

<b>Title:</b>	<b>Admissions Policy</b>		
<b>Reviewed / updated by:</b>	Group Director: Communications & Customer Services		
<b>Document Owner:</b>	Group Director: Communications & Customer Services		
<b>Date approved:</b>	March 2018		
<b>To Be reviewed:</b>	March 2019		
<b>Approval Committee:</b>			
<b>Publication:</b>	<b>Intranet</b>		✓
	<b>VLE</b>		✗
	<b>Website</b>		✓

## **NEW CITY COLLEGE ADMISSIONS POLICY**

**Date: November 2017**

### **1. INTRODUCTION**

- 1.1 This policy outlines the principles followed by New City College to operate an effective, efficient and fair admissions and recruitment process.
- 1.2 The policy covers all stages of an applicant's interaction with the College from initial enquiry through to application, selection, decision and the transition to first enrolment and induction for successful applicants

### **2. RESPONSIBILITY FOR POLICY**

- 2.1 Overall responsibility for implementation and review rests with the Group Director: Communications and Customer Services. However, other staff are involved in the implementation including Customer Services, Group Curriculum Directors (GCDs) and other college managers.
- 2.2 The policy will be reviewed and, if necessary, revised in the light of legislative, organisational or technological changes.

### **3. POLICY STATEMENT**

- 3.1 This policy has been established to offer a campus-based admissions process, which will provide a good and consistent standard of service to potential and existing students.
- 3.2 New City College welcomes applications from all prospective students. The College will ensure that all applications are considered and processed on an individual basis and are considered fairly, without discrimination.

### **4. MARKETING AND RECRUITMENT IN RELATION TO THE ADMISSIONS POLICY**

- 4.1 The College is committed to the provision of comprehensive, open and consistent messages in its marketing and recruitment information, and to the management of

activity, which leads to the admission of students to the College in ways that are fair, explicit and implemented consistently.

## **5. RESPONSIBILITY OF APPLICANTS IN THE ADMISSIONS PROCESS**

Applicants are expected to:

- 5.1 Provide accurate information in course applications submitted to the College
- 5.2 Respond in a timely manner to requests for further information from the College
- 5.3 Communicate any changes to the information originally supplied in their application as soon as possible
- 5.4 Be courteous and respectful in their communications with College staff involved in admissions

## **6. RESPONSIBILITY OF THE COLLEGE IN THE ADMISSIONS PROCESS**

The college will:

- 6.1 Give all applicants the opportunity at application stage (on the application form), at interview and at enrolment to disclose a learning difficulty and/or disability. This information will be passed to the Additional Learning Support (ALS) team who will contact potential students to discuss their support needs
- 6.2 Offer all potential learners impartial advice and guidance in order to help individuals decide on the course of study best suited to their needs, interests and labour market opportunities
- 6.3 Ensure that all applications are considered fairly and in line with the College's Equality and Diversity Policy
- 6.4 Arrange an interview with staff within the faculty in which the course is based. The interviewer is authorised to offer places on courses in their faculty
- 6.5 Issue a clear decision to the applicant, which could be a conditional offer (conditional upon criteria such as exam results or audition outcome for example); an unconditional offer, a deferred offer or a rejection/no offer. If an applicant is not offered a place on a course, they will be given a clear reason and be offered support to explore alternative study options.
- 6.6 Ensure the applicant is made aware of any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date)
- 6.7 Provide opportunities for applicants to view the College and its facilities prior to enrolment
- 6.8 Reserve the right to conduct a Disclosure and Barring Service (DBS) check for any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College.

- 6.9 Ensure all admissions procedures including assessment and other screening will be fair and will recognise the specific access needs of the College's diverse community, including people whose first language is not English, people with learning difficulties or disabilities, a physical disability or sensory impairment or mental health support needs.
- 6.10 Ensure that all admissions activity complies with the General Data Protection Regulation and the Consumer Protection Act.

## **7. CRITERIA FOR ADMISSIONS**

- 7.1 Entry requirements are normally determined before the proposed point of admission, and are published on the website and in the printed prospectus, and discussed with applicants at interview. The College reserves the right to amend its entry requirements and/or fees (subject to approval by its validating institution) before the proposed point of admission. Amended entry requirements and/or fees are published on the College website.
- 7.2 The College may admit applicants under specific programmes designed to encourage applications from students who have experienced educational disadvantage. Such programmes include specification of additional consideration that may be given to applicants during the admissions process.
- 7.3 Admission will be approved providing:
- a The applicant satisfies all pre-course entry\assessment requirements including, completing all paperwork accurately, returning requested forms on time, attending appointments/interviews/assessments
  - b The applicant meets the specific entry requirements of the course(s) applied for
  - c Approval from faculty staff is received
  - d References and/or school reports are received, if requested. For 16-18 year-old applicants, this is mandatory
  - e There is sufficient demand and spaces available on the course or programme of study
  - f (In the case of an apprenticeship programme) Appropriate employment is secured
- 7.4 To be officially enrolled a learner must have completed the relevant year's enrolment documentation (online or paper format) which is signed at the point of enrolment; and committed to the appropriate fee, unless they are eligible for fee remission. This is an important contractual stage in the admissions process

## **8. APPLICATIONS FOR HIGHER EDUCATION COURSES**

- 8.1 New City College offers higher education (HE) programmes in its own right and in partnership with universities and other higher education institutions (HEIs). The College welcomes applications for higher education programmes from motivated applicants from all backgrounds, including backgrounds that are under-represented within HE.
- 8.2 Information for the College's HE programmes of study specify the minimum course entry requirements and include specific subject elements.
- 8.3 To make sure that the College can support its students' success on HE programmes, applicants must have relevant attributes for higher education study, which include

critical thinking, an appropriate level of literacy, numeracy and communication skills, the ability to use appropriate learning resources and the ability to take responsibility for own learning. These attributes will be considered alongside previous academic achievement, professional and personal experience. As with all programmes offered by the College, it is important for applicants to have the motivation and potential to succeed on the intended programme of study.

- 8.4 Where the HE programme is delivered in partnership with a university or other HEI and admission is via that provider, the College will refer applicants to that provider's application process.
- 8.5 Information about fees and financial support are available through published material , website and college advisers
- 8.6 The admissions process for HE courses may vary according to the programme and the partner HEI, and processes for application and admission are clearly stated in the published information for each programme. Applicants can seek clarification and support at any time through the College's Admissions and Customer Services teams.
- 8.7 Admission and enrolment to New City College's Higher Education (HE) programmes adhere to our obligations under The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and as such, applicants have a statutory 14-day right of cancellation, from the date they enrolled. Applicants may also cancel their place at any point up until the course start date without any financial penalties relating to course fees.
- 8.8 This admissions policy should be read with reference to the New City College Terms and Conditions for HE programmes, which are updated regularly, and particularly in line with relevant best practice and legislation. The terms and conditions are published on the College's website.

## **9. UNDER 16 APPLICATIONS**

- 9.1 Applicants under the age of 16 will not usually be permitted entry to a course at the College apart from College 14-16 specialist provision, which could be 'direct entry' or in partnership with the Local Education Authority or local school(s). Applicants and their parents/carers or referral agency should discuss this with the manager of the 14-16 provision at the campus at which the course is based.

## **10. INTERNATIONAL STUDENTS**

- 10.1 New City College is licensed to sponsor students under Tier 4 UK Border Agency (UKBA) regulations and has robust processes in place to make sure that applicants and students meet the requirements of the UKBA to study in the UK.
- 10.2 In addition, applications from international students are welcomed on the basis that their study and communication skills meet the requirements of the course for which they have applied.
- 10.3 Students who have previously studied or taken qualifications under the educational systems of countries outside of the UK must present evidence of their previous qualifications so that the College may compare them to equivalent UK qualifications.

## **11. ENTRY CRITERIA: QUALIFICATIONS**

11.1 The College accepts a wide range of qualifications from UK applicants as entry criteria for its courses. The College will normally verify the result of any qualification. Applicants will be required to present original certificates as part of the enrolment process. Relevant work experience may be considered in place of formal qualifications for certain courses, and this is normally specified in published course entry criteria.

## **12. ACCREDITATION OF PRIOR (EXPERIENTIAL) LEARNING**

12.1 Applicants wishing to be considered for entry to the second or third year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying, will be considered in accordance with the awarding bodies policy on Accreditation of Prior (Experiential) Learning.

## **13. ASSESSMENTS AS PART OF THE ADMISSION PROCESS**

13.1 For some programmes and courses, applicants will be asked to take a screening. The purpose of this is to assess the applicant's level (of maths and/or English or a skill where the course is skills-based (ICT and Learning styles for apprenticeships) in order to place the student on an appropriate level of course. For some practical-based courses, there will be a course-specific assessment.

13.2 All admissions procedures including assessment and other screening will be demonstrably fair and will recognise the specific access needs of the Colleges diverse community, including people whose first language is not English, people with learning difficulties or disabilities, or a physical disability or sensory impairment or mental health support needs.

13.3 All applicants will have the right to fair testing on explicit and pre-determined entry selection criteria. There will be appropriate and fair assessment interviews, testing and early identification of support needs to give everyone the best possible opportunity for a meaningful course of study and success.

13.4 An initial assessment is not a condition of entry to the College but may lead to a transfer to a more appropriate level of programme or the requirement to undertake agreed additional courses or learning support. Initial assessments will take place either prior to interview or during the enrolment process.

## **14. DISCONTINUATION OR SUSPENSION OF COURSES**

14.1 The College reserves the right to discontinue or suspend a course for which offers have already been issued, but will only do this in exceptional circumstances. Where a course is discontinued, applicants holding offers will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative course offered by the College or alternatively supported by the Admissions Team.

## **15. RIGHT TO REFUSE AN APPLICATION**

15.1 The College reserves the right to refuse an application. Applications from prospective students who come into this category will be given full consideration by a Senior College Manager.

15.2 We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the

appropriate GCD. The GCD with guidance from the ALS Team is ultimately responsible for ensuring that the College is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available. In any such cases where a student was refused entry on this basis the college would make contact with other agencies in order to find suitable provision.

15.3 The College reserves the right to refuse admission to an applicant who:

- a Does not meet the admission criteria withholds information; provides false or misleading information
- b Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which present a clear and immediate danger of infraction of the law
- c Has previously been excluded from New City College or another education institution
- d Has previously attended this or another education establishment and not completed courses, including all external assessments
- e Has outstanding debts to the College
- f Poses a significant threat or danger to others. The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a risk

## **16. COMPLAINTS AND APPEALS**

16.1 Applicants who wish to appeal against any decision made during the admissions and enrolment process should contact the Head of Admissions and Customer Services (whose authority may be delegated to a relevant campus manager).

16.2 If an applicant is not satisfied with the response received, they may use the College's Complaints Procedure. The Complaints procedure should be used where there is evidence of procedural irregularity, including failure to adhere to the Admissions Policy.

16.3 Complaints or requests for formal review should be made in writing within 14 days of the relevant College decision, e.g. to reject an application or not to confirm an applicant's place.