



Title:	Admissions Policy
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NEW CITY COLLEGE ADMISSIONS POLICY

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 which adheres to the General Data protection regulation (GDPR).
- 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 of the policy rests with the Group Director: Communications. However, other staff are involved in its implementation.
- 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 using centralised and secure systems, 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.

- 3.3 New City College adheres to relevant UK Government funding guidelines which are regularly updated and publicly available. The College course offer is informed by available funding which may vary for different age groups.

4. MARKETING AND RECRUITMENT IN RELATION TO THE ADMISSIONS POLICY

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 inclusive admission of students to the College.

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 (this includes third party references or school reports).
- 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 to disclose a learning difficulty and/or disability. This information will be held securely in line with data protection regulations (GDPR). The Additional Learning Support (ALS) team 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 opportunity to meet staff within the faculty or department in which the course is based.
- 6.5 Issue a clear decision to the applicant, which could be a conditional offer (conditional upon criteria such as exam results 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. The College reserves the right to amend its entry requirements and/or fees (subject to approval by its validating institution where appropriate) before enrolment.
- 7.2 Where admission is dependent upon external funding, the College reserves the right to make sure that this funding is secure prior to enrolment.
- 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 the relevant curriculum staff is received
 - d) Satisfactory references and/or school reports are received, if requested. For 16-18 year-old applicants, this is mandatory
 - e) There is sufficient demand to run the course, and space available on the course or programme of study
 - f) In the case of an apprenticeship programme, appropriate employment is secured
 - g) Any other specific requirements, as noted in individual course materials, are met
- 7.4 To be officially enrolled a learner must have completed relevant and up to date enrolment documentation (online or paper format) which is signed – digitally or hard copy - at the point of enrolment; and committed to the appropriate fee. Where fees are remitted, the learner must provide all relevant evidence and documentation as required by the College's funders. 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 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. APPLICATIONS FOR STUDENTS UNDER THE AGE OF 16

- 9.1 Applicants who will be aged under 16 at the time of starting their course of study, will usually be enrolled into the College's 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.
- 10.4 International students must apply through the NCC International Office - international@nccclondon.ac.uk

11. ENTRY CRITERIA

- 11.1 The College accepts a wide range of qualifications from UK applicants as entry criteria for its courses. The College will 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.
- 11.2 For 16-18 courses and some adult courses, the College requests and expects to receive a reference or report from an applicant's previous school (or other relevant referee) showing their dedication and potential for adhering to the New City College commitment to study which is on display at campuses and available from the college on request.
- 11.3 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.
- 11.4 Students progressing within the College (to a higher level of study or to another course or subject) must have a positive record of study at the college, and have passed the relevant qualifications and assessments for progression.
- 11.5 For some programmes and courses, applicants will be asked to take an initial screening assessment. 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) in order to place the student on an appropriate level of course. For some practical-based courses, there will be a course-specific assessment.
- 11.6 Initial assessments and screenings help to place each student into a course that is the right level for them to support their opportunities for success. It is possible for a student's level to be changed after the point of enrolment, should the curriculum team assess that this is necessary.
- 11.7 All admissions procedures including assessment and other screening will be demonstrably 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, or a physical disability or sensory impairment or mental health support needs.

12. DISCONTINUATION OR SUSPENSION OF COURSES

12.1 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 Customer Services teams or other college or partner advisers.

13. RIGHT TO REFUSE AN APPLICATION

13.1 The College reserves the right to refuse admission, at the college's discretion and after full consideration by a senior manager, to an applicant who:

- a) Does not meet the admission criteria (if this is due to previous qualifications, in most cases alternative provision will be recommended)
- b) Is not able to provide a reference or report indicating an appropriate commitment to study
- c) Withholds information; provides false or misleading information
- d) 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
- e) Has previously been excluded from New City College or another education institution
- f) Has previously attended this or another education establishment and not completed courses, including all external assessments
- g) Has outstanding debts to the College
- h) 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

14. COMPLAINTS AND APPEALS

14.1 Applicants who wish to appeal against any decision made during the admissions and enrolment process should contact the Head of Student Recruitment or Customer Services Manager at the relevant New City College campus, who will look into each case in discussion with senior curriculum colleagues.

14.2 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. Applicants can find the NCC Complaints Policy in the Corporate Information and Policies section of the New City College website.

14.3 Complaints or requests for formal review should be made as soon as possible and must be made in writing or by email within 6 weeks of the incident occurring. Should a complaint fall outside of this timescale it will be rejected unless there are extenuating circumstances by way of justification.

14.4 Formal complaints may be made:

By email to complaints@ncclondon.ac.uk.

Or in writing to:

Complaints

New City College

Ardleigh Green Road

Hornchurch RM11 2LL

Or:

By completing a New City College complaint form and handing it to a New City College staff member who should pass it to complaints@ncclondon.ac.uk or via a Customer Services team member.

14.5 If a complainant is not satisfied with the outcome of their complaint, they may appeal and should write within 10 working days of receipt of the closure letter, explaining the reason/s why they are not satisfied, to:

Complaints

New City College

Ardleigh Green Road

Hornchurch RM11 2LL

Or by email to:

complaints@ncclondon.ac.uk

14.6 This will be regarded as an appeal, and will be reviewed by the Principal at the relevant New City College campus. This may be delegated to a Deputy as appropriate.