

POLISI DERBYNIAD

ADMISSIONS POLICY

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SECTION 1: CONTEXT

- 1:01 The College's mission is 'Inspiring Learning, Enriching Lives, Delivering Success'.
To realise the mission statement the Colleges seeks to provide a curriculum that is accessible at all levels of student and to be an inclusive College.
- 1:02 A transparent and equitable Admissions Policy is part of the process of ensuring that students are able to fulfil their learning potential and consequently for the College to achieve its mission and strategic aims and objectives.

SECTION 2: STATUS

- 2:01 This policy was first approved by the College's Senior Management Team in April 2009. The policy was then updated post-merger in 2013 to include procedures that applied to the Group of Colleges. In 2015 the policy was revised further to take account of the details of the Equality Act 2010 and the 'protected characteristics' within. The Equality and Linguistic Impact Assessment was first carried out in 2015 and has been revised in May 2017. The policy was most recently reviewed in May 2019.
- 2.02 This policy applies to all applicants to the College and to current students Further Education, Adult Learning, Work-Based Learning, and Higher Education who attend any college site of the NPTC Group of Colleges.

SECTION 3: POLICY

- 3:01 The aim of this Policy is to ensure equality of treatment for all applicants seeking entry as students to the College through compliance with best practice and appropriate legislation. The major relevant legislation is the Equality Act 2010.
- 3:02 This Policy should be read in conjunction with the following documents which are available on Moodle and the SharePoint:
- Equality and Diversity Policy and Statement
 - Data Protection Policy
 - Student Disciplinary Policy and Procedure
 - Fees Policy
 - Welsh Language Scheme
 - Procedure for handling Criminal Convictions disclosures from applicants and enrolled students

SECTION 4: PROCEDURE

- 4:01 The College welcomes enquiries and applications from all sectors of the community.

The College is committed to ensuring a safe environment for all staff, students and other clients. The college adheres to the principles enshrined in the Rehabilitation of Offenders Act 1974. Applicants will have the opportunity to disclose if they have any unspent criminal convictions/pending court cases. Disclosure will be handled sensitively and in confidence. Students disclosing a

criminal conviction/pending court case will need to go through the appropriate risk assessment before the conditional offer is made or the enrolment form is processed

The College is committed to ensuring that individuals with disabilities, including those with additional learning needs, are treated fairly. All reasonable adjustments to provision will be made to ensure that such students and other people using the College facilities with a disability are not disadvantaged. All disclosures of disability will be treated sensitively and used only for the potential benefit of the student.

Applications will only be considered from applicants over the age of 14 years and special attention will be paid to the area of study chosen in relation to health and safety of those students. Applications from young people under the age of 14 can only be considered in very exceptional circumstances. The application must be fully supported by the LEA and Welsh Government and be in the best interest of the student.

- 4.02 Individual programmes have their own entry requirements, based on qualifications, experience and suitability. Students will be informed of these at an early stage of the application process. Falsification of entry requirements by applicants may result in the applicant being refused a place, or in disciplinary action.
- 4:03 The College's Admissions Team will respond to requests for information within 5 working days and applicants will be informed of the outcome of interviews within 15 working days.
- 4:04 All enquirers can gain accurate and up-to-date information regarding available courses from the College.
- 4:05 All FE and HE full time programmes, substantial part time programmes and work based learning programmes will have an interview as part of the admissions process. Other programmes will be subject to an interview at the admission stage at the discretion of the College.
- 4.06 During the interview, staff will complete an interview checklist with applicants
- 4:07 All programmes involving placements with children and vulnerable adults will require students to undertake Disclosure and Barring Service (DBS) checks.
- 4.08 The College reserves the right to refuse entry to an applicant who has previously enrolled with the College and whose attendance and/or general behaviour has been unsatisfactory or an applicant who has previously been excluded from the NPTC Group of Colleges or other education establishments.
- 4:09 Applicants who do not meet all the entry requirements for a particular course may be given a place, subject to specified conditions, at the discretion of the appropriate Head of School. These conditions will be made explicit to the applicant and course provider.

- 4:10 Applicants who are unsuccessful in obtaining a place on the course for which they have applied will be offered appropriate advice and guidance and to discuss other options.
- 4:11 During the admissions process the applicant is entitled to the following information:
- costs associated with the programme (including enrolment, examination, awarding organisation registration fees and any refunds policies, as well as equipment, uniforms or protective clothing, mandatory college trips)
 - qualifications gained from the programme
 - progression opportunities
 - outline of the content of the programme
 - type of assessment
 - sources of financial assistance relevant to the programme of study
 - childcare facilities
 - study support
 - special arrangements for applicants with learning difficulties and/or disabilities and health needs
 - complaints procedure

Roles and Responsibilities

- 4:13 It is the responsibility of the Assistant Principal Students to ensure that this Policy is effectively and fairly implemented, monitored and reviewed. Admissions procedures will be assessed and developed regularly by the Student Management Group which will report to the College's Senior Management Team.

Partnerships

- 4:14 The College will work in conjunction with other internal and external organisations, which may include:
- NPTC Group of Colleges marketing
 - Local schools and colleges
 - Careers Wales
 - the Probation Service
 - training providers
 - Disclosure and Barring Service (DBS)
 - University Central Admission System (UCAS)
 - Partner HE institutions

Parent/Guardian/Carer Entitlements

- 4:15 Parents/guardians/carers of full time students under 19 can expect to be involved in:
- College interviews (if appropriate)
 - GCSE results day interviews (if appropriate)

Additionally, parents/guardians are welcome to contact the College at any time during/throughout the application process.

SECTION 5: MONITORING

- 5:01 Continual monitoring of the Policy will take place through meetings of the Student Management Group.
- 5:02 Student evaluation of the admissions procedures will be monitored through Student Involvement activities, seeking views of partner schools, focus groups, questionnaires and leavers questionnaires

SECTION 6: REVIEW

- 6:01 The Policy will be reviewed every two years by the Assistant Principal Students and the Student Management Group.

The date of the next review will be June 2021