

# Admissions Policy

<p><b>Owner:</b> Head of Learner Recruitment</p>	<p><b>Linked Strategies:</b></p> <ul style="list-style-type: none"> <li>• Teaching, Learning &amp; Assessment</li> <li>• Student Positive Engagement and Behaviour Policy</li> <li>• Safeguarding Policy</li> <li>• Safeguarding and Prevent Policy</li> <li>• Fees and Charges Policy</li> <li>• Health and Safety Policy</li> <li>• Data Protection Policy</li> <li>• Equal Scheme</li> <li>• Complaints Policy and Procedure</li> <li>• Student Charter</li> <li>• Parents and Careers Guide</li> </ul>
<p><b>Relevant to:</b> Students, Parents/Guardians, Staff, External IAG Providers</p>	

*Office Use only:*

Corporate Intranet Family:	Approval Board/Committee/Group:	Approval/Re-approval Date:	Implementation Date:	Next Review Date:
<p><b>Student Support</b></p>	<p>Teaching, Learning, Quality &amp; Student Experience Committee <b>Executive Owner:</b> Commercial Director</p>	<p><b>19/09/2018</b></p>	<p><b>19/09/2018</b></p>	<p><b>19/09/2020</b></p>

## New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment <i>(if applicable)</i>

<b>Rationale for new or substantive policy review</b>	
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*Please make explicit if change/review relates to procedures, guidelines and associated documents only*

## Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By <i>(Executive Owner)</i>
1.1	2/10/19	<ul style="list-style-type: none"> <li>Links to Strategies have been updated</li> <li>Staff roles have been updated</li> </ul>	Head of Learner Recruitment	Commercial Director

## Communication

To be agreed by Executive Leadership Team:

Announcement on hub <input checked="" type="checkbox"/>	SLT email <input checked="" type="checkbox"/>
College newsletter <input checked="" type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input checked="" type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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## 1. POLICY STATEMENT

The Sheffield College is an inclusive education provider serving diverse communities. The College offers a large range of courses to students of all abilities.

The College is committed to a fair and open admissions process which supports successful progression to careers. It is also committed to raising student aspirations, widening participation and promoting equal access to courses.

This Policy sets out the College's commitment and aims for the admission of students. It also describes the principles and processes that are used to ensure starting points for all students are appropriate.

## 2. PRINCIPLES

The College will ensure that a student's choice of course is aligned to their career aspirations and suitable for their ability. The key principles which underpin admission to the College are to:

- Operate an admissions process which applies the 'student first' approach throughout and is consistent with the College's commitment to equality and diversity
- Offer impartial advice and guidance to prospective students with careers at the heart of everything we do including the signposting of prospective students to other appropriate opportunities
- Ensure all prospective students are considered for a place based on their individual merits
- Raise student aspiration and social mobility
- Widen participation in post 16 education
- Ensure that prospective students are treated fairly within an open and transparent admissions process

## 3. SCOPE AND LIMITATIONS

This Policy relates to all prospective students who:

- Are school leavers aged 16 or over on the 1st September 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

The College will apply the principles within this Policy to all applicants including those wishing to be enrolled on the following courses:

- Full-time study programmes and A Levels
- Part-time courses (other than some short courses and recreational learning courses)
- Apprenticeships
- International courses - English as a Foreign Language (EFL)

Applicants aged 14-16 are enrolled through partnership agreements with Sheffield City Council (SCC) or with each individual secondary school/academy. Processes may vary from those stated in this Policy depending on the needs of the applicant. No applicant under the school leaving age can be admitted to College without prior consultation with the 14-16 team.

Higher Education (HE) - Applicants applying for HE courses should refer to the *Higher Education: Recruitment, Selection and Admissions Policy*, available via the college website: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

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#### 4. RESPONSIBILITIES

- The Commercial Director is the Executive Owner of the Policy
- The Head of Learner Recruitment is the owner of the Policy and responsible for successful implementation
- The Deputy Chief Executive – Curriculum, Quality & Assurance is responsible for:
  - Oversight of the College’s entry requirements for individual programmes
  - Working with the Commercial Director and Head of Learner Recruitment to ensure the Admissions Policy and process are effective and efficient
- Assistant Principals are responsible for ensuring students are placed on the most appropriate courses within their curriculum area effectively, efficiently and in line with this Policy
- The Admissions and Student Funding team has responsibility for:
  - Overseeing and administering the College’s Admissions Policy and procedures
  - Providing advice and support to curriculum departments, enquirers and applicants

#### 5. MONITORING AND REVIEW

This Policy and associated procedures will be formally reviewed annually by the Commercial Director, Deputy CEO and Head of Learner Recruitment. Representatives from student support, curriculum teams and the Student Union will be involved in the review of the Policy.

#### 6. SUPPORTING/RELATED DOCUMENTS

The Policy works within the strategic framework of the College’s vision and values. The documents below are used within the Admissions process:

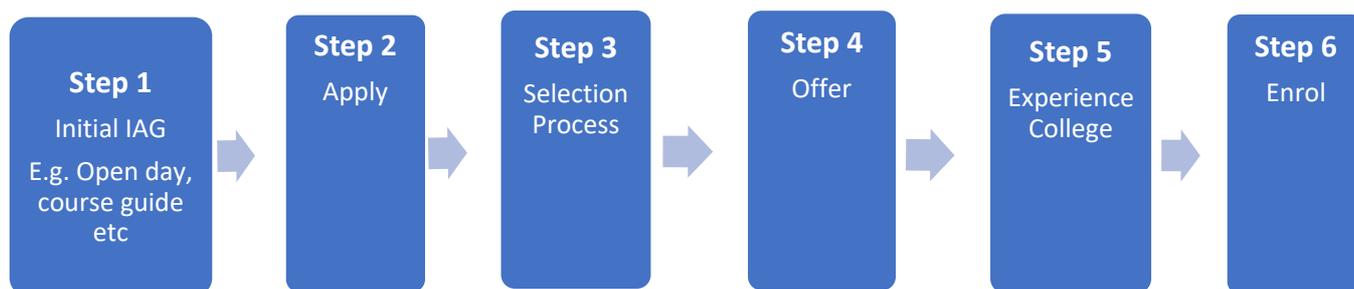
- Full-time Application Form
- Part-time and Adult Application Form
- SEND Referral Assessment Form
- SEND Assessment for SEND Support Form
- Disclosure of Criminal Convictions Form
- Entry criteria can be found on the College Website and relevant Course Guides
- Admissions Guidance (provides further information to support implementation of the Policy)

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## 7. PROCEDURE

Procedures for different types of courses may vary. This section and flow chart below set out the top-level procedure which applicants can expect through their admissions journey.

### Admissions Process



### Reasons for not offering an applicant a place at College

On some occasions, the College is unable to offer a place to an applicant. In these situations the College will do everything possible to find a suitable alternative for the applicant. The following are examples of reasons why applicants may not be offered a place on a course:

- The applicant does not meet the entry criteria and it is therefore unlikely that they would succeed in, or benefit from, attending the course
- The applicant has provided false or misleading information
- The applicant does not have the right to stay and study in the UK
- Following a full investigation (including Disclosure and Barring Service checks) the applicant is found to be unsuitable to work with any relevant groups
- The College has reason to believe that the applicant's presence is likely to endanger other students and/or staff in the College
- The provision of the necessary facilities and support would place an unjustifiable demand upon College resources
- The applicant has previously been excluded from the College
- The applicant has outstanding tuition fee debt to the College or is unable to fund or pay course fee's.
- The applicant has previously enrolled with the College, but didn't complete their course

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## **Applicants with additional support needs**

Applicants have the opportunity to declare a Special Educational Need or Disability (SEND) at any time during the admissions process. Any applicant who declares a Special Educational Need or Disability are referred to the SEND Team.

The SEND Team will ensure that:

- An applicant's needs are assessed and discussed fully with the appropriate people, for example the applicant and/or parents/carers, the schools and the curriculum teams
- An appropriate assessment of support needs is carried out
- Appropriate support will be agreed and put in place
- Any reasonable adjustments are in place
- Curriculum teams are supported to produce an inclusive risk assessment where necessary

Where an applicant has an Education, Health & Care Plan (EHCP) the applicant must have a meeting with the SEND team before an offer can be made. This is to ensure that staff understand the needs of each student and that all support required can be put in place prior to the course start date.

## **Applicants with criminal convictions**

The Sheffield College has a duty of care to all its users. In order to fulfil this responsibility, the College operates a procedure whereby all those applying to study here should self-declare if they have an unspent criminal conviction. Those declaring such a conviction will be risk assessed to gauge their suitability for undertaking the course for which they have applied.

The college asks applicants to declare information about any unspent criminal convictions throughout the application and admissions process. This information is assessed prior to any offer of entry being made. A risk assessment is undertaken by a panel consisting of the Head of Safeguarding, EDI and Wellbeing, the relevant Head of Student Experience and, where appropriate, the Head of Additional Support.

Having a criminal record does not necessarily prevent applicants from studying at the College. This will depend on the nature of the course applied for and the circumstances and background of the offence.

The College reserves the right to withdraw any student who knowingly does not self-declare an unspent criminal conviction.

## **Entry requirements**

Entry requirements will vary between courses. However, clear information on entry requirements for each course are available via:

- The Sheffield College course guide
- The Sheffield College website: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk).

The College reserves the right to request references for prospective students.

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## Admissions appeals and complaints

Where applicants are refused a place at the College (or refused a place on the course applied for), they have a right of appeal against the decision by writing to the Head of Learner Recruitment. This right must be exercised within five working days of the applicant being refused admission.

### *Stage 1 – Admissions Appeal meeting 1*

The applicant will be invited to an appeal meeting with the relevant Assistant Principal, who will be supported by the Head of Learner Recruitment. They will have the right to be accompanied.

The appeal meeting will normally take place within ten working days of the College's receipt of the unsuccessful applicant's appeal. The College will write to the individual within ten working days of the appeal meeting to confirm the College's decision.

### *Stage 2 – Admissions Appeal meeting 2*

If the applicant feels that they have not been treated fairly and/or does not agree with the decision made after the conclusion of stage 1, they can appeal this decision by writing to the Deputy CEO. The prospective student will then be invited to a meeting with the Deputy CEO who will be supported by the Director of Marketing. The College will write to the individual within ten working days of the appeal meeting to confirm the College's decision.

This decision is final and there is no further right of appeal.

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