



College Admissions Policy

Reviewed: February 2021	Next review due: Currently under review
Approving Body: SLT	Contact:
Policy approved by SLT:	

POLICY STATEMENT

Policy Title: College Admissions Policy

SCOPE

This policy applies to all students applying for a course at City College Plymouth, excluding Pre-employment and International applications.

STATEMENT

The College is committed to providing a centralised admissions service which ensures that applications are processed efficiently and fairly whilst providing impartial guidance and full and accurate details of the range of courses on offer and the opportunities to

KEY POINTS

- The College will ensure that all applicants have equal access to impartial advice and guidance, which is realistic and tailored to individual needs and delivered by appropriately trained careers guidance practitioners.
- Applicants applying for full-time courses and those part-time courses requiring interviews (including higher education courses), will receive detailed information about the admissions process. Students applying for a full-time higher education course will be made aware of admissions arrangements via UCAS.
- Applicants applying for an apprenticeship will be encouraged to apply directly via NAVMS. Feedback will be provided on their application and suitable applicants will be interviewed and assessed to determine their suitability for a particular post. Applicants will also be invited to apply for a full-time course as a second option.
- All 16-18 year old applicants who do not have an A*-C/9-4 grade in their English and/or maths GCSE will study towards a GCSE as part of their main study programme. If students have achieved a grade E/2 or below they will study towards a Functional Skills English and/or maths qualification. Special consideration will be given to applicants of all age groups who hold an EHCP.
- Parents of 14-17 year olds in the Plymouth travel-to-work area are communicated with via mailings four times per year. Communications aim to promote the College courses and facilities and encourage prospective students and their parents/carers to visit the College and view its facilities by attending a range of events, including Open Days, Course Information Drop-ins, Course Taster Sessions, or by pre-arranged visits. Religious holidays will be considered when organizing open events and during times where circumstances prevent face to face events, these will take place virtually.
- College staff will work with other agencies such as Careers South West, schools, universities and employers to develop appropriate partnerships between the College and referring organisations.

- Entry requirements may vary between courses. However, each course will have a clear statement on the required entry criteria and this will be displayed in the College Course Guides and on the College website. Current College students wishing to undertake a further course are required to fulfil the relevant entry criteria and will be actioned through the progression process.
- The College welcomes applications from overseas students. Entry will depend upon receiving evidence of the required standard of English language ability and copies of all certificates which can be equated to a United Kingdom qualification.
- The College reserves the right to request references and/or school reports for a prospective student in order to provide the relevant support whilst on course. Where there is a requirement for the student to work with children, vulnerable adults or within a care or associated environment the College will make DBS checks prior to entry. Certain convictions may lead to an unsuccessful application.
- The College reserves the right to refuse admission to an applicant who has previously been excluded from their course, where they previously attended the College but failed to complete their studies through insufficient effort or where an applicant has any outstanding debts with the College.
- The College acknowledges it has a duty of care to students and staff and reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.
- All full-time applicants and substantive part-time applicants where required, will receive a structured interview and will be sent clear and accurate information about the College and the stage of their application. Admissions correspondence can be translated to meet the needs of speakers of other languages should the need arise. During times where circumstances prevent face to face interviews, these will take place either online or via telephone.
- Interview dates/times will allow flexibility to ensure single parents have the opportunity to attend at a convenient time. Religious holidays will also be taken into account when arranging interviews.
- Applicants with learning difficulties and/or disabilities will have the opportunity to disclose a support need at the application, interview and enrolment stage and where appropriate can access support through the learning support referral process. Applicants who hold an Education, Health and Care Plan (EHCP) will be required to provide this prior to enrolment. If an applicant receives their EHCP during or after enrolment, this should be sent to the Learning Support Manager at City College Plymouth.
- Faculty Admin teams will send out enrolment and joining details to applicants in July/August. Funding Information will be available for applicants to view online from June onwards.
- The offer of a place does not guarantee that the course will run. Should a course be cancelled, the applicant will be offered an explanation, an alternative course if available or a refund of any fees paid.
- Applicants who wish to appeal against any decision made during the admissions

process should do so via the formal College Complaints procedure.

- The College will process personal information collected from applicants during the admissions process in accordance with the General Data Protection Regulation 2018.
- The Corporation of City College Plymouth actively supports and promotes equality and diversity and encourages applications from all sections of society. All applicants will be treated fairly and equally irrespective of their gender, age, ethnic origin, nationality, disability, sexuality, gender preference, colour, religious and philosophical beliefs.

Author: Admissions Officer
Enquiries to: Admissions Officer

POLICY GUIDANCE

Policy Title: College Admissions Policy

CONTEXT

This policy supports the standards and practices identified in the College Charter and Strategic Plan. It identifies the College's commitment to fulfilling the requirements of the Skills Funding Agency.

SUPPLEMENTARY DOCUMENTATION

Internal:

- Higher Education Policy
- College Charter
- Applicants' Guide
- Central Admissions Process and Procedures
- Student Record System Reports
- Equality and Diversity Policy

External:

- DfE Careers Guidance. Guidance for further education colleges and sixth form colleges. October 2018

IMPLEMENTATION

The Chief Finance Officer is responsible for the implementation and monitoring of this policy. The processes involved will include:

- policy and procedures listed above
- staff inductions and annual training sessions for team and cross-College staff
- annual review meetings with Academy Managers where required.

POLICY CONTROL

Policy Title: College Admissions Policy

Author:	Admissions Officer
Approving Body:	Senior Leadership Team
Monitoring Officer:	Chief Finance Officer
Review & Evaluation Body:	Senior LeadershipTeam

Dates of review:

Issue Date	January 2013
Reviewed	January 2016
Reviewed	January 2018
Reviewed	February 2021
Next Review	February 2023