

Further Education (FE) Admissions Policy Academic Year 2019/2020 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.
- 1.2 The College will apply the principles inherent in this policy to all applicants, including applicants for the following programmes of study; Full-time and Part-time Further Education, Commercial Courses and applicants for Apprenticeship programmes.
- 1.3 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 1st of September of the year they want to commence their studies, are appropriately matched to a suitable programme of study.

2. DEFINITIONS

- 2.1 This Admissions Policy and Procedure refers to all elements of the student journey admissions process. This includes the procedure in place from initial student enquiries, information advice and guidance (IAG) provision, formal application, interview, offers, induction 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 about programmes of study and likely career or employment

Version: October 2019	Next Review: August 2020	Author: Student Applications and Recruitment Manager	SLT Owner: Director of Marketing, Communications and Engagement
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outcomes, including clear entry criteria;

- 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;
- 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:

- Clear and timely communications with the College, and an efficient application process
- 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 Educational Need and/or Disability (SEND) or Learning Difficulty Assessment), 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 arrangements; and
- An induction to the College and to the programme of study.

3.2 All applicants must:

- Satisfy the entry 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 as required;
- Undertake further assessments or provide information as necessary to allow the College to support any learning support needs; and

Version: October 2019	Next Review: August 2020	Author: Student Applications and Recruitment Manager	SLT Owner: Director of Marketing, Communications and Engagement
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FE ADMISSIONS POLICY – ACADEMIC YEAR 2019/2020 QA4

- Agree to adhere to the College’s Student Code of Conduct and Behaviour Management and Disciplinary Policy and Procedures.
- In accordance with the College’s safeguarding requirements, all applicants are asked to disclose any unspent criminal convictions or prosecutions pending; this includes enrolled students who receive a criminal conviction whilst on a programme of study at College. For the purposes of this policy, a conviction includes being put on probation, being given absolute or conditional discharge, being bound over or being given a formal caution. It also for the purposes of this policy includes referral orders and guardianship orders. Students need not declare parking, speeding or other offences which are subject to fixed penalties.

If the programme of study requires an Enhanced DBS, you are required to declare all convictions (including warnings, cautions, reprimands) which are ‘spent’ and ‘un-spent’ due to certain professions being exempt from the Rehabilitation of Offenders Act 1974 so please be careful to check what your course or future planned employment requires.

Declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at Askham Bryan College and we offer appropriate support when necessary.

For applicants, it is important that you disclose your criminal conviction at your first point of contact with the College.

For existing students, you must declare immediately upon receiving your criminal conviction (definition of ‘conviction’ as described above).

An applicant with unspent convictions will be required to complete a disclosure form. Disclosed convictions will then be assessed in accordance with College’s procedures and the application submitted to the College’s Admissions Panel. This enables the College to identify the level of risk the applicant may pose to the College, its employees and students and decide if the application can proceed. Certain convictions may lead to refusal to enrol. If the College Admissions Panel believes it necessary, the College may also ask the prospective student to agree and pay for a DBS (Disclosure and Barring Service) disclosure being carried out. Applicants will be informed of the Panel’s decision within 10 working days of the Panel meeting.

We reserve the right to refuse a place to an applicant if they are assessed as a high risk to others, or if the College is unable to meet their specific requirements and ensure a safe or controlled environment for the College community. We will also undertake such risk assessments after a student has enrolled, if information is received at any time which suggests that the student may present a risk or may be unable to be properly supported.

3.3 Admissions criteria

- The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed programme of study. Admission will be

Version: October 2019	Next Review: August 2020	Author: Student Applications and Recruitment Manager	SLT Owner: Director of Marketing, Communications and Engagement
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based on the assessment of a range of criteria and will include academic qualifications, personal and professional circumstances 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 Curriculum 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)

Askham Bryan College reserves the right to refuse an application or enrolment. Applications from prospective students who fall into this category and will be given full consideration before any such refusal.

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

- If an applicant is unable to demonstrate the minimum entry requirements or for progressing students supply a suitable reference for the course or programme applied for;
- 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 (see section 3.2 and/or refer to QA4b FE Admissions Procedure for further information);
- 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 (for further information please see the College's Fitness to Study Policy SCA36) or has had a Stage 3 or 4 disciplinary through Askham Bryan College processes (see SCA2 Disciplinary Policy for details);
- Has outstanding debts to the College;
- Provides false or misleading information on an application or enrolment form;

Version: October 2019	Next Review: August 2020	Author: Student Applications and Recruitment Manager	SLT Owner: Director of Marketing, Communications and Engagement
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- It is believed is not capable of achieving the qualification applied for; or
- 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.

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 and University Centre Askham Bryan York are dealt with under a separate policy and 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 Applications and Recruitment Manager (StARM) and Director of Student Services (DoSS) and Director of Marketing, Communications and Engagement (DoMCE) are responsible for the effective development, implementation and review of the College's Admissions Policy.

5.3 The Student Applications 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 Applications and Recruitment (StAR) 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, DoMCE and StAR Manager.

Version: October 2019	Next Review: August 2020	Author: Student Applications and Recruitment Manager	SLT Owner: Director of Marketing, Communications and Engagement
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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)
- Rehabilitation of Offenders Act 1974

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