

Policy/Procedure Name: College Admissions Policy

Policy/Procedure Number: AD001

Date of Approval: August 2017

Review Date: August 2018

Role Responsible: Deputy Principal

Approved by: SLT

1.0 Scope of the Policy

The Admissions Policy applies to all applicants for further education courses at Brooklands College.

Mission and Values of the College

Brooklands College will be an outstanding provider of education and training for every member of our community, every day. It is expected that all students at the College embrace our values and act with **integrity**, display **respect and compassion** and will be **innovative** in the creation of their future opportunities.

2.0 Aims and Principals of the Policy

2.1 Widening Participation

Brooklands College is committed to increasing and widening participation in education and training. Applications to attend Brooklands courses are actively encouraged from all interested individuals in the local community and beyond.

2.2 Advice and Guidance

Brooklands College is committed to providing impartial advice and guidance in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The College is committed to the right student for the right course at the right time.

2.3 Confidentiality

Brooklands College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998 and in line with its own separate policies on Data Protection. Confidentiality of the process is also closely linked to the College's policy on Safeguarding of students and staff.

2.4 Equality of Opportunity

The College is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality, citizenship, ethnic or national origin.

Brooklands College will actively combat discrimination in all its forms, by implementing effective policies and empowering staff and students to take appropriate action.

The College is committed to ensuring that any individual with learning difficulties or disabilities are treated fairly. All reasonable adjustments to provision will be made to ensure that any individual with a learning difficulty or disability are not substantially disadvantaged. The College actively works to extend the diversity of its student population through the development of an inclusive learning environment

2.5 Quality

The quality and effectiveness of the admissions policy is monitored and evaluated during the year. The College is accredited through MATRIX for the provision of information advice and guidance to all students. Compliance with the admissions policy is monitored through

learner feedback.

2.6 Entry Requirements

Brooklands College welcomes applications from all sectors of the community and the College's recruitment process is underpinned by the philosophy of the right students on the right course. Prospective students are selected not only by their formal qualifications, but also their experience, motivation and interest in the course are taken into account.

The entry requirements published in the prospectus annually are standard entry requirements which are used as a guide to suitability.

Adults returning to education are welcome to apply to most College courses. The College may consider previous experience and training as an alternative to formal qualifications.

For international students, their overseas qualifications should be equivalent to the UK requirements. In addition, Brooklands College is a sponsoring organisation linked to the UK Visas and Immigration and all international student will have to satisfy the requirements of the UK Government for studying in the UK as well as meeting the entry requirements of the College in terms of qualifications and/or experience.

2.7 Admission to FE Programmes on Recognition of Prior Learning (RPL)

Acceptance of prior learning for credit purposes is at the discretion of Brooklands College but is determined by the awarding body guidelines.

3.0 Admissions Procedures

3.1 Full Time Courses

The College has the following admissions procedures for full time courses to ensure that applicants are matched to the most appropriate courses.

The course offer will be based on the outcome of the following activities and information:

- Interview and Assessment (if applicable – e.g. in music)
- Previous Qualifications / experience
- References (where appropriate)

Initial Assessment indicating levels of literacy and numeracy will take place at the start of term and may be used to determine the level of study if qualifications on entry are not achieved in line with entry requirements.

Applicants receive an offer in writing which is either conditional on pending examination results, or references, or unconditional.

Where applicants receive an offer conditional upon obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis but a place is offered at the discretion of the Assistant Principal for the relevant curriculum area.

If the College is unable to offer a place on the applicant's chosen course, the College will try to make an offer on a similar course at the appropriate level which matches the applicant's experience, qualifications, abilities and interests. This may result in occasionally the applicant being recommended an alternative course at other College or

educational institution.

3.2 Part Time Courses

Some part time courses do not require an interview or assessment and applicants can apply in person, or by post.

Some courses have specific entry requirements and these, together with the method of enrolment, are published in the prospectus.

3.3 Apprenticeships

Apprenticeship recruitment is normally carried out through employers and the National Apprenticeship Service. Each applicant will be provided with individual advice and guidance in conjunction with their employers.

Entry requirements - the appropriate apprenticeship framework/standard and eligibility will be determined by specialist staff within Brooklands Business Solutions and partners organisations, in line with funding rules and employer requirements.

3.4 Traineeships

Applications for our Traineeship programme will be subject to this admissions policy and will also be provided with appropriate advice regarding the specific requirements in relation to their work experience, trainees and employers responsibilities.

4.0 Recruitment Process

4.1 Information, Advice and Guidance

The Admissions Team responds to all initial enquiries regarding the College's offer. If applicants are unsure about which course to study or progression routes they can access individual course guidance with the Matrix accredited team, who offer impartial advice.

The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties / disabilities are contacted to arrange an interview with a specialist from the learning support team to discuss needs and agree the support required.

Where candidates with learning difficulties / disabilities apply to specialist supported courses the College will assess additional support needs as part of their interview process. For students with EHCP plans individual needs will be considered on an individual basis.

In a small number of cases, the College may decide that a risk assessment would need to be carried out to ensure the safety of the student and assess any implications on other students. The College ensures that there is adequate adjustment and provision for students with disabilities/ additional needs. If in exceptional circumstances the College is unable to offer appropriate adjustments and/ or provision to meet a prospective student's disabilities/additional needs, every effort will be made to refer to other more appropriate educational provision.

4.2 Interview Process

The College's Interview Teams provide impartial information on all full-time courses.

The interviewer will explain the options available to match the applicant's interests. The interview is an opportunity for applicants to discuss their options before making a decision.

The following is discussed during the interview or assessment process

- Fees and Funding information
- Course Information, including information about course details, tutorials, assessment, placements and materials, course trips, progression routes and career opportunities and apprenticeship options.
- General College Information including facilities and student support

4.3 Keeping Warm Activities

Between the application/ interview and the enrolment date, all applicants are encouraged to attend open days and are communicated with regularly by the College. Applicants are sent a variety of different information during the period before enrolment containing relevant information on their course.

4.4 Enrolment

All full time students are required to enrol in person. Learning agreements for these students will be produced and signed at enrolment and all student personal and confidential information will be checked, including Unique Learner Number (ULN). ID cards will also be provided at this time.

4.5 Late Enrolment

All late enrolments will be managed on a one to one basis in agreement with the Head of Curriculum who will ensure that there is support for the student to be able to access the programme effectively despite the later start.

4.6 Learners Aged Under 16

Full-time applicants who are under 16 can occasionally access provision at College. These applicants should apply directly to the College and their application will be reviewed by the Assistant Principal, who will ensure that funding is available to support learning and before an interview can be arranged. Admission is normally subject to funding. Please ask for additional guidance.

5.0 Specific Admissions Procedures

5.1 Safeguarding checks

As a safeguarding measure, the College reserves the right to carry out safeguarding checks on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission to College.

5.2 Unspent Criminal Convictions

Where an applicant has a criminal conviction, the College will refer all applicants to the Deputy Principal for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a College course.

The College reserves the right to refuse admission to applicants who after the risk assessment process are viewed as unsuitable.

5.3 Conditional Entry

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Assistant Principal.

5.4 Admission of Students previously excluded from Brooklands College

Students who have been previously excluded from the College must have evidence that they have addressed the issues leading to their exclusion and may be admitted subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Assistant Principal.

5.5 Admissions of Students with Unsatisfactory References

The College reserves the right to request references and/or school reports for all applicants. Unsatisfactory references will be reviewed by the relevant Head of Curriculum. A decision to admit an applicant under these circumstances will be at the discretion of the Head of Curriculum. Applicants who have been previously excluded for any other educational institution may be required to attend an additional interview to allow the College to access any additional needs.

5.6 Admissions of Students who have previously enrolled, but have withdrawn early or not completed

The College reserves the right not to admit an applicant who previously attended the College, but failed to make sufficient effort towards successfully completing their studies.

5.7 Cancellation of Courses

Where insufficient numbers have applied for a course it may be necessary for the College to close or cancel courses. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled. In the case of cancellation any fees paid will be refunded.

5.8 Safeguarding Staff and Students

The College has a duty of care to students and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

5.9 English and Mathematics

As a condition of funding ALL 16-18 year old students must undertake English and Math qualifications if they have not achieved a GCSE grade C or a grade 4. Any student not attending English or math classes when required to do so is at risk of being charged the entire course fee and being withdrawn from the College.

5.10 Applications from Debtors

The College reserves the right to refuse admission to an applicant who has outstanding debts to the College.

6.0 Linked Policies

Data Protection and Confidentiality

All students' personal data is held securely Information can be shared with the applicant's consent, in conjunction with the College's policies on Data Protection and Confidentiality.

This policy cross references the following documents:

- The Equal Opportunities Policy
- Brooklands College Student Charter
- Data Protection Policy
- The Complaints Policy

7.0 Admissions Process

Appeals

In the event of an applicant disputing a decision not to admit them to the College, the applicant may appeal in writing, in conjunction with the College's Complaints Procedures.