



Issue Date: October 2023

Review Cycle (Years): Annually

Next Review Date: 17th October 2024

Person Responsible: Vice Principal Business Growth, Engagement and Partnerships

ADMISSIONS POLICY (FURTHER EDUCATION) 23-24

APPROVAL/CONSULTATION REQUIREMENTS

WHO BY	REQ?	DATE	WHO BY	REQ?	DATE
SLT	Y <input checked="" type="checkbox"/>	16-10-23	Corporation	Y <input type="checkbox"/>	
Health-Safety Comm.	Y <input type="checkbox"/>		Finance-Resources Comm.	Y <input type="checkbox"/>	
Search Comm.	Y <input type="checkbox"/>		Audit Comm.	Y <input type="checkbox"/>	
Education-Standards Comm.	Y <input checked="" type="checkbox"/>	23-11-23	Remuneration Comm.	Y <input type="checkbox"/>	
POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input checked="" type="checkbox"/> (College Website)					
Related Documents:	<ul style="list-style-type: none"> Equality & Diversity Policy 2017/2018 Careers Education Information, Advice and Guidance Policy Additional Learning Support Policy Data Protection Policy Admissions, Recruitment & Withdrawal Policy (Higher Education) 				

1. AIM AND SCOPE OF THE POLICY

Coventry College has a diverse learner population from a wide range of ethnic backgrounds and age groups. It is the aim of the College to adopt an inclusive admissions service that allows individuals to apply and enrolled on to an appropriate programme of study that meets their educational needs and aspirations.

1.1 Aim

- The aim of this policy is to provide a timely and effective process by which prospective learners can access learning opportunities at Coventry College, ensuring that they are placed on the right programme of study and are able to succeed.
- To treat each applicant as an individual and to find appropriate learning programmes which will meet the applicants' aspirations and are aligned to the local, regional and national skills needs.

1.2 Scope

- The policy applies to post 16 applicants for further education programmes.

2. SPECIFIC OBJECTIVES

- To provide comprehensive and impartial information, advice and guidance to all prospective learners enabling them to make informed choices on the programmes available to them.
- To ensure that all prospective learners receive appropriate pre-entry guidance, including an appropriate initial assessment to place them on the correct programme for their academic ability and career aspirations.
- To enable individuals to apply, be assessed and interviewed for their chosen programme of study in a timely and efficient manner.

- To ensure that there are clear and transparent entrance criteria for all programmes available at the College.
- To enable individuals with additional learning support needs to receive appropriate support when applying, being assessed and interviewed. The College welcomes individuals with learning difficulties and disabilities and will promote integration into mainstream programmes wherever possible and appropriate.

2 GENERAL PRINCIPLES

- Admission to Coventry College is subject to the course entry criteria being met and suitability for the mode of study. Under exceptional circumstances the Vice Principal Curriculum Innovation, Quality and Performance reserves the right to approve exceptional admission.
- Applicants will be offered places on courses if it is agreed that the College can offer appropriate support if required, and the learner can be reasonably expected to achieve.
- Any applicant declaring a disability or learning difficulty is entitled to support and advice from the Additional Learning Support team. This will include a further assessment of needs with a suitably qualified member of staff.
- All applications will be dealt with in line with the College's Equality and Diversity Policy.
- 16 – 18-year-olds who are enrolled on full time provision at one institution should not be enrolled at another educational institution. There may be occasions when a learner completes elements of the study programme at the College but this must be agreed by the school prior to enrolment.
- The College reserves the right to withdraw an offer or close a course if there are insufficient numbers. Under such circumstances the College will take all reasonable measures to ensure an alternative offer is made.
- The College reserves the right to request a reference for prospective learners.
- Some courses require a DBS check for applicants e.g. Health, Care and Early Years. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes. The College reserves the right to carry out further checks on any applicant if this is deemed appropriate.
- The College reserves the right to refuse admission to any applicant that does not meet the course entry requirements at either the initial assessment or interview stage of the admissions process. Any applicant that is refused an offer of a place will have the right of appeal if a college procedure has not been followed correctly.
- The College reserves the right to refuse admission to an applicant who may pose a threat or danger to other learners, or if they have prior criminal convictions that have not been spent or can never become spent. All applicants who disclose a criminal record will be asked to provide further information which will be used as the basis of a risk assessment to determine any safety risks, inform support plans, or refuse admission if there is deemed to be a danger to other learners or staff. If concerns are raised an Admissions Panel will be convened consisting of the Senior Designated Safeguarding Lead and other appropriate senior managers to assess complex cases, to ensure a consistent approach and ensure that the College meets its statutory safeguarding duty.
- The Admissions Panel 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 infringement of the law.
- The College reserves the right to refuse admission to an applicant who has previously been excluded from this or another educational institution, or who has attended this or another educational establishment and not completed courses.
- The College reserves the right not to admit an applicant who has outstanding debts to the College.
- The College also reserves the right if there were causes for concern identified during the applicant's time studying at the College in previous academic years.

3. RESPONSIBILITIES

Vice Principal Business Growth, Engagement and Partnerships and the Vice Principal Curriculum Innovation, Quality and Performance will:

- Ensure that the College curriculum offer has clear entry and progression routes linked to labour market opportunities, and further and higher education.
- Establish and publish on the College website entry requirements for all study programmes.

Curriculum Staff will:

- Ensure interview dates and arrangements are submitted to the Admissions and MIS teams in a timely manner.
- Ensure that Learner Services staff are aware of any changes to the curriculum or entry requirements so that these can be communicated to applicants.
- Ensure that all staff are available for the main College recruitment events such as Open Evenings and the main enrolment period.
- Ensure that all applicants have the necessary information, advice and guidance to make informed decisions about their chosen study programme.
- Carry out recruitment activities with prospective learners ensuring that applicants are interviewed and selected with integrity.

Learner Services staff will:

- Provide impartial information, advice and guidance and specialist careers advice and guidance to applicants.
- Participate in recruitment activities such as open events and enrolment at key points in the academic year.
- Liaise with applicants, parents, employers, schools and careers advisers as required to ensure that all parties have the information and support they require to make an application to the College.

Admissions Staff will:

- Provide applicants with the information they require about the progress of their application and the next steps.
- Process all applications received from the on-line application system in a timely fashion.
- Keep curriculum teams updated on the progress of applications.

Systems Development Team will:

- Provide a responsive online admissions database to record and monitor applications to the College.
- Provide a comprehensive admissions reporting service to be available to all relevant staff at the College.

4. IMPLEMENTATION OF THE POLICY

- An applicant will receive relevant communication at all stages of the process
- Course offers will be made to applicants at interview unless there are specific reasons for a referral or refusal.
- Additional learning support will be put in place if disclosed by the applicant for the assessment and interview process if this is deemed appropriate by the College.
- Prospective learners that do not attend their allocated interview will be contacted and re invited to the College for a second interview. If an applicant does not attend the second interview they will be withdrawn.

5. MONITORING AND EVALUATION

- 8.1 The Vice Principal Business Growth is responsible for reviewing the Admissions Policy every year and making appropriate changes.
- 8.2 The Learner Services team will monitor and evaluate the service provided to prospective learners through written feedback, learner surveys, complaints and compliments and learner forums.
- 8.3. The Senior Leadership Team will review applicant data and recruitment trends on a regular basis to enable them to make informed decisions regarding the viability of the programmes on offer.

6. REVIEW OF POLICY

- 10.1 The above policy will be reviewed by the relevant parties every 2 years, or as required.

7. ENVIRONMENTAL IMPACT ASSESSMENT

- 7.1 The College is fully committed to the sustainability agenda.
- 7.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.
- 7.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

9. GENERAL DATA PROTECTION REGULATION (GDPR)

- 9.1 All policies which are approved by the Senior Leadership Team are in line with our GDPR suite of policies and procedure.

10. LIST APPENDICES

Appendix 1: Appeals Procedure

FURTHER EDUCATION ADMISSIONS APPEAL PROCEDURE



1. INTRODUCTION

- 1.1 Coventry College (hereafter referred to as the College) welcomes applications from individuals with the potential to succeed in further education. Our commitment to equal opportunities ensures that all applicants are treated solely on the basis of their merits, abilities and potential. We recognise, however, that there may be occasions when applicants feel they have cause for complaint.
- 1.2. Therefore, the purpose of the Further Education Admissions Appeal Procedure is to provide an opportunity for applicants to raise matters of concern without risk of disadvantage and for the College to resolve as quickly and as possible complaints about the admissions process.

2. PRINCIPLES

- 2.1. The principles which underpin the Admissions Appeal Procedure are that:
 - the process should be fair, effective, timely and comprehensible with complaints being resolved as quickly as possible and in a reasonable manner;
 - any investigations undertaken as part of the Admissions Appeals Procedure;
 - the applicant and relevant members of staff will be informed of the outcome of the appeal;
 - appropriate action will be taken to improve the College's procedures where the outcome of an appeal suggests that improvement is necessary.

3. APPEALS

- 3.1. Applicants who wish to appeal should put their concern in writing to the Vice Principal Curriculum Innovation, Quality and Performance. Copies of all previous correspondence related to the appeal should be enclosed along with an explanation of the reasons for the appeal and the outcome desired by the applicant. Appeals submitted more than 10 working days after the original decision which is the subject of the appeal will not normally be considered.
- 3.2. An investigation into the matters complained of will be undertaken by the relevant Director of Faculty and completed within 15 working days of receipt of the appeal. If it is not possible to complete the investigation within 15 working days, the applicant will be advised in writing of the reasons for this and given a date by which it is expected that the investigation will be completed.
- 3.3. The Director of Faculty may request additional information from the applicant or relevant staff if this is deemed appropriate and, if necessary, may convene a meeting with the Vice Principal Curriculum Innovation, Quality and Performance and/or the appealing applicant to discuss the appeal.
- 3.4. An appeal hearing is held and the Director of Faculty will find either:

- that there are grounds for further consideration and the application is to be reconsidered accordingly; or
 - that there are no grounds for taking the matter further. At which point The Further Education Administration Team are informed, the
 - Admissions Appeal record is updated and the applicant is informed.
 - or
 - An alternative course is proposed.
- 3.5 If the appeal hearing finds that there are grounds for further consideration and the application is to be reconsidered the relevant programme area is informed that the applicant should be accepted. The MIS team is informed, and the Admissions Appeal record is updated.
- 3.6 The decision reached is considered to be final and will be communicated to the applicant within 15 working days of considering the appeal.