



Admissions Policy

Date of Publication	November 2019
Date of Review	November 2021
Line Manager Responsible	Karen Stencel-Wade
Policy Creator	Karen Stencel-Wade
Approved by	Gillian May

Admissions Policy

The College mission is to encourage the fulfilment of individual potential by providing high quality education in a caring environment.

The College's admissions policy is consistent with this and with the College's Equal Opportunities Policy: to ensure the development of positive policies which recognise that all members of the College community are of equal value and, as such, are all entitled to be treated fairly and without prejudice in every aspect of College life. The college commits itself to strategies eliminating all forms of discriminatory actions and practices, both individual and institutional.

Purpose of this policy

This policy and procedure outlines the College's policy and practice for managing the admission of students to the college. It aims to provide a fair and consistent procedure for admissions. The overall aim being to underpin the College mission and values as stated above. This policy is linked with the college's Equality and Diversity policies and Statements (including Race Equality and Disability Equality, child protection policy, College fees and charges policy). It is also linked with College publications such as the College prospectus, Website, course leaflets and all marketing material.

Students with Disabilities

The College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

Responsibilities under the policy

- Ø Governors are responsible for setting the framework for student admissions and monitoring implementation of this policy.
- Ø The Principal and College Management Team are responsible for the overall operation of this policy and procedure and for ensuring it is reviewed and updated in line with current legislation.
- Ø The Admissions Officer is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants.
- Ø Admissions and Enrolment Teams are responsible for following the policy consistently and fairly in respect of all student enrolments

Further differentiation of admissions processes will take place where appropriate to:

- Carry out assessment in the absence of formal qualifications
- Explore the recognition of prior achievement in lieu of formal entrance requirements
- Translate overseas and international qualifications into their UK equivalence
- Explore Additional support needs
- Explore any adjustments required for disabled students
- Develop a progression plan for an individual student with a partner school
- Identify ALS and ESOL needs
- Ensure the admissions process meets the exceptional circumstances of some applicants.
- Explore appropriate funding opportunities to ensure that appropriate support is available and provided.

The College accepts that it is not possible to legislate for every circumstance which might arise in the admissions process and provides guidelines for all staff involved in the admission of students; in particular:

General Points

In giving advice staff **MUST** follow the information published in the prospectus.

If there are concerns about a student's ability to study a particular course, we would wish to establish the capacity of that student to develop the under-pinning skills necessary for success. This may be done during the enrolment period or the induction period, or throughout the course using academic tutorials and the flexible timetable delivery.