Admissions Policy & Guidance

Policy Title:	Admissions Policy
Issue Date (m/y):	Revised
Author(s):	Vice Principal
Approved by:	Senior Management Team
Review date:	
Related Policies and Procedures:	Supporting Learner Achievement Policy
	Tuition Fee Policy
	Learning Support Policy
	Fit to Study Policy

Equality Impact Assessment Tool

Name of Policy: Admissions Policy

		Yes/No	Comments
	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	Yes	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	Yes	
	Age	Yes	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
	Is there any evidence that some groups are affected differently?	Yes	
	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	Yes	For potential earners with High Needs support the Local Authority must agree to funding and the Awarding Body must agree the reasonable adjustments sought thus a place can only be offered with these agreements in place this will impact on those with disabilities and learning difficulties
	Is the impact of the policy/guidance likely to be negative?	No	
	If so, can the impact be avoided?	N A	
	What alternatives are there to achieving the policy/guidance without the impact?	N A	
	Can we reduce the impact by taking different action?	N A	

Only Director or Head of Curriculum can accept learners who do not meet these criteria.

The admissions process will seek to treat all applicants fairly, and not treat less favourably any applicant on grounds of age, gender, disability, ethnicity, religion, belief, sexual orientation, or marital status.

The College will seek to process all applications in a quick and efficient manner.

The College will provide good quality advice and guidance and recommend alternative courses study programmes should the applicant's choice not be appropriate or available.

Applicants will be treated with courtesy and respect.

Applicants are requested to disclose on application all information about known health issues and any support needs which may impact on attendance or ability to study independently. This will enable the College to respond appropriately and support attendance at College Master Events.

4   RESPONSIBILITIES

The Head of Funding Performance is responsible for ensuring accurate recording and reporting of applications process including informing Student Services teams of

- applicants identifying a learning difficulty or disability
- applicants with criminal convictions and or cautions or active police investigations for consideration by the Student Admissions and Behaviour Panel.

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7   APPLICATIONS FROM THOSE WITH CRIMINAL CONVICTIONS AND/OR

Admissions Behaviour Panel to be considered prior to their re entry into the College

Previously excluded learners will only be re admitted to college where they are able to provide evidence that they have made efforts to address the issues that resulted in their exclusion and can demonstrate that they have made positive progress during the time they have spent out of college It is not the C[||^*^q•Á responsibility to pursue the evidence he College will not consider evidence

needs to have guaranteed places for September starts the College encourages early applications, accompanied by EHCPs and or any equivalent supporting documentation.

The Learning Support Policy gives more details relating to application and admission arrangements for applicants with disabilities and or learning needs.

10   FIT TO STUDY

Applicants with health issues are required to disclose these at application if c@^ˆÅâ{]æ&cÅ[}Åc@^Åæ]]|â&æ}cq•Åæàâ|âcˆÅc[Åæcc^}åÅ¦^*ˇ|æ¦|ˆ or ability to study independently. Such applications may be subject to the Fit to Study Policy which seeks to identify if support is practical and possible and to assess risks posed and minimise where possible, in order to maintain the safety of all at the College.

Any offer of a place may be withdrawn if relevant health issues are not disclosed at application or Course Taster Event meeting. Refer to Fit to Study Policy for the relevant procedure.

11   APPEALS

An applicant may appeal against a refusal to admit to a specific course, or the College, if he she believes that the decision is unfair or unreasonable unless they have previously appealed and the College has responded, even if they are not satisfied with the outcome.

There is no further right of appeal for an ex learner who has previously been permanently excluded who is attempting to re apply to tghing

ADMISSIONS PROCEDURE

- For applications indicating a learning difficulty and or disability please see section of this policy

- For applications indicating a relevant criminal conviction, caution or police investigation please see section of this policy

- For applications from excluded ex learners please see section F of this policy

- For applications from those with health issues which indicate risk or potential risk to personal safety or wider safety []^æ•^Á¦^-^¦Ác[Ác@^ÁÔ[||^*^q•ÁFit to study Policy

- For all other applications the following process applies

PROCESS

- All applications full time and part time are to be made online at [www.suffo.ac u](http://www.suffo.ac.u)   Details of how to complete and submit are also included support is available in the Learning Curves for those without access to I

- On receipt of an application an acknowledgement will be sent inviting the applicant to book onto a Course Taster Event CTE
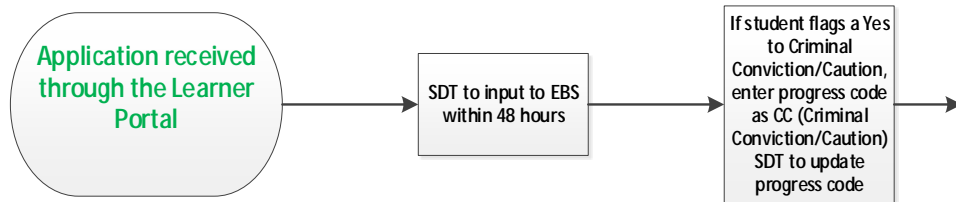
- Information given at Course Taster Events will be accurate, and include information on the chosen vocational qualification, enrichment and expected work experience examples, information on Maths and English programmes, and examples of progression opportunities Attendees will have an opportunity to ask questions The Course Taster Event may also include an interview, or specialist assessment to ensure the appropriate advice is given, or Have a Go sessions

- For those seeking to join a programme following GCSE results day, the offer of a place will depend on vacancies Late applicants will be required to attend an information session and meet the entry criteria, before enrolling

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Flow chart at Appendix shows the process

Appendix

Application received through the Learner Portal → SDT to input to EBS within 48 hours → If student flags a Yes to Criminal Conviction/Caution, enter progress code as CC (Criminal Conviction/Caution) SDT to update progress code →

Student Support to take information to panel

Ok

If panel agrees ok