



ADMISSIONS POLICY & PROCEDURES

DOCUMENT CONTROL

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Initial reviewing Committee	
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Where published	Staff intranet
Equality Impact Assessment	Form A completed 8/11/16 Form B not required

Equality and Diversity	All employees and learners will be treated equally under this Policy. Due regard will be paid to any special circumstances and learners and employees will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
Impact Assessment	This policy has undergone an Equality Impact Assessment (EQIA). This process considered the discriminatory or negative consequences for a particular group or sector of the community on the grounds of race, disability, gender, age, religion and belief and sexual orientation. The outcome of this EQIA is that there are no negative consequences in the case of this policy.
Purpose	This Admissions Policy and Procedures is intended to provide information for applicants, their parents, advisers, and for staff within College on the principles and procedures that we apply to applications for study.
Scope	This Policy applies to all learners at North Shropshire College as well as full-time and part-time staff at the college.
Policy Guidelines	<p>North Shropshire College is totally committed to implementing customer centred approaches to recruiting and enrolling students. The student will always be at the centre of our approach and their needs will be paramount.</p> <p>All appropriate staff across the College will be involved in the recruitment process and will have ownership of the student and process.</p> <p>The admissions process is perceived by the College as fulfilling its commitment to effective progression and widening participation. It covers the progress of the student from initial enquiry to application, then interview and eventual enrolment.</p>

1.	<p>The College has a variety of client groups, all of which require different approaches. These client groups may include:</p> <ul style="list-style-type: none"> • 16-18 full time students and 19+ full time adults • part time adults at all College sites and at outreach centres • higher education students • work based apprentices • international students • students aged under 16 <p>The College will offer an admissions process, which places different demands on both staff and resources and will allow the student to enrol in a manner and time, which is convenient and appropriate to them. The College will provide impartial advice and guidance to support the enrolment process.</p>
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	<p>The College will consider applications from prospective students consistently and without prejudice regardless of age, gender, disability, social class, marital status, sexual orientation, race, ethnicity or religious belief. Whilst the College aims to offer provision for all applicants we recognise that for some students the College, its course or facilities would not be appropriate. In these cases we give impartial advice about provision at other colleges and educational institutions.</p> <p>The College will ensure that students are provided with clear, consistent and accurate information and will ensure that prospective students are given opportunities to visit the College and meet with specialist tutors and guidance staff.</p> <p>Prospective students will be provided with the opportunity to reveal learning support needs and disabilities and forms used will include a clear statement about the Data Protection Act.</p> <p>It is imperative that the public perception of the College is one of ensuring that the students are given the best possible start to their relationship with the College.</p>
<p>2.</p>	<p>Roles and Responsibilities</p> <p>All areas of the College will be involved in the admissions process, the oversight of which rests with the Admissions & Marketing Manager for classroom-based activity and the Apprenticeships Manager for work-based learning. All faculties and support areas have important roles to play in the student journey within the process.</p>
<p>3.</p>	<p>College Requirement</p> <p>The College will ensure that the following are clearly laid out for the student to access and understand:</p> <ul style="list-style-type: none"> • Accessible and impartial advice and guidance. • Clear course information. • Clear calendar of events allowing easy access to North Shropshire College. • Fee levels. • Financial support available. • Learning support available. • Transport and accommodation. • Feedback on their evaluation of the process. • Enrolment at times and by means convenient to the student.
<p>4.</p>	<p>Internal Progression</p> <p>The criteria for progression are specified under the following headings:</p> <p>Assessment requirements There are specific progression criteria based on the assessment requirements for each course, which are published in the College prospectus. In the case of vocational qualifications being used as an entry qualification the grade achieved must be a merit or distinction.</p> <p>Student attendance and punctuality A good average attendance record will be required for full time students and expected</p>

for part time students unless there are good reasons for absence. See the Student Attendance Policy for more details.
A good average punctuality record will be expected unless there are good reasons for lateness.

Student disciplinary record

The general conduct of a student will be taken into consideration when an application for internal progression is submitted. Should the student be found to have been subject to disciplinary action the decision to consider the application will be at the discretion of the Assistant Principals.

In exceptional circumstances a student's learning programme may be extended at the discretion of the Assistant Principals:

- If (s)he fails to meet the criteria for progression.
- If (s)he is unlikely to be successful within the standard length of the course/subject.

5. Procedures for full-time students

5.1 The College's Admissions Procedure is the responsibility of the Admissions & Marketing Manager, Student Services, Admissions Team, Schools Liaison Team and curriculum staff.

5.2 In the partner and other local schools students hear about North Shropshire College at options evenings, parents' evenings visits and taster days. During Years 10 and 11 presentations by College staff and students form part of their careers education and guidance programmes. The College participates in externally organised post-16 options and evenings and also holds information-giving meetings for local careers advisors and teachers.

5.3 The admissions process starts with Open Evening early in the Autumn term and with the distribution of copies of the prospectus and application and reference forms (which are delivered in quantity to local schools and careers offices). There is a second Open Evening for prospective students in February.

5.4 Prospective students have the opportunity to have 'taster sessions' at College in the Autumn term.

5.5 Prospective students send their completed application forms or make online applications direct to the College. On receipt a reference request is sent out and an interview date is offered. Interviews will commence in January/ February and continue right through to the following September, but most interviews are conducted between February and May.

5.6 The College attaches great importance to the interview. It usually includes a discussion of the student's aptitudes, achievements, interests and career aspirations and some discussion of the character and requirements of the College. The purpose is to put together a provisional programme of study, which matches the student's needs and abilities and is broad, balanced, coherent and realistic. This will often require lengthy consideration of a range of possible options and the merits of each. The aim is to ensure that students understand the nature, content and approach of each course and to establish that there is a seriousness of purpose on the part of the student. In most cases the interview will generally conclude with an offer of a place at the College, confirmed shortly afterwards in writing and setting out any conditions which may be

	<p>attached to particular courses or levels of course. Parents/guardians are invited to the interview, making a valuable first point of contact.</p> <p>5.7 We aim to get a response to learners regarding an acknowledgement of application within 5 days, an interview will be arranged within four weeks of the interview window, which opens in January and does not close until the academic year begins).</p> <p>5.8 Interviews are conducted by curriculum staff which may include Curriculum Area Managers (with the inclusion of Student Services staff if appropriate). Initial counselling and guidance onto courses is a crucial factor in student well-being. The information recorded on provisional course choices is collated and used to inform decisions about the timetable.</p> <p>5.9 Applicants who have disclosed a learning difficulty or disability or who have a Statement of Needs from a formal assessment will have their support needs discussed at interview but can also be offered an interview with a member of the College's Learning Support Team.</p> <p>5.10 All students have a second interview during enrolment (late August/early September). By this time they have their examination results and final decisions can be made.</p> <p>5.11 Enrolment staff (usually members of the Curriculum Teams) undertake most of the detailed work with individual students at this stage, reviewing past achievements, interests, careers aspirations and discussing the implications of examination results before constructing a programme of study.</p> <p>5.12 The College attempts to deal with late applications immediately prior to and after the start of term as effectively as possible. Curriculum Area Managers and Course Leaders interview many of these late applicants.</p>
<p>6.</p>	<p>International Students</p> <p>North Shropshire College is not a Tier 4 sponsoring institution and as such is unable to offer Confirmation of Acceptance for Studies and consequently does not accept applications nor approve enrolment of anyone who cannot be treated as a home student.</p>
<p>7.</p>	<p>Work Based Learning (Apprenticeships)</p> <p>7.1 All enquiries are forwarded to the Apprenticeships Manager who sends or gives out relevant course information together with an application form.</p> <p>7.2 Prospective work-based learning students send their completed application forms or make online applications to the College for forwarding to the Apprenticeships Manager or direct to the Apprenticeships Manager. Upon receipt of an application form details are recorded onto the computer database.</p> <p>7.3 In the case of apprentices a placement officer is assigned to the applicant and a letter confirming receipt of an application form and subsequent interview arrangements is sent within five working days. The Placement officer contacts the applicant within 10 days to arrange an interview to discuss and record a candidate's suitability and eligibility.</p> <p>7.4 Apprenticeship applicants are then contacted by their placement officer regarding</p>

	<p>progress with securing a suitable placement. Details are noted on the Trainee History Form together with the likely start date.</p>
<p>8.</p>	<p>14-16 Collaborative Programme with Local Schools</p> <p>Year 9 Learners at local schools can apply for a wide variety of courses at all campuses to be studied one day a week in Year 10 & 11. Process is as follows:</p> <p>8.1 The Schools Liaison Coordinator decides the subjects and levels to be offered with local schools.</p> <p>8.2 Showcase event and other promotional events are held to promote courses and give Information, Advice and Guidance (IAG) to parents and Year 9 learners. Attendance at Year 9 Options evenings to promote the courses</p> <p>8.3 Learners make choices in school</p> <hr/> <p>Shropshire</p> <p>8.4 Course information is put into school options booklets</p> <p>8.5 Learners make options choices within schools</p> <p>8.6 Taster sessions are held</p> <p>8.7 Learners are given application forms along with tutor references and transport forms</p> <p>8.8 Application forms are returned</p> <p>8.9 Interviews take place in learners' home schools.</p> <p>8.10 Schools are notified of acceptances.</p> <p>8.11 The College sends out offer letters to learners with parental consent forms.</p>
<p>9</p>	<p>Higher Education Provision</p> <p>9.1 Students will apply for HE courses via the UCAS on-line website.</p> <p>9.2 The College works in partnership with Chester University (subject to validation). The Admissions & Marketing Manager along with the Admissions team; have access to the university portal system.</p> <p>9.3 The Admissions team work closely with HE course leaders to arrange interviews and issue offers via the University portal system.</p>