



**Buckinghamshire  
College Group**

# **Admissions Policy and Procedure 2018-19**

Author: Head of Student Services  
Date: January 2018  
Review Date: January 2019  
Policy authorised by: Executive and Corporation

# Admissions Policy and Procedure

## 1. Strategic Overview

Buckinghamshire College Group is committed to providing a broad, balanced and coherent curriculum offer that provides choice and flexibility for students.

To achieve the key strategic aims and values of the College we will ensure that all applicants:

- Are treated fairly in their application via an open and transparent process
- Have access to information, advice and guidance at all stages throughout the process including providing a clear entry criteria for all courses and routes to work
- Are provided with information about the likely career or employment outcomes of the course to assist in their choice
- Are provided with a timely and efficient application process
- Have the opportunity to disclose any learning difficult and/or disability and to be referred to the Learning Support Team at the earliest opportunity for any required assessment of support.
- Are offered, where appropriate, a place on a course best suited to their ability and aspirations

This process supports the College's commitment to equality and diversity. It also underpins the College's duty of care to ensure that all those seeking to study at the College are placed on an appropriate level of course that will allow them to succeed.

## 2. Scope of Policy

The College provides a broad, balanced and coherent curriculum offer that provides choice and flexibility. This policy applies to applicants for all types of provision and qualifications.

The College adheres to the UK Quality Code for Higher Education (Part B, Chapter B2); therefore where the College's higher education courses are franchised from partner universities/institutions - applicants for these courses come under the scope of the admission guidelines of that particular organisation.

## 3. The Policy

### 3.1 Provision

All available provision, including, Study Programmes, full-time courses, short courses, full cost courses, apprenticeships and business training details are published on the College website.

### 3.2 Enquiries

The Admissions Team will respond directly to all enquiries regarding the College's available offerings within a target time of 24 hours (excluding weekends).

We will offer all applicants access to information, advice and guidance at all stages throughout their application process. This may be with the initial support team, or with course tutors as part of an interview as appropriate.

The College works in partnership with other agencies (e.g. Connexions, National Careers Service, LEA schools, other education providers, potential employers) to manage appropriate information sharing and referral processes. All parties ensure that the

information and advice provided to potential students is accurate and in their best interests to support their achievement.

We offer all applicants the opportunity to visit the College to ensure they make an informed decision when they accept an offer of a place. Applicants can come to our open days or if that is not possible, we can support individual visits.

### 3.3 Applications

The College welcomes enquiries and applications from all. The Admissions Team will attempt to process all applications the same day that they are received, up to before 4pm (excluding weekends). The College will not give priority to/discriminate against applicants based on details provided in their application. This is with the exception of Criminal Convictions (see 3.6)

### 3.4 Learning difficulties and/or disabilities

Applicants who have learning difficulties and/or disabilities and have indicated that they require support at the interview stage, are contacted to arrange an interview with a specialist from the learning support team to discuss needs and agree the support required.

The College will engage with the Local Authority EHCP consultation process as set out in the SEND Code of Practice (January 2015) and will provide information to the Local Authority as to the College's ability to meet the educational support needs of the young person. A positive confirmation of this will not necessarily mean acceptance to the vocational programme of study applied for, and applicants will still be required to follow the application and interview process set out in this policy. Where admittance of a student with an EHCP will require additional funding from the Local Authority (to ensure all needs can be met), it may be necessary for the College to issue a conditional offer of a place until such time as the Local Authority has confirmed that funding is approved. Where a student applies to the College and receives an offer of a place without disclosing their EHCP or learning needs, it may subsequently be necessary for the College to review any offer in order to ensure its ability to meet the statutory duty as detailed in the SEND Code of Practice.

For more details about the support and contacts available, refer to the Learning Support Policy. The Learning Support Team strives to ensure that the College is able to make adequate adjustment and provision for students with disabilities and additional needs.

### 3.5 DBS Checks

The College reserves the right to carry out a DBS check on any applicant. The outcome of this process will be taken into consideration when making a decision on admission to College.

The College will carry out DBS checks on those applying to courses where there is contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these courses. The applicant will bear the cost of the DBS check.

### 3.6 Criminal Convictions

In accordance with the College's Safeguarding requirements, all students/prospective students are asked to disclose any unspent criminal convictions or prosecutions pending; this includes enrolled students who receive a criminal conviction whilst on a programme of study at College. If the programme of study requires an Enhanced DBS, you are required to declare all convictions (including warnings, cautions, reprimands) which are 'spent' and 'unspent' due to certain professions being exempt from the Rehabilitation of Offenders Act 1974 so please be careful to check you're your course of future planned employment requires.

Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student of Buckinghamshire College group and we offer support when necessary.

For prospective students, it is important that you disclose your criminal conviction at your first point of contact with the College. For existing students, you must declare immediately upon receiving your criminal conviction.

Where the applicant has stated they hold a criminal conviction, The Admissions Team Leader will confidentially request further details. The application will then be referred to the Campus Safeguarding and Prevent Officer who will follow a risk assessment process which is designed to protect students and staff at the College whilst leaving scope for those with criminal convictions to seek admission a college course. The College reserves the right to refuse admission to applicants who are viewed as presenting a risk or may be unable to be properly supported.

### 3.7 Admission of students previously excluded from Aylesbury College or Amersham and Wycombe College, pre-merger

Students who have been previously excluded from either Aylesbury or Amersham and Wycombe Colleges (pre-merger) must have evidence that they have addressed the issues leading to their exclusion and may be admitted on a Conditional Entry. Please refer to the College's disciplinary procedure. The College will attempt to offer an appropriate alternative course where possible.

### 3.8 References

All applicants are asked to provide a referee. By nominating a referee, the applicant is providing the College permission to contact and request information from the referee regarding the applicant on a professional basis.

The Admissions Team will send a reference request form to the nominated referee's e-mail address. If under 18, the College will contact the applicant's school for a reference.

## **4. Entry Requirements**

### 4.1 Entry Criteria

We set our entry criteria at a level that ensures that applicants are placed on a course that matches their academic ability and therefore gives them the best chance to succeed. It supports progression through levels of learning for those applicants who are academically able to advance.

Government legislation now states that all 16-18 students must continue to study English and Maths as part of their studies until they achieve a minimum grade 4 (grade C). For this reason, all courses now have a minimum English and Maths entry criteria. Students who do not achieve grade 4/C MUST participate in English and Maths lessons as part of their Study Programme.

We will clearly publish the entry criteria for courses both in our printed materials and online. The criteria reflects the minimum entry criteria that applicants must meet.

For some courses, as well as meeting the minimum entry criteria for that level of study, we may ask applicants to meet additional entry criteria relevant to that particular subject area. This may be specific subject-related testing or activities (DBS check for childcare, production of an art portfolio for art and design courses).

4.2 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.

## 5. Admissions Procedures

### 5.1 Applicant Journey

The College has the following Admissions procedures for all courses to ensure that applicants are matched to the most appropriate courses. The aim is to process all applications swiftly and minimise the time from initial enquiry to offer.

The Admissions Team will manage all communication between the College and the applicant throughout the admissions and enrolment process until the applicant is an enrolled student. This is with the exception of Work Based Learning applicants.

The Admissions Team will identify students who have indicated that they are Looked After, Leaving Care or a Young Carer and refer these applications to the Campus Safeguarding and Prevent Officer who will ensure that support and IAG is provided prior to and after enrolment.

### Application Referrals

Applications for Work Based Learning, Teacher Training and Counselling are initially processed by the Admissions Team, before being referred over to the relevant department. The relevant curriculum team member will then contact the applicant directly.

### 5.2 Offers

The offer will be based on an outcome provided by a member of curriculum staff after some or all of the following activities and information:

- Completion of online Application Form (paper application forms and MS Word forms are available on request)
- Interview
- Previous qualifications/experience
- References (where appropriate)
- Portfolio (where appropriate)
- Initial assessment indicating levels of literacy and numeracy
- Trade or skills test (for Hair, Beauty and Construction type courses only)

Applicants will be informed of their offer status by the interviewer at the end of the interview. They will then receive an offer confirmation from Admissions via E-mail.

If we believe the course an applicant has applied to is not suitable for them, we will advise them from the following options:

- If the subject area is an appropriate choice, but the course level is not, then we will offer the applicant a place on a lower or higher level course within that same subject area
- We may refer them to their second choice or a suggested alternative
- We may refer them to the College's Admissions Team or Connexions or National Careers Service

If we cannot make an offer of a place to an applicant, we will explain the reasons clearly at interview. Some of the reasons we **may** not offer a place or where we **may** withdraw an offer of a place can include:

- The applicant does not meet the minimum entry requirement based on actual or predicted grades
- The applicant does not complete their application form with accurate and truthful information
- We receive a poor reference from a current or previous school, college or training provider that gives negative feedback on attendance, attitude to learning, and suitability for course
- The applicant does not successfully complete any additional subject-related testing or subject-related activities to the required standard for the level of course
- Where the applicant is not going to be able to complete the specific work placements required for a course due to the outcome of a DBS check or Safeguarding Risk Assessment
- The College is unable to provide the support required to ensure the applicant is successful

### 5.3 Unconditional Entry

Applicants who meet all entry requirements and have completed a successful interview can be given an unconditional offer, these applicants will be invited in once enrolment commences.

### 5.4 Conditional Entry

Applicants who do not quite meet all entry requirements and/or do not fully satisfy the interviewer can be given a conditional offer, allowing them entry provided they meet the given conditions.

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to the Conditional Entry Contract. These conditions will be made explicit to the applicant. A decision to admit any applicant under these circumstances will be at the discretion of the Curriculum Manager for that area.

When an applicant has been given a conditional offer, dependant on achieving a specific level of qualification, and then fail to meet that level, the application will be considered on an individual basis, and further advice and guidance will be given.

If the College is unable to offer a place on the applicants chosen course, the College will try to make an offer on a similar course at an appropriate level which matches the applicant's experience, qualifications, abilities and interests and employability destinations.

## **6. Recruitment**

### 6.1 Information, Advice and Guidance

If applicants are unsure about progression routes or have welfare or financial issues, they can discuss individual guidance with trained staff in Admissions or Student Services. The College also offers impartial Information, Advice and Guidance via our partnerships with Connexion and the National Careers Service who attend the College regularly.

### 6.2 Interview Process

Before the interview, the Admissions Team provides impartial information on all courses. The Advisor will explain the options available to match the applicant's interests, including apprenticeships where appropriate, and inform prospective learners of the progression opportunities from their chosen programme of study.

The interview is an opportunity for applicants to discuss their options further and learn more details about their chosen course before making a decision.

The following is discussed during the interview:

- Course details
- Tutorials
- Assessments
- Maths and English
- Directed Study
- Work Experience
- Materials, trips and other costs
- Progression routes and career opportunities
- General College Information
- Student Involvement
- If applicant has declared a criminal conviction on application or at interview this will be referred to the Campus Safeguarding and Prevent Officer who will conduct enquires and is appropriate complete a risk assessment for authorisation to the Head of Student Services
- If an applicant for a full time Study Programme has their educational establishment as an alternative provision e.g. PRU the reasons for the school exclusion will be asked. Student will be referred to Campus Safeguarding and Prevent Officer to arrange a transition meeting either before start of the course or in Induction week.
- If the applicant for a full time Study Programme has been Electively Home Educated (EHE) and will be over 16 at enrolment, the interviewee will ascertain the reasons for becoming Home Schooled and assess the suitability of acceptance onto their chosen course. If the interviewer feels they would benefit from a transition meeting they will be referred to the Campus Safeguarding and Prevent Officer to arrange a transition meeting either before start of the course or in Induction week.
- If the applicant for a full time Study Programme has been Electively Home Educated (EHE) and will be under 16 at enrolment a referral to Head of Student Services **must** be made.

## 7. Enrolment

### 7.1 Full Time Enrolment

All full time and study programme students are required to enrol in person. Students under the age of 18 will have to provide mandatory contact details for their parent/carer. ID cards will be provided as part of this process. All students on full time courses have an induction period of up to six weeks. After this period a review is undertaken to ensure that the student is on the correct course and level, and if not, could be transferred to another course or level.

### 7.2 Part Time Enrolment

Some Part time students can enrol in person or by telephone, depending on the specific course. Those who enrol online or by telephone will receive two learning agreements by post. ID cards will then be issued on the day/evening that the course starts or alternatively a collection time can be agreed with either the Enrolment or Admissions Teams.

### 7.3 Late Enrolment

There is a process in place to support all full time students who enrol late. The College will attempt to accommodate as many applicants as possible and will not close admission/enrolment for any course unless instructed to by a Curriculum Director.

### 7.4 Enrolment of Applicants under 16 years old to full time courses

Full time applicants who are under 16 will be contacted by the Admissions Team Leader initially to determine the applicant's individual situation. They will then be referred to the

relevant Curriculum Manager and Campus Safeguarding and Prevent Officer, who will provide an initial interview to determine the applicant's suitability for the College and will then support the applicant through the enrolment process. All applications will be dealt with on a case-by-case basis.

#### 7.5 Enrolment of Applicants under 16 years old to part time courses

Individual students under 16 who wish to attend a part time course in addition to their normal school timetable will be contacted by the Admissions Team Leader who will liaise with parents/carers and associated educational providers (e.g. schools). All applications will be dealt with on a case-by-case basis

#### 7.6 Cancellation of Courses

Where insufficient student numbers have applied for a course it may be necessary for the College to close, cancel or change courses. The College will inform applicants at the earliest opportunity as soon as they are aware that a course is closed, cancelled or changed. Such situations will be dealt with personally by the relevant Faculty Director and the Admissions Team Leader. Any such changes will be approved by the Vice Principal for Learning and Quality.

In the case of cancellation any fees paid by students or employers will be refunded, and where possible alternative courses will be offered. All cancellations will be confirmed at least 1 week prior to commencement of the course, with alternative provision guidance.

### **8. Data Protection**

All student's personal data is held securely. Information can only be shared with the applicant's consent. For further guidance see Data Protection Policy and Procedure and Data Protection Policy Statement for Students.

### **9. Complaints**

In the event of an applicant wishing to make a complaint or raise a concern about the application process they should do so via the Head of Student Services. The target time to resolve a complaint is 2 working days. The Compliments, Comments and Complaints Policy and Procedure is available from the Marketing Team.

### **10. Appeals**

Appeals may only be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied.

Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provides mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicated grades will be required. Final decision on appeals sits with the Vice Principal Learning and Quality.



### **Checklist:**

#### **Impact on Students/Staff:**

Strategy relates to staff but impacts on the quality of the student experience

#### **Impact on Diversity:**

This is an inclusive policy

#### **Impact on Health & Safety:**

Fundamental to health and safety and safeguarding, through providing a safe learning environment

#### **Impact on Data Protection/Freedom of Information:**

This policy will be accessible to the public through the website and upon request through the College compliance with the requirements of the Data Protection Act

#### **Link with Strategic Plan:**

- Improve overall College performance to good or outstanding
- Embed a consistent whole College approach to continuous self-improvement to ensure innovative, effective and efficient solutions
- To deliver effective support and guidance services to meet individual needs in learning and career development
- Demonstrate an outstanding commitment to inclusion
- Enhance the working environment to value, develop and motivate staff at all levels
- Enhance the College's external reputation, with a focus on business and employer engagement
- Improve sustainability and effective use of resources

#### **Communication/Consultation Plan:**

The strategy will be accessible on the policies area on Cloud and on the College website. Consultation will take place through the Cross-College Application and Enrolment Group, Learning and Quality Meetings, Admission Team Meetings and communicated through Team Briefings.

#### **Process of review:**

The Strategy will be reviewed and updated on an annual basis.

#### **Process of review of effectiveness:**

The impact of the strategy will be reviewed through application numbers, interview attendance rates, conversion rates, retention rates and student satisfaction and monitored at Quality Review Panels.

#### **Responsibility for maintaining this strategy rests with:**

Executive Director Student Support and Services