



## Northern College

<b>Policy Title</b>	<b>Admissions Policy 2024-2025</b>
<b>Who does the policy apply to?</b>	Potential and current Further Education (FE) students; staff
<b>Aims</b>	<p>To ensure that FE admissions processes are consistent, fair and transparent.</p> <p>To ensure all new and progressing applicants are provided with impartial advice and guidance to develop a progression plan that ensures a coherent programme of study, and access to wider learning and support services that meet individual needs.</p>
<b>To be read in conjunction with</b>	Equality, Diversity and Inclusion Policy Learning Support Policy Fees Policy Learner Support Policy Health and Safety Policy Safeguarding Policy IT User Policy Risk Assessment Procedures
<b>Further advice may be sought from</b>	Assistant Principal Student Experience Head of Student Support Services
<b>Review arrangements</b>	<p>This policy will be reviewed annually to ensure its continuing relevance and effectiveness.</p> <p>The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p> <p>Further details regarding revisions and review cycle can be found at Section 7 and 8.</p>

<b>APPROVED BY:</b>	BOARD OF GOVERNORS
<b>DATE:</b>	June 2024
<b>NEXT REVIEW DUE:</b>	June 2025

## **1. Principles**

- 1.1 To provide high quality, timely, accurate information, advice and guidance to prospective and progressing students to enable them to make appropriate choices in support of their educational goals.
- 1.2 To create an ethos and community whereby staff and students experience a tolerant and inclusive community which operates within the auspices of the following legislation: the Rehabilitation of Offenders Act 1974, Equality Act 2010, Data Protection Act (DPA) 2018 and the Skills and Post 16 Education Act 2022.
- 1.3 To support students' long-term aspirations and career aims. This aspiration will be central to educational opportunities which help to combat inequality and inspire positive change through adult education.
- 1.4 To facilitate a fair, clear, structured and consistent admissions procedure.

## **2. Scope**

- 2.1 This policy applies to all applicants including full-time and part-time courses.
- 2.2 This policy relates to all applicants who are:
  - Aged 19 or over on 31<sup>st</sup> August of the academic year
  - Are seeking to re-enter the education system after a period away from study
  - Are applying to the College following study at other institutions or place of employment

## **3 Policy**

- 3.1 Northern College will work within the principles of the Gatsby Benchmarks of Good Career Guidance and the Matrix standard to ensure the College delivers high quality guidance to support students in making informed choices.
- 3.2 The College will ensure that staff involved in the admissions process are suitably qualified and trained to give impartial advice and guidance, support students throughout the application process and make admissions decisions in the best interests of the applicant.
- 3.3 The College will provide clear, accurate and accessible information about courses, progression pathways and careers in a variety of formats to meet different needs.
- 3.4 The admissions process will be transparent, accurate and well promoted through the College website, open days, promotional material and social media.
- 3.5 Admission will be based on the assessment of a range of criteria and may include academic qualifications, personal circumstances, course entry criteria and other requirements as stated.
- 3.6 Applicants will be supported to identify a suitable progression pathway that is aspirational and leads to further study, volunteering, training, or employment. The College reserves the right to decline an application where the applicant is unwilling to engage with this support.
- 3.7 Where appropriate the College will work with external agencies and specialist services to support students onto the most appropriate pathway into education.
- 3.8 Where applicants for courses are recruited via a third party, due diligence will be carried out to ensure policies and procedures align with legislative and quality requirements.

- 3.9 The College will provide support, where appropriate, for students with additional learning needs or disabilities to ensure access to relevant information, guidance and assessments to support the admissions process.
- 3.10 As part of the application, individuals will have the opportunity to declare any additional learning needs, disability and / or medical condition. Any disclosures will be followed up with a Northern College Additional Support Needs and Accessibility questionnaire to help assess for reasonable adjustments, equipment or targeted support.
- 3.11 The College will make offers based on the College's targets and capacity for delivery, to ensure a positive and effective learning experience for every student.
- 3.12 Applicants who do not attend courses on three consecutive occasions without cancelling or contacting the College will be withdrawn from any further applications until advice and guidance is accessed. The College reserves the right to withdraw students during the admissions process due to consistent nonattendance.
- 3.13 A residential offer will be made in line with funding requirements.
- 3.14 Where there is a disclosed disability, need, or protected characteristic (aligned to the Equality Act 2010) rooms will be allocated accordingly at the enrolment stage. Medical/supporting evidence may be required.
- 3.15 The College will provide clear and accurate information in relation to fees and student financial support and guidance.
- 3.16 The College will ensure applicants declaring a criminal conviction are considered in accordance with the Rehabilitation of Offenders Act (1974). Applicant disclosures of convictions may be subject to a risk assessment process. The College reserves the right to refuse entry based on risk process.
- 3.17 Where an applicant has previously been excluded or been the subject of disciplinary action, the College will carefully consider the suitability of admission for further study. Any offer may be subject to conditions around attendance and/or behaviour. If the individual is deemed to present a risk to the College environment, they will be subject to the College's usual risk assessment process to help inform any decision.
- 3.18 Northern College is committed to the health, safety and wellbeing of all its students and staff. The College will meet statutory duties in relation to Safeguarding, Health and Safety and Risk Management.

#### **4 Appeals and Complaints**

- 4.1 Where an applicant is unhappy about any aspect of their experience, including the decision the College has made, they can raise their concerns via the College's complaints procedure.
- 4.2 All complaints will follow the College's Complaints and Compliments Policy.

#### **5. Data Protection Act 2018 and UK GDPR (UK General Data Protection Rules)**

- 5.1 Personal data will be processed in line with the Northern College Data Protection Policy and used for the purposes set out in the College's privacy notice for students; both of which can be found on the College website.

#### **6. Equality, Diversity and Inclusion**

6.1 Northern College aligns all its practices to the Equality Act 2010, which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context this policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

## 7. **Policy Sign Off and Ownership Details**

<b>Document Name:</b>	Admissions Policy
<b>Version Number:</b>	4.0
<b>Effective from:</b>	Jun 2024 date approved
<b>Next scheduled review date:</b>	July 2025
<b>Policy owner:</b>	Assistant Principal - Student Experience
<b>Approved by:</b>	Chair of Curriculum, Quality and Student Experience

## 8. **Revision History**

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
2.0	Sept 2021	Minor updates	Diane Lawson: Assistant Principal Student Experience
3.0	Sept 2022	Updated dates, added Financial Support Policy to policies to be read in conjunction with, removed reference to micro courses, changed wording regarding appeals and complaints.	Katie Tarrant: Head of Student Support Services
4.0	Sept 2023	Review: Updated dates Added statement regarding progression pathways (3.6)	Katie Tarrant: Head of Student Support Services.
5.0	June 2024	Review and update relating to due diligence of external recruiters.	Diane Lawson: Assistant Principal Student Experience