



# East Durham College

## Policy Document

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<b>Policy Document Title</b>	Admissions Policy
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CMG	College Management Group	June 2017

### Document Control

This document is issued and controlled by Quality & Standards and may only be modified by the designated group after proposed modifications have been accepted by the College Management Group

The latest version of the procedure will be maintained on the College Extranet

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## Admissions Policy



### Scope

The Policy applies to all staff involved with enquires, applications, enrolments and students at East Durham College.

Applicants will refer to both current students and members of the community applying to the College for a place on a programme of study on Learner Responsive, Employer Responsive, Higher Education and full cost delivery.

This policy does not cover Engage 14-16.

### Purpose

The purpose of this Policy is to outline the process by which applicants may access learning at East Durham College, with a view to grow a viable, innovative and responsive college; To ensure we achieve Student and funding number targets and provide equality of opportunity for all in line with the Equality Act 2010.

The college will make any reasonable adjustments to this policy to ensure that no protective characteristics under Equality Act 2010 are disadvantaged.

### Responsibility

The administration of applications in the Management Information System (MIS) and the organisation of enrolment is the responsibility of the Director of Learner Services.

Curriculum teams who perform interviews are responsible for fully completing initial interview forms and ensuring every Student is given appropriate impartial advice and guidance at the point of interview so that they can achieve their final career goals. If the Student's initial course choice is not appropriate then they should be referred to the correct course, curriculum area or other provider where appropriate.

### Policy Objectives

The aim of this Policy is to ensure that all applicants have equality of opportunity in accessing learning at East Durham College and that they are not subject to discrimination.

Applicants have access to free and accurate college information via the part time and full time prospectuses, fact sheets and the College website. We also offer advice at Come to College events held throughout the year and at enrolment sessions in August & September.

Student Services staff can offer initial advice regarding:

- Entry requirements
- Progression routes

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- Support from Progression Coaches, Counsellors and other support staff
- Advice and support for students with special educational needs or disabilities
- Facilities available
- Financial support available including course fees

All course enquiries are usually responded to within one working day, however at busy times such as enrolment this may not be possible.

Specific information about course content can be given by a course specialist at monthly information sessions.

### 1. Enquiries

Telephone enquiries, letters, e-mails and enquiries through the website, Facebook, Twitter or LiveChat are received by the Student Services Team and logged on the MIS.

The Student Services Team controls the enquiry by:

- Answering the query, usually by e-mail or where appropriate by sending out any appropriate factsheets, applications forms or standard letters.
- Contacting Curriculum Leaders or Lecturers, by email, phone and getting necessary information to report back to the enquirer.
- Making an appointment with the careers advisor.
- Where appropriate converting the enquiry to an application.

Note – Individual staff e-mails or telephone numbers **will not** be provided, as a response cannot be guaranteed.

### 2. Applications

All applications for all courses must be held on the colleges central MIS database, Pro-Solution. Under no circumstances should individuals or teams hold their own list of applicants as this could lead to missed opportunities for potential students.

#### 2.1 Interview Schedules

An Interview Schedule to cover the period from October to July will be agreed and forwarded to Student Services by the end of September. Interviews will take place from 4.00p.m. – 7.00pm to support attendance and curriculum teaching schedules. All areas will interview at a monthly event, this will create a vibrant and lively atmosphere with all College support services in attendance to

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support.

HE students will be provided with a distinct time and date to ensure they receive an appropriate presentation.

### **2.2 Initial Advice and Guidance Interviews**

All applicants will be invited to attend interviews as agreed. An interview should take place within 6 weeks of an application being received. A letter and text message will be sent confirming the interview date and time, the day prior to the interview a further text message will be sent to remind the applicant of their interview time.

The interview experience should be positive and informative, where possible student advocates should be used to promote the College at these events.

Applicants will receive a one-to-one interview where requested. This interview will be recorded on the Initial Interview Record Sheet, which must be fully completed. For full time or substantive Part Time courses please use form FT-01, for short or very short Part Time courses please use for SC-01, both available from Student Services. Every Student must be given appropriate impartial advice and guidance at the point of interview so that they can achieve their final career goals. Once the appropriate course is agreed with the Student, the full course name and level should be recorded on the interview form. If a referral to another curriculum area is required so that the Student can achieve their final career goals, this area should be recorded in the referral section.

The interview form must be signed by the potential student and the person who has given the initial advice and guidance.

Success at interview will be based on

- Academic ability & potential
- Motivation & suitability for the course as well as the course matching aspirations
- Commitment & self-discipline

### **2.3 Did not Attend Interviews**

Applicants who fail to attend 3 successive interviews will be sent a letter by Student Services to advise that their application will be withdrawn. The application may be reinstated at any time should the potential student contact Student Services.

### **2.4 Entry Requirements**

Entry requirements are described in appendix 1

Entry requirements are set for all levels, whether this be for new applicants or for Students who wish to progress between levels.

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### 2.5 Additional Entry Requirements

If an applicant is declined based on their conduct or lack of interest in the course at interview this should be explained to the applicant at the time and the full reason recorded on the Interview Record Sheet. Student Services will send the applicant a letter confirming this reason.

If a curriculum area wishes to attach other entry criteria to their program outside of the academic achievements such as Skills Tests, Aptitude Tests, Portfolio Reviews or Auditions these must be part of the published Entry Criteria on the College Website. The curriculum area must have an agreed marking scheme for these entry criteria, which is differentiated for applicants with additional support needs.

Employer Responsive (apprenticeship) applicants will be asked to confirm their understanding of the apprentice pathway and their employment position at interview.

Interview Record Sheets will be provided by Student Services at the time of the interview, copies must not be kept by curriculum teams as forms are updated on a regular basis according to government and College policy changes. These will be sent back to Student Services within one working day to record and action the outcome of the interview.

### 3. Higher Education (HE) Applications

All Full Time HE courses are required to complete an application through UCAS. The University of Sunderland will forward these applications to Student Services. Student Services will enter application details onto Pro-Solution. UCAS applications will be copied and forwarded to curriculum teams.

Procedures for the holding and recording of decisions are the same for HE applications as they are for FE applications. HE applicants are not subject to the same service levels for interview and offer of places.

HE interviews will be held at a time/date distinct from Full-Time FE applicants.

### 4. 14-16 Applications

Applications from pre-16 applicants will in the first instance be referred to Engage TDU.

Once Engage TDU has sought permission from the School the application will be progressed in the same manner as a Full Time Application.

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### 5. Internal Applications (What Next)

Students who are studying at college will not be required to apply through the College Admissions process if they wish to return in the following academic year.

During the second Progress Review Week, all 16-18-year-old Students will be seen by a Progression Coach or a Lecturer. As well as their normal Progress Review, Students will be asked about their plans for the following academic year.

Students aged 19 or above will be met by a Progression Coach as assigned by their Line Manager to gather intended destinations following their course.

Details from Students of all ages will be recorded on Pro-Solution by the Progression Coach.

Any Student who expresses an interest in returning to college is expected to have attendance at 85% or above in the current academic year, not have been subject to a written warning or final written warning in the last 3 months and their standards of work must be sufficient as described by the awarding body to allow for progression. In addition, to be considered for progression students must also have the required level of English and math's qualification and satisfy the normal entry requirements for their intended course.

Progression board's will be held from June onwards, exceptions to the conditions above will be discussed in detail and final decisions will be made by the Assistant Principal of Campus, Curriculum Manager and the Vice Principal Curriculum & Performance.

Students will be notified of final decisions in August.

### 6. Criminal Convictions

If an applicant declares a criminal conviction more details will be requested by Student Services and the applicant will be required to complete a Criminal Conviction Disclosure Form.

The Criminal Conviction Risk Assessment Form will be completed by the Additional Learning Support Manager and the Curriculum Lead for the area applied for. If the assessment is agreed as 'no risk' or 'low risk' by both members of the assessment group named above then the application will be processed as normal. If the application is agreed to be 'medium risk', 'high risk' or 'Unacceptable' by one or both of the group then the application should be escalated to the Inclusion panel.

#### 6.1.0 Inclusion Panel

Applicants with Criminal Convictions, complex additional support needs or who have been declined for reasons outside of the agreed Policy will be referred to the College's Inclusion Panel.

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The Panel will be chaired by the Director of Learner Services and core members in attendance will be the Vice Principal Curriculum & Performance, ALS Manager and the Curriculum Director or Leader of the course area to which the Student has applied.

All information relating to the Student will be presented to the panel. The Inclusion Panel will make a final decision about the Students application. The decision will be based on whether the medium or high risks presented can be managed appropriately with additional conditions or support from the ALS team.

If it is agreed that the risk is manageable the Students and/or all relevant external agencies will be notified in writing. The Learner must respond in writing stating that they accept the conditions and/ or support otherwise they will not be enrolled.

If it is agreed that the risk is not manageable the Student and/or all relevant external agencies will be notified in writing. Students or agencies may appeal the decision. Appeals will be considered by the Principal who will be provided with all supporting documentation. The Student and or external agency will be informed of the decision within 10 working days. The Principal's decision will be final.

### **7. Fee Assessment**

Applicants disclosing a non-European Economic Area nationality or residence outside of the EEA in the past three years will have to be interviewed and formally fee assessed by the Director of Learner Services.

Home students will be processed in accordance with their mode of study.

International applications requiring a Tier 4 license to study are not considered by the College.

### **8. Additional Learning Support**

Applicants are encouraged to disclose any Special Educational Needs and/or disabilities so that we can offer effective support. Our Additional Learning Support team (ALS) can provide advice and support to students, parents / guardians, and members of staff.

Once an offer is made the College will write to the school of all year 11 applicants to ascertain any learning support being offered so that the college can prepare support in advance of the applicant being enrolled.

The ALS team will assess applicants' support requirements for interview and on program. Disclosures made at application, at interview or at enrolment, will all be referred to the ALS team.

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Applicants with Special Educational Needs and/or disabilities can request a confidential interview to discuss their particular needs. They may choose to bring an advocate to that meeting.

### 9. Initial Assessment

Initial assessments will usually take place at enrolment, however if individual curriculum areas would like these to take place at an earlier stage with a skills test, this can be arranged in conjunction with the Functional Skills and Student Services teams.

All applicants included in the Full-Time Application process will be required to complete an Initial Assessment, including Students who have already achieved Functional Skills Qualifications.

Students who have achieved a GCSE at Grade 4 or above (grade C or above under the previous system) in English or Mathematics may also be required to undertake an Initial Assessment.

An initial assessment is not a condition of entry to the college but may lead to a transfer to a more appropriate level of course or the requirement to undertake agreed additional courses.

### 10. Invitation to Enroll

Applicants with conditional offers or 'not yet offered' will be sent a letter by the first two weeks in August informing them of the arrangements for Enrolment. These will include appointment times and places to report to. These letters will be sent by Student Services. Curriculum teams will be notified of the enrolment schedule when they return from Summer break.

Curriculum Leaders must ensure that there is adequate staffing to cover the interview schedule. Interview times and volumes will be based on the number of applications divided by the number of enrolment days available.

Potential Students who withdrew their application in year will also be sent an invitation to enroll so that potential Students who have changed their mind do not miss the opportunity to start College in induction week.

### 11. Enrolment

#### **New Full time and Part time students enrolling onsite.**

Curriculum Teams will see all Students prior to them being enrolled. Where a Student has previously been interviewed in the monthly schedule in year, their initial choice of course will be checked. If the course remains the Student's choice and they meet the entry criteria the Student can be enrolled using the enrolment pro forma.

Where a Student has not previously been interviewed within the monthly schedule in year, an initial interview form should be completed along with the enrolment pro-forma prior to being enrolled.

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In both cases the enrolment pro-forma must be completed in full including prior learning as this may have implications for funding. The person interviewing that the student's prior attainment does not repeat any units or parts of a qualification that they will study in the current year should make checks.

### **New Full time and Part time students enrolling offsite.**

Students enrolling offsite should receive the same information advice and guidance regarding their course choice. In the case of enrolling offsite, the Student should be interviewed using the paper enrolment form, which is available from Student Services at Peterlee and Houghall.

Once the forms have been completed and checked for accuracy forms should be returned to Data Management and Exams who are located in the main staff room at Willerby Grove, Peterlee.

## **12. Service Level Agreements**

All Key Point Indicators (KPI's) will be monitored by exception through Pro-Solution and reported to CLG Termly. The agreed KPI's for the Admissions process will be;

- |  |  |
|--|--|
| • Invitation to Interview                  | Within 4 weeks*                              |
| • Interview date                           | Within 6 weeks*                              |
| • Offer letter following interview         | 5 working days                               |
| • Referral for Careers Guidance            | 5 working days                               |
| • Referral for Additional Learning Support | 1 working day                                |
| • Assessment of Criminal Conviction        | Within 15 working days of Student Start date |
| • Appeal hearing if refused Admission      | 5 working days of refusal                    |

\* Applications received prior to the 1<sup>st</sup> October or after the final interview of the academic year are not included in these KPI's as interview sessions take place between October and July only.

Level	Entry Route	Entry Criteria	Other Information
A2	Progression from A Level year 1	Successful completion of three A Level subjects at grade DDE or above	(For progression see section 5 of the Admissions Policy)
Level 3 Extended	Direct Entry	Direct entry not usually applicable	Direct entry not usually applicable
	Progression from Subsidiary	Successful completion of Subsidiary Diploma with MMM	Achievement of Maths or English GCSE at grade 4 (C) or above or ready and willing to study towards GCSE Maths or English if not achieved. (For progression see section 5 of the Admissions Policy)
A Level	Direct Entry	5 GCSEs grade 9-4 (A*-C) or above including English & Maths and Science where appropriate.	Specific grades may be required for individual A Level subjects
	Progression from Level 2 or 3	5 GCSEs grade 9-4 (A*-C) or above including English & Maths and Science where appropriate	Specific grades may be required for individual A Level subjects (For progression see section 5 of the Admissions Policy)
L3	Direct Entry	5 GCSEs A* - C or equivalent including English & Maths and Science where appropriate.	Exceptions may apply e.g. where skill is required to fulfil entry requirements (Hairdressing, Arboriculture, Brick etc)
	Progression from Level 2	Level 2 in the subject to be studied with a minimum of a Merit. Minimum of Level 1 Functional Skills Pass	Must be ready and willing to undertake GCSE Maths and English in Level 3 year. (For progression see section 5 of the Admissions Policy)

L2 ↑ ↓	<b>Direct Entry</b>	3 GCSE's D or above including Maths & English Science where appropriate	Must undertake Maths and English at GCSE Level
	<b>Progression from Level 1</b>	Level 1 in any subject	The Student must have achieved a minimum of Entry 3 Maths and English in the previous year (For progression see section 5 of the Admissions Policy)
L1 ↑ ↓	<b>Direct Entry</b>	Minimum of 3 GCSE's at grade 0, 1 or 2 (E, F, G, U) or Equivalent	Must undertake Maths and English Entry 3 or above to support progression to Level 2 in the main subject the following year
	<b>Progression from Entry Level</b>	An Entry 3 qualification	Minimum Entry 2 Maths and English (For progression see section 5 of the Admissions Policy)
Entry ↑ ↓	<b>Direct Entry or progression</b>	Participation in education pre 16 Basic Maths & English	A passion for the subject to be studied (For progression see section 5 of the Admissions Policy)

***Please feedback to Quality & Standards any constructive suggestions on how any aspect of the procedure may be clarified or improved***