



**Issue Date:** 10/01/2018  
**Review Cycle (Years):** Every 2 years  
**Next Review Date:** 01/09/2019  
**Person Responsible:** Assistant Principal Student Experience

## ADMISSIONS POLICY

**Equality Impact Assessment Status:**

**Date of EIA:** 12/12/20107

**Approved by:** SLT

**Approval Date:** Amendments Draft

**Related Documents:**

Equality & Diversity Policy 2017/2018  
 Careers Education Information, Advice and Guidance Policy  
 Additional Learning Support Policy  
 Data Protection Policy  
 UK QUALITY CODE, ADVICE AND GUIDANCE: ADMISSIONS, RECRUITMENT AND WIDENING ACCESS  
 DFE WIDENING PARTICIPATION IN HE, ENGLAND SFR 39/2017, 03 AUG 2017  
 THE REVISED QUALITY CODE FOR HE MARCH 2017  
 OIA good practice framework (Dec 2016)

### 1 Aim and Scope of the Policy:

Coventry College has a diverse student 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 be enrolled on an appropriate programme of study that meets their educational needs and aspirations.

For Higher Education courses this policy has been drawn up using best practice guidelines from UCAS,) and the Quality Assurance Agency (QAA) Code of Practice (Admissions to Higher Education). This aims to provide an efficient, fair and transparent Higher Education (HE) admissions process in line with Equality and Diversity policies. The College operates within the boundaries of current legislation, and with newer guidance by the regulator for HE (England), the Office for Students (OfS).

#### 1.1 Aim

- The aim of this policy is to provide a timely and effective process by which prospective students 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.

- To provide prospective students, college staff and partner organisations with a guide to the admission of higher education students at the College.

## 1.2 Scope

- The policy applies to post 16 applicants for further education programmes at the College including apprenticeships
- The policy covers all admissions to HE courses at the College, validated by other higher education institutions including Warwick and Pearson Edexcel suggest this

## 2 Specific Objectives:

- To provide comprehensive and impartial information, advice and guidance to all prospective students enabling them to make informed choices on the programmes available to them (HE/FE).
- To ensure that all prospective students receive appropriate pre entry guidance, including an appropriate initial assessment to place them on the correct programme for their academic ability and career aspiration (HE/FE).
- To enable individuals to apply, be assessed and interviewed for their chosen programme of study in a timely and efficient manner (FE).
- To ensure that there are clear and transparent entrance criteria for all programmes available at the College (HE/FE).
- 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(HE/FE)

## 3 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 and Learning Standards 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 student 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 student 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 students.
- 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 students, 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 students 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 reverses 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 seeks to ensure a fair HE admissions process which provides equal opportunity for all individuals regardless of background, to gain admission to a course which is suited to their abilities and aspirations.

The College is firmly committed to equal consideration of all applications received by the UCAS deadline of 15 January in each admissions cycle. The College observes all rules and procedures laid down by UCAS when processing applications.

Each application is considered on an individual basis against the assessment criteria for each course; set by academic staff in our Faculties in consultation with the College's University Centre. These criteria are set at the beginning of each admissions cycle. Assessment will be based on the information provided by the applicant on the UCAS application form. Some courses require an interview, audition, or submission of a portfolio to support the selection process.

#### **Access and Participation Statement:**

The College has an Access and Participation statement (awaiting approval with the OfS) and will be published on approval. The statement details the practical measures taken to achieve the principles of this Policy, the development of Widening Participation in Higher Education.

## **4 Responsibilities:**

### **Vice Principal Curriculum and Learning Standards and Head of Apprenticeships will:**

- Ensure that the College curriculum and Apprenticeship 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 Student 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 students ensuring that applicants are interviewed and selected with integrity.

### **Apprenticeship Staff will:**

- Arrange interview dates for possible apprentices with no current offer of apprenticeship employment and record on CRM in a timely manner
- Forward details of applicants with offer of apprenticeship employment to sector assessor who will organise apprentices and employer visit in a timely manner
- Ensure all applicants have necessary information, advice and guidance to make informed decisions about their chosen apprenticeship programme
- Carry out recruitment activities with prospective students ensuring that applicants are interviewed and selected with integrity

#### **Head of Student Services will:**

- Work with the curriculum and Apprenticeship management teams to design and implement a robust and impartial process which ensures that staff have the appropriate information to make an informed decision regarding the admissions of an applicant.
- Provide appropriate and timely reports to monitor the number of applications to the College.
- Provide applicants with opportunities to disclose a learning difficulty or disability at every stage of the admissions process.
- Ensure that applicants who have disclosed a learning difficulty or disability are offered appropriate support throughout the admissions process
- Work with teaching staff to agree a support plan for individual applicants prior to enrolment ensuring that all needs can be met.
- Agree any support needs with the Local Authority/DSA as appropriate

#### **Student 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.
- Check Applications for all full-time Higher Education courses which should be completed online through the Universities and Colleges Admission Service (UCAS) at [www.ucas.com](http://www.ucas.com) .
- Applications for part-time higher education courses should be made direct to the college through the College website
- Prospective students with difficulty accessing these online materials are asked to contact the College direct. Applications can be accepted in alternative media where necessary.

#### **Systems Development Team will:**

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

## 5 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.

The following will be considered when assessing an individuals' application for HE:

- Qualifications and grades already achieved
- Predicted results on pending qualifications
- UCAS personal statement
- Relevant work experience
- Academic reference
- Assessment results from interview/audition/portfolio selection
- Exceptional circumstances (such as illness or personal difficulties).
- Offers will be made (conditional or unconditional offers) or declined through the UCAS process or individually if outside this process.

### **Declared learning needs:**

The College aims to support all students with their support needs as student should be able to fulfil the learning outcomes of the course.

Students with disabilities or learning difficulties should declare these on application process to ensure support arrangements are in place at the commencement of their course. The College may require further information to determine the level of support needs. Reasonable adjustments will be made to assessment in the selection process to ensure the provision of equal opportunities for applicants with disabilities or learning difficulties is met.

For applicants with a declared learning need, the College may conduct an assessment to ensure that the reasonable adjustments required to support the applicant can be made.

**Applicants will be provided with information to enable them to apply for Disabled Students Allowance (DSA) which they will need to apply for directly to facilitate the provision of certain types of support.**

### **Communicating with applicants**

Decisions reached following assessment for offers will be communicated to the applicant via UCAS (for full-time courses) and directly (for part-time courses). The applicant will usually receive an offer or decision within 4 weeks of the application being received.

### **Appeals and complaints:**

#### **Appeals:**

An appeal is a request to review a decision and/or the outcome of an application. The outcome of a successful appeal would be to reconsider the application with a view to either changing or upholding the original decision.

There is no right of appeal against an *academic judgment* of the College. However, if following receipt of feedback an applicant feels that an error has occurred, they do have the right to request a formal review of the original decision on any of the following grounds:

- that relevant information was missing from the original application

- information or data contained within the original application was misinterpreted or
- an administrative irregularity occurred whilst handling the application.

Unsuccessful applicants have the right of appeal in writing to within 14 days to the Vice Principal Curriculum, Standards and Student Experience.

### **Complaints**

Following appeal, if you are still unhappy with an admission decision you have recourse to the College's HE complaints procedure.

### **Confirmation and Clearing:**

#### **Confirming offers:**

The College will be responsible for confirming conditional offers as soon as results have been confirmed via UCAS. In some cases, it will be the responsibility of the applicant to provide evidence of qualifications to enable confirmation decision to be made. Applicants who are required to provide evidence of qualifications will receive a letter from the College with a deadline for providing this evidence.

#### **Clearing**

The College will publish details of available places and revised entry requirements (if appropriate) when the clearing period opens.

#### **Deferred entries**

Applicants holding an Unconditional place who wish to defer entry until the following academic year should contact the College for advice.

#### **Enrolment**

Details of enrolment arrangements will be sent out to all confirmed applicants over the summer with HE terms and conditions. The enrolment details will include clear guidance on the required next steps, what documents to bring and a list of college contacts.

## **6. Monitoring and Evaluation of the Policy:**

- The Assistant Principal Student Experience is responsible for reviewing the Admissions Policy every year and making appropriate changes.
- The Student Services team will monitor and evaluate the service provided to prospective students through written feedback, student surveys, complaints and compliments and student forums and with individual students for HE
- 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.

## Equality Impact Assessment

Audit Prompt	Response
Name of document:	Admissions Policy
Author of document:	Director of Student Services
Responsible Senior Manager:	Assistant Principal Student Experience
Initial screening questions	
1. What is the aim or purpose of the document?	<p>To provide timely and effective processes by which prospective students can be informed about and access learning opportunities at Coventry College.</p> <p>The College seeks to serve the educational, cultural, social and economic needs of the local community and to provide further and higher educational opportunities to all applicants.</p>
2. Who is affected by the document? <ul style="list-style-type: none"> <li>● Staff</li> <li>● Students (please indicate which groups)</li> <li>● Members of the general public (please specify who)</li> </ul>	All new post 16 applicants for further education programmes of study at the College including apprenticeships
3. Has anyone complained about the document? (if yes, give details)	No
4. Does the document have the potential to cause adverse impact or discriminate against different groups of people?	No
5. Does the document make a positive contribution to equality & diversity in the College?	Yes

A full EIA will be needed if this initial screening reveals an adverse impact, or potential for adverse impact on people with protected characteristics.

Refer to full EIA (Yes/No) and reasons why	No
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**Signed:**  **Name:** Jo Lawrence **Date:** 12/12/2017