



Suffolk New College

Admissions Policy & Guidance

Policy Title:	Admissions Policy
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Author(s):	Associate Principal
Approved by:	Senior Management Team
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Related Policies and Procedures:	Student Performance & Behaviour Policy Tuition Fee Policy Learning Support Policy Fit to Study Policy



Equality Impact Assessment Tool

Name of Policy: Admissions Policy

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	Yes	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	Yes	
	Age	Yes	19+
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	Yes	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	Yes	For potential students with High Needs Support the Local Authority must agree to funding, and the Awarding Body must agree the reasonable adjustments sought, thus a place can only be offered with these agreements in place. This will impact on those with disabilities and learning difficulties.
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

1 INTRODUCTION

- 1.1 Suffolk New College is committed to ensure students receive effective admissions advice and assistance which match them to the most appropriate study programme and help them make informed choices about their future direction. All programmes offered are supported by Government funding and as such Maths and English are included in study programmes as directed by EFA guidance.
- 1.2 The College is committed to ensuring equality of opportunity for all persons seeking to study with the College and welcomes applications and enrolment from all individuals.
- 1.3 The College reserves the right to refuse admission to any applicant judged to pose a risk to the safety and well-being of its community.
- 1.4 The College reserves the right to refuse admission to any applicant who has been previously permanently excluded from the College or who has been excluded on a fixed term basis but has not met the level of evidence required by the Student Admissions and Behaviour Panel.
- 1.5 Any harassment or bombardment of contact from applicants will not be tolerated and the college reserves the right to refuse to progress an application and to refer it to the Student Admissions and Behaviour Panel.

2 SCOPE

- 2.1 This policy applies to all FE classroom-based learning programmes.

3 APPLICATIONS

- 3.1 The College will provide all potential students with initial advice and guidance. Its purpose being to provide advice and guidance to help the individual make an informed decision on the course or provider which is most suitable to meet their needs.
- 3.2 The College will make available via website information for each study programme, including entry requirements, progression routes, fees and additional costs. The information about each course includes next start date. Information will be available in September each year, and will be subject to change as government funding information and awarding bodying information is updated.

- 3.3 Only Heads of School or Programme Leaders can accept students who do not meet these criteria.
- 3.4 The admissions process will seek to treat all applicants fairly, and not treat less favourably any applicant on grounds of age, gender, disability, ethnicity, religion, belief, sexual orientation, or marital status.
- 3.5 The College will seek to process all applications in a quick and efficient manner.
- 3.6 The College will provide good quality advice and guidance and recommend alternative courses/study programmes should the applicant's choice not be appropriate (or available).
- 3.7 Applicants will be treated with courtesy and respect.
- 3.8 Applicants are requested to disclose on application all information about known health issues, and support needs which may impact on attendance or ability to study independently. This will enable the College to respond appropriately and support attendance at College Taster Events.

4 RESPONSIBILITIES

- 4.1 The Funding & Performance Manager is responsible for ensuring accurate recording and reporting of applications process including informing Student Support of:-
 1. applicants identifying a learning difficulty or disability;
 2. applicants with criminal convictions for consideration by Admissions Panel;
 3. applicants identifying health issues;
 4. applicants who will need to secure funding for fees.
- 4.2 The Heads of School and Programme Leaders are responsible for ensuring applicants receive course information and are offered timely places.
- 4.3 The Student Support Manager is responsible for ensuring students with learning difficulties and/or disabilities have their needs assessed and funding gained from Local Authority in a timely manner, or notifying students who are not eligible for such and support funding.

5 OFFERS

- An offer may be 'conditional' or 'unconditional';
- 'Conditional offers' will specify conditions to be met;

- 'Unconditional' indicates entry criteria have been met.

5.1 All offers of places at the College are made on the basis of:

- An expectation of sufficient demand for the course offered;
- An expectation of sufficient spaces available on the course concerned;
- An expectation of meeting the entry requirements of the chosen course as specified on course information sheet, or website;
- Full disclosure of criminal convictions and/or cautions;
- An expectation that there are no outstanding debts with the College;
- An expectation of any relevant personal information which may impact on attendance or ability to study independently.

5.2 Applicants may be offered alternative studies or added to a waiting list when a course is over-subscribed.

5.3 Offers (conditional and unconditional) may be withdrawn if further relevant information is disclosed after the offer has been made.

5.4 Offers may be withdrawn if there is insufficient demand to progress to enrolment.

6 ENROLMENTS

6.1 Students are required to bring to enrolment copy of GCSE results or other qualifications to meet the conditions set out.

6.2 Completion of the 'enrolment form' indicates all parties agree to Suffolk New College terms and conditions. This will also include an agreement to the payment of fees for those students who are required to pay (see Tuition Fee Policy). For those who are 19+ and studying at Level 3 and seeking a loan, the letter confirming the loan is required at enrolment.

6.3 Students are required to comply with the Tuition Fee Policy and can provide funding (or evidence others will fund).

6.4 Courses may be withdrawn soon after enrolment if demand is insufficient to be economically viable.

7 APPLICATIONS FROM THOSE WITH CRIMINAL CONVICTIONS AND/OR CAUTIONS

7.1 Applicants with prior convictions and/or cautions

Applicants to Suffolk New College are required to declare on their application any criminal conviction or caution. Some specific criminal convictions will not prevent enrolment and attendance at the College. Criminal convictions and/or cautions of the most concern are:

- offences against the person, whether of a violent or sexual nature,
- offences involving the unlawful supply of controlled drugs or substances,
- possession of an offensive weapon or firearm,
- offences involving acid or other corrosive substances.

If the student seeks to enrol without completing an application form they are expected to disclose this information at enrolment.

Applicants with convictions and/or cautions will be considered by the Student Admissions & Behaviour Panel, and will not receive a conditional offer until the Panel have met and agreed the way forward. Conditional offers are made on the basis as per paragraph 5.1.

Failure to disclose relevant information relating to cautions or convictions could result in exclusion or disciplinary action from the College.

8 APPLICATIONS FROM PREVIOUSLY EXCLUDED STUDENTS

- 8.1 Students excluded on a fixed term basis from College should refer to their letter which will detail the period of exclusion before they make a new application. Persons previously excluded will be asked to submit a letter along with evidence as required, detailing changes made, to the Chair of the Student Admissions & Behaviour Panel to be considered prior to their re-entry into the College.

Students will only be re-admitted to College where they are able to provide evidence that they have made efforts to address the issues that resulted in their exclusion and can demonstrate that they have made positive progress during the time they have spent out of College. It is not the college's responsibility to pursue the evidence. The college will not consider evidence which is suspected of not being genuine.

A risk assessment will be undertaken by the Student Admissions & Behaviour Panel to decide whether the application can proceed. The Panel may request further information and may also invite the student to attend an interview with the Panel and the Head of School.

Failure to follow the requirements detailed in the exclusion letter when making a new application will result in immediate withdrawal of the application and may result in the exclusion becoming permanent. Applications will not be considered by individuals who have been permanently excluded from the college

9 APPLICATIONS FROM THOSE DECLARING A LEARNING DIFFICULTY AND/OR DISABILITY

- 9.1 Applicants, through the application process must make known to the College, any learning difficulties/disabilities which impact on their ability to attend or complete the programme. The College will work with relevant persons to assess such learners' needs and seek to make reasonable adjustments in order for the applicant to enrol to their chosen or alternative programme. All offers of places are subject to Paragraph 5.1.
- 9.2 Applicants with complex learning needs and/or disabilities wanting to study at Suffolk New College are expected to have an EHC Plan (or LDA/Annexe 1). Local Authority agreement will be clear (through naming Suffolk New College on EHC Plan) and funding to support the EHC Plan outcomes available. An assessment may be necessary to gain Awarding Body advice/agreement as to proposed reasonable adjustments. The College will ensure this is an open and transparent process, and complies with the Equality Act 2010.

The College seeks to be responsive to demand and to use its resources effectively, and thus reserves the right to withdraw courses where demand is very low. In recognition of this and noting the need for those with complex needs to have guaranteed places for September starts the College encourages early applications, accompanied by LDA/EHC; or equivalent documentation. The Learning Support Policy gives more details relating to application and admission arrangements for applicants with disabilities and/or learning needs.

10 FIT TO STUDY

Applicants with health issues are required to disclose these at application if they impact on the applicant's ability to attend regularly or ability to study independently. Such applicants may be subject to the Fit for Study Policy which seeks to identify if support is practical and possible and to assess risks posed and minimise where possible, in order to maintain the safety of all at Suffolk New College.

Any offer of a place may be withdrawn if relevant health issues are not disclosed at application or Course Taster Event meeting. Refer to Fit to Study Policy for the relevant procedure

11 APPEALS

- 11.1 A student may appeal against a refusal to admit to a specific course, or the College, if he/she believes that the decision is unfair or unreasonable unless they have previously appealed and the college has responded, even if they are not satisfied with the outcome.
- 11.2 There is no further right of appeal for an ex-student who has previously been permanently excluded who is attempting to reapply to the college or for a fixed term excluded ex-student who has failed to meet the requirements of the Student Admissions & Behaviour Panel.
- 11.3 The appeal should be made in writing to the Principal within 5 working days of the date of letter/email.
- 11.4 The decision of the Principal or other member of the Executive team will be final.
- 11.5 The appeals procedure concludes the college's internal procedure and if the individual remains unsatisfied then they have the option of contacting the relevant funding body, SFA for adults, EFA for 16-18 year olds.

ADMISSIONS PROCEDURE

1. For applications indicating a learning difficulty and/or disability please see Section 9 of Policy.
2. For applications indicating a relevant criminal conviction please see Section 7 of Policy.
3. For applications from excluded students please see Section 8 of Policy.
4. For applications from those with health issues which indicate risk to personal safety or wider safety, see Fit to Study Policy.
5. For other applications the following process applies.

PROCESS

1. All applications (full-time and part-time) are to be made online at www.suffolk.ac.uk. Details of how to complete and submit are also included. Support is available in the Learning Curve for those without access to IT.
2. On receipt of an application an acknowledgement will be sent inviting the applicant to book onto a Course Taster Event (CTE).
3. Information given at Course Taster Event will be accurate, and include information on the chosen vocational qualification, enrichment and expected work experience examples, information on Maths and English programmes, and examples of progression opportunities. Attendees will have an opportunity to ask questions. The Course Taster Event may also include an interview, or specialist assessment to ensure the appropriate advice is given, or Have a Go sessions.
4. Following attendance at Course Taster Event an unconditional offer is given to study at Suffolk New College. This applies to applications received between September and GCSE results day (August following year).
5. For those seeking to join a programme following GCSE results day, the offer of a place will depend on vacancies. Late applicants will be required to attend an information session and meet the entry criteria, before enrolling.
6. Applicants will be invited to 'transition days' and early introduction to Suffolk New College.

7. At enrolment copies of GCSE or other certificated results are required, along with other documents if claiming fee remission (see Tuition Fee Policy).
8. Flow chart at Appendix 1 shows the process.

Appendix 1

