

ADMISSIONS POLICY

Ref No	0027	Version	2.4
Dept	Student Services	Last Updated	June 2023
Responsible Manager	Assistant Principal Student Experience and Safeguarding	Next Review	June 2024
Date Approved	12 June 2023	Category	Public
Where Approved	Corporation	Covers	Staff/Students

Contents

Scope	3
Policies/forms related to this procedure:	3
Associated policies:	3
Legislation associated with the procedure:.....	3
New students.....	3
Admissions.....	3
Criteria	3
Additional Support	3
Financial support	4
Disclosure and Barring Service checks	4
Security.....	4
Equality and Diversity	4
Monitoring.....	4
Safeguarding.....	4
Interview Process	4
Step 1.....	5
Step 2	5
Step 3.....	5
Existing Telford College Students	6
Access to Higher Education students	6
For new applicants	6
Students who miss original application and enrolment windows	6
EU students.....	6
Enrolment Procedure – Full- time EU students.....	7
Part time enrolment for vocational courses	7
Enrolment for new part-time adult English and maths.....	7
Enrolment for existing part-time English and maths students.....	7
Employer based learning	Error! Bookmark not defined.
Employees trained by Employer Engagement (EE)	8
Apprenticeships.....	8
Part time students.....	Error! Bookmark not defined.
19+ Advanced learning loans.....	10
Learners who are in need of transitional support or have an EHCP	10
Equality and Diversity	Error! Bookmark not defined.
Adults with learning difficulties and disabilities.....	Error! Bookmark not defined.
Adults with Mental Health Issues.....	Error! Bookmark not defined.
Students previously excluded from college or school.....	11
Appeals	11

Scope

The document primarily deals with absence and attendance of full-time students, including 16-18, 19+, EU and EEA students. This procedure sets out the various stages of admissions support available to students. The admissions process strives to complement the Strategic Plan.

Where necessary, additional support mechanisms will be put in place to assist the student and to provide a network of support/advice contacts.

Policies/forms related to this procedure:

- Admissions process
- Admissions application form
- Health declaration form
- EHCP
- Risk assessment forms
- HE Addendum
- Learner Support Policy

Associated policies:

- Equality policy
- Safeguarding policy
- Fitness to Study policy

Legislation associated with the procedure:

- Keeping Children Safe in Education 2022
- The Equality Act 2019

New students

Admissions

- Where appropriate, students will be able to participate in Keeping In Touch days, taster sessions and open events.
- Full-time students will undergo an interview process with specialist staff.
- Part time students will receive initial advice from the information advice and guidance (IAG) staff by telephone, by staff at open events or external venues. Part-time students will have specialist advice and enrolment sessions.
- Employer-based students will receive advice and guidance at employer sites if the training is work based and Telford College if attendance at College is required.
- Apprentice applications will be logged by the apprenticeship recruitment team, who will make contact to arrange an interview to discuss suitability, interests, qualifications and Options. The apprenticeship recruitment team work with local employers to find quality apprenticeship vacancies to support students.
- Students who are known to have specific difficulties will be risk-assessed by the college in accordance with our procedures to ensure that potential students can be supported.

Criteria

- Entry requirements are detailed in key documents, e.g. prospectus and on the web site.
- Where applications do not have recognised qualifications students will be given an assessment to gauge level of attainment so that they can be placed on the appropriate level of course.

Additional Support

- Where necessary arrangements will be made to provide appropriate additional learning support either in college or external venues.
- Students will be assisted with the transition from school/home to college.
- Students will be advised in respect of travel, bursaries, discretionary funding, childcare provision and free college meals.

Financial support

- Awarded on application with appropriate evidence and can cover meals, resources, travel, childcare, uniforms, trips.

Disclosure and Barring Service checks

- Students will be informed of the requirement for a Disclosure and barring services (DBS) check prior to enrolment on specific courses.
- Students will be advised accordingly about their choice of course, if DBS is a barrier.

Security

- All students attending the college will be issued with ID badges and lanyards which must be worn at all times.

Equality and Diversity

Admissions are committed to promoting equality and fairness for all applicants and to preventing unlawful discrimination, in pursuance of the college mission statement.

Admissions will ensure that applicants are treated with equity regardless of their gender, race, colour, ethnic or national origins, age, disability, sexual orientation, gender reassignment, religion or belief or relevant distinction.

- Disability – all students who self-declare will be given an assessment by the **Learning Support Team**.
- Ethnicity – Students of all ethnicities are welcome to apply/enrol on college courses. Where language support is required the admissions team will liaise with the appropriate staff.
- Mental Health – Any Student who declares mental health issues will be referred to the Be Safe team for support and advice, which may include referring externally and being offered a mentor.
- Ex-Offenders – students who are ex-offenders and who are declared as such will be part of a transition plan with appropriate external agency contacts.
- In care – Students in supported care situations will be part of the college transition plan with appropriate external agency contacts and will be offered a mentor.
- Behaviour Difficulties - Students who have specific behaviour difficulties will be risk assessed by the college in the first instance, to assess support needs and environment suitability.

Adults with learning difficulties and disabilities

Telford College will ensure that the Mental Capacity Act 2005, will be incorporated into the admissions process. All other legislation will be complied with and then college will maintain an accessible website/leaflets etc. to facilitate capacity in choice.

Monitoring

- All applications and exclusions are monitored in respect of ethnicity, disability, learning difficulty, gender and age to analyse any emerging trends.

Safeguarding

- Safeguarding of the college community is paramount in the Risk Assessment process and the Assistant Principal Student Experience and Safeguarding and the BE Safe Manager are designated safeguarding leads.

Interview Process

Admission interviews will be held with specialist staff who have also received initial advice training or accessed the training available on Staff Portal. Interviews for students will take place at an appropriate time depending on start date. Parents/Carers, or key support workers are welcome to accompany students; however, ordinarily will not be part of the interview process. Parents/carers are also invited to an initial parents/carers' evening before the September course starts and to further parents/carers' evenings during the academic year.

A rota throughout the year will ensure that interviewing can proceed during college identified holiday dates.

Stage 1: Application

- a. Application forms will be checked by admissions staff and acknowledged within 2 working days
- b. Students are required to bring a copy of their last school report or a reference will be requested from school. Any offer to study at Telford College is subject to receiving a good report or reference from school
- c. Learning, medical, pastoral and safeguarding support needs are identified
- d. Further information regarding support may be requested by Student Services from schools/other agencies
- e. At risk students identified – may be offered mentoring in the first instance prior to interview
- f. Risk assessments will be completed for students who are considered to be at risk of harm to themselves/others and the risk assessment process will be followed prior to interview. External agencies will be asked to supply documentation to assist the risk assessment process.

Students who may be considered at risk include:

- Students with learning difficulties
- Students who have previously suffered from bullying and/or harassment
- Students who have a school or future focus reference which indicates they have had difficulties, e.g. poor behaviour or poor attendance.
- Late entries.
- Students with medical, mental health or disability issues.
- Students who have previously been elected home educated 14-16.
- Students who have previously been, or are in, care settings and students with safeguarding issues.

Stage 2: Interview

- a. Presentation – overview of the college and the study programme
- b. Interview by interviewing specialist tutor
- c. Student completes the health support declaration form
- d. English and maths assessment may be held
- e. Offer letter and information pack handed to students – including Keeping In Touch dates
- f. Course information given to students
- g. Transitional support plan completed if necessary
- h. Risk assessment form (if relevant) will be signed by the student following discussion between interviewing tutor/student and parent/carer
- i. Conditional or Unconditional offer made

Stage 3: Enrolment

- a. Students who have been identified as being at risk will be followed up by the Tutors, Progress Coaches or the Be Safe Manager. The action plan or the risk assessment form will be given to the Learner Manager for dissemination to the relevant staff. Mentors will share information with the personal tutors.
- b. The Mentor will regularly review the progress of the student with the personal tutor. If necessary, the student can access counselling.

Existing Telford College Students

- a. Students with good references, attendance and who meet entry requirements can progress on to the next level or their chosen course.
- b. Students who fail to meet the entry requirements to progress onto their chosen course may not be offered a place. In some instances, an alternative course may be offered. There is a right to appeal this decision, which will be heard by the Learner Manager, the Student Services Lead and the Assistant Principal Student Experience and Safeguarding who has the final decision.
- c. Students wishing to progress to another course in the college, outside of their current area of study, will be required to undertake an interview with staff members from their chosen course.

Access to Higher Education students

Application forms will be checked and acknowledged by admissions staff and the Learner Manager if necessary for bespoke consideration.

For new applicants

- Learning support, mentoring, childcare needs are identified.
- If applying for the 19+ learner loan, funding must be agreed prior to starting the course. Student Services will provide advice where required. An interview will be arranged and all applicants who are unable to confirm maths and English qualifications will complete a maths and English assessment.
- We will offer a place after a successful interview and evidence the entry requirements have been met, with certificates including English and maths.
- Offers will be made or the application referred to a more suitable course.

Students who miss original application and enrolment windows

The following procedure will apply to students who miss the original application and enrolment window:

- All students go through the interview process. Students will be invited for interview and asked to bring their final school report, if the report is not available a reference is to be collected from the school.
- All late applicants will complete a taster session or trial period in their course of choice. If after the taster session or trial period either the student or tutor deem that this is not an appropriate course the college reserves the right to offer an alternative to trial and make a final decision on enrolment.

EU students

The admissions process for overseas students is designed to ensure that:

- The student has an appropriate level of written and spoken English to achieve the learning outcome.
- The student is placed on the appropriate level of course.
- The student has the correct documentation for studying in the UK.
- The College complies with government legislation.

Employer based learning

- It is the responsibility of the employer to ensure that all necessary documentation is in place for overseas employees wishing to work in this country.

Enrolment Procedure – Full- time EU students

- EU students aged 16-18 will need to demonstrate that they are lawfully resident in the UK, having obtained settled or pre-settled status under the EU Settlement Scheme to be able to receive funding.
- EU students aged 19+ must have obtained either settled or pre-settled status under the EU Settlement Scheme and must also have lived continuously in the EEA/UK for at least the previous three years to receive funding (subject to change).
- EU students or EU dependant students that do not meet the 3-year residency rules and are not home fee payers, will be charged course fees.
- Non-payment of fees will be brought to the attention of the Assistant Principal Student Experience and Safeguarding.

Part time students

Students can enrol directly onto part-time courses in the following ways:

- Telephone enrolment by the Student Services team.
- Visiting the Student Services Team.
- Some part time courses require an interview – IAG staff will advise.
- Current funding regulations will be adhered to. Proof of benefits will be required if the student is eligible for fee remission.
- The student will complete an enrolment form and this must be signed at the time of enrolment or at the first session in the case of a telephone enrolment. The appropriate fee must be paid in full or in some cases staged payments may be allowed. Advice can be obtained in Advice and Guidance.

Part time enrolment for vocational courses

- Part time enrolments for vocational courses are handled by department managers. If there are any queries about immigration status, a member of the admissions team will provide support.

Enrolment for new part-time adult English and maths

- Students apply for part-time English and/or maths using the application form on the college website.
- Student Services contact prospective students to offer an appointment time to complete an initial assessment at college, which will identify the appropriate course and level to study.
- Student attends initial assessment appointment.
- The English and maths team will identify the appropriate course and level.
- The English and maths team offer student a place to study maths and/or English.
- Appointment to enrol on to the appropriate course and allocated group communicated to the student as part of college enrolment process.

Enrolment for existing part-time English and maths students

- Students discuss progression with their current English and/or maths tutors, this may be progression to the next level or referred to another area in college such as Access to HE.

- Where students are progressing to the next level, the maths and English teams will refer this to MIS for pre-enrolment to the next level for the following academic year.
- The English and maths team offer student a place to study maths and/or English.
- Appointment to enrol on to the appropriate course and allocated group communicated to the student as part of college enrolment process.

Employees trained by Employer Engagement (EE)

- Students on employee sites are advised by EE staff and are monitored by progress reviews and are subject to eligibility rules.

Apprenticeships

Stage 1: Application

- Applications for apprenticeships are processed by the Apprenticeship team who also liaise with the employer to carry out checks and gain the employer's commitment for the intended Apprenticeship
- Application Form to be completed to express an Interest in an Apprenticeship. This can be completed via:
- The National Apprenticeship Website [Apprenticeships](#)
- The Telford College Website - <https://www.telfordcollege.ac.uk/apprenticeships>
- Calling the Apprenticeship Hotline at Telford College on 01952 642452
- Emailing the apprenticeship team apprentices@telfordcollege.ac.uk

The Apprenticeship Recruitment Team will make contact to arrange an Interview to discuss Suitability, Interests, Qualifications and Options.

The following items will be needed for the application:

- Curriculum Vitae
- Exam Results/Qualification Certificates
- National Insurance Number
- Form of ID, for example
 - Passport
 - Birth Certificate
 - Driving License
 - Bank Card
- A photo if attending College.
-

Stage 2: Interview

- Applicants will be invited to initial interview
- Following a successful interview, candidates are invited to an initial assessment day where English and maths assessments take place
- Applications will be processed, and details will be added to the Talent Pool and will be visible to Employers. The recruitment Team will Liaise with Employers to arrange Interviews for suitable Apprenticeship roles.
- Apprenticeship role and start date will be agreed with the employer and you will be allocated a workplace progress assessor.
-

Stage 3: Enrolment

The assessor will attend the workplace to complete enrolment documents and carry out induction with the apprentice and the Employer.

An enrolment is made up of the following documents:

- Enrolment Form
- Study Programme
- Results of your Initial Assessments
- Your First Action Plan that will be completed with your Assessor on that day
- Copies of Certificates you have provided
- Knowledge, Skills and Behaviours assessment
- Commitment Statement

Under 18 years old the Commitment Statement will need to be signed by a Parent/Guardian, to give their consent to enrolment and confirm all the information provided is correct.

Enrolment paperwork will then be processed by the Enrolment Team in College

Following enrolment, an invite will be sent to apprentice and employer/ mentor to attend a 1 day induction on site at Telford College, ID Badge, Learner Handbook and Timetable will be given out on the induction day.

19+ Advanced learning loans

- A government loan is available for anyone aged 19+ taking an eligible level 3, 4, 5 or 6 course.
- Students should apply for a 19+ advanced learning loan via the Student Loan Company. To apply students must have an offer letter from the college.
- Students are required to have funding in place prior to the course start date.
- All students will receive advice from a member of Student Services.
- Further details available in Student Services.

Learners who are in need of transitional support or have an EHCP

- Some students will need additional support to enable them to achieve their learning goals and in the majority of cases the support requirements are outlined in an EHCP, which is written by the young person's Local Authority.
- The college will be approached by the Local Authority with details of the student's EHCP or transitional needs. In some cases, students will notify the college that they are supported by an EHCP and the college will liaise with the Local Authority directly to obtain a copy to ascertain if needs can be met.
- Once in receipt of the most up to date EHCP, the college will assess the needs as outlined within the EHCP to ensure that the college can meet the needs of the young person.
- If the college can meet the needs as outlined in the EHCP, the college will liaise with the Local Authority to secure the appropriate amount of funding required to put the support in place for the young person. Once the Local Authority have agreed the amount of funding to be provided to the college to put the support in place for the young person, the prospective student will be invited into college for an interview with the appropriate curriculum area.
- If the college deems that the college cannot meet need, the college will formally notify the Local Authority as per the consultation process agreed between the college and the Local Authority. The Local Authority will liaise with the young person to discuss alternative provisions available to meet need and may involve Future Focus to support this process. Students have the right of appeal against this decision.

Students previously excluded from college or school

This may also include students whose reference from school indicated behavioural problems.

- The initial assessment form or college application form will be completed, and a risk assessment form may be completed by the Assistant Principal Student Experience and Safeguarding or designated person.
- The Assistant Principal Student Experience and Safeguarding or designated person will arrange a meeting with the Learner Manager of the students chosen course to discuss the application.
- Interviews will be held with a course specialist to discuss obligations of the student and the college to achieve a successful outcome. Conditions of enrolment will be put in writing.

Appeals

The College reserves the right to refuse entry on to a course where it is considered the college is not the appropriate environment, cannot meet the specific needs of the student by making reasonable adjustment or is concerned that enrolling the student is deemed to be a safeguarding risk.

If refused a place the applicant may appeal in writing to appeals@telfordcollege.ac.uk within five working days of receiving notification. The grounds of appeal should be clearly stated. When received, the appeal will be reviewed by the Principal or his duty designate panel of senior leaders. The decision will usually be conveyed in writing within ten working days of the receipt of the appeal. The Principal or duty designate panel will make the final decision in relation to appeals about admissions.