: July 2019	Author: Executive Director for Apprenticeships, Quality & Standards	SMT Owner: Executive Director for Apprenticeships, Quality & Standards
--------------------	------------------------	---	--