

# College Admissions Policy

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<b>Approving Body:</b> ELT	<b>ELT contact:</b> Executive of Business Intelligence, Growth & Skills
<b>Date Approved:</b> November 2023	<b>Author:</b> Head of MIS, Timetabling & Admissions

\*This procedure may need to be reviewed before the review date stated, to reflect changes in government and other agencies' advice, guidance and legislation

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## 1. Introduction

City College Plymouth (the 'College') is a leading provider of vocational, professional and technical training in the South West, that strives to provide a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community, to enable all our students and staff to achieve their full potential.

The term 'College Community' includes all staff, governors, students, parents/carers, volunteers and visitors.

### Our vision:

- To be the learning destination of choice.

### Our core values:

- Respect
- Ownership
- Integrity.

## 2. Policy Statement

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

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 which they lead.

## 3. 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 the find an apprenticeship website. 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.
- 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. This will be booked within two weeks of a submitted 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.
- Enrolment and joining details will be sent 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.

#### **4. 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 Education & Skills Funding Agency.

#### **5. Supplementary Documentation**

##### **Internal:**

- Higher Education Policy
- College Charter
- Applicants' Guide
- 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

#### **6. Implementation**

The Executive Leadership Team are 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.

#### **7. Targets for Continuous Quality Improvement**

- Continued development of reports and dashboards
- Improvements with online application system
- Development of online application system for other cross-College courses
- Delivery of training for interviewing staff regarding online systems.

#### **8. Monitoring, Review and Evaluation**

This policy will be monitored and reviewed through:

- Applicant feedback through admissions evaluation
- Tutor evaluation
- Continuous staff training events
- MIS and Admissions reports
- Annual meetings with Programme Managers and interviewing staff
- Self-Assessment Report and Quality Improvement Plan