



Admissions Policy (Further Education & Apprenticeships)

Review

Formal Review Cycle	Every 3 years		
Latest Formal Review (date)	June 2022	Next Formal Review Due (date)	June 2025
Policy Owner	Gilly Gosling-Bell, Executive Director Marketing and Engagement		
Policy Author	Imogen Kench-Porter, Recruitment, Events and Engagement Manager		

Approvals

Board of Corp Y/N	N	Committee		Date Board approved	
SLT Y/N	Y	SLT date approved		Additional committee	

Publication

Website Y/N	Y	Intranet Y/N	N	Student VLE Y/N	N	Other	
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Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by

Admissions Policy

1. Policy Statement

- 1.1. This policy is a policy of the City of Sunderland College, trading as Education Partnership North East (which includes Sunderland College, Hartlepool Sixth Form College and Northumberland College). These colleges will be referred to as “the College” throughout this document.
- 1.2. The College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.
- 1.3. The College supports and promotes equality and diversity in all matters relating to education and employment. Consequently, the College aims to identify and eliminate attitudes, practices and procedures which discriminate against people on the grounds of age, gender, race, sexual orientation, disability, religion/belief, gender re-assignment, social background, marital status, nationality/citizenship or any personal characteristic of the individual.
- 1.4. The policy outlines the process to be followed to ensure:
 - All applications are dealt with on an individual basis and are considered fairly.
 - All potential students will be admitted onto a programme following the principle of ‘Right Student, Right Course’.

2. Scope

- 2.1. This admissions policy provides the framework for admissions practice for all further education programmes and apprenticeships.
- 2.2. The scope of this policy includes admissions for full-time and part-time further education programmes and apprenticeships offered by the College.
- 2.3. Higher Education admissions is subject to a separate [admissions policy](#).

3. Aims of the Policy/Underpinning Principles

- 3.1. The College is committed to demonstrating fair, transparent and consistent practice in recruitment, selection and admission of students to all programmes offered by the College.
- 3.2. The admissions process extends from pre-application stage up to and including enrolment and is crucial to establishing a positive relationship between applicants and the College.

- 3.3. The College is committed to meeting the needs of all potential students wishing to undertake study at the College. This commitment is the key focus of the [College's Vision and Values](#).
- 3.4. The College values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. The College will apply and administer this policy fairly and consistently to ensure there is no discrimination on the grounds of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, persons in care and those previously in care, carers and care givers, young parents, youth offenders, and those receiving free school meals.
- 3.5. The College retains its right to determine the suitability of applicants for enrolment onto a programme, providing this is based on relevant prior qualifications, skills, knowledge and behaviours, funding and safeguarding. It will not infringe on protected characteristics, or personal choice.
- 3.6. Funding mechanism may often impact on the ability of an applicant to access a particular course. In this situation the College will investigate all legitimate opportunities, to ensure students can access provision, where appropriate. There may be instances where a student is suitable for a course of study on the basis of legitimate academic attainment or funding constraints that would be evaluated independently
- 3.7. The policy aims to ensure fair, transparent and consistent centralized admissions process for students wishing to study at the College. We will achieve this by ensuring that:
- Applicants are treated fairly, impartially and consistently.
 - Applicants are supported through the admissions process.
 - Applicants have all of the information required to make an informed decision.
 - Information relating to entry criteria and programme content is up-to-date, accurate and accessible to applicants on the College website and in the prospectus.
 - Applicants' interests are safeguarded by only accepting students who have the potential to complete the programme of study.
 - Complying with appropriate legislation and policies.
- 3.8. All applicants will be admitted onto a programme following the principle of "Right student, Right course", using the following criteria:

Further Education Programmes

- The applicant satisfies all pre-programme requirements, where relevant, including, completing all documentation, attending appointments and responding to information requests.
- The applicant meets, or is likely to meet, the specific entry requirements of a programme.
- The applicant meets all other admission criteria.
- Where applicable, the applicant has satisfactory references.
- The applicant attends an interview, where required by a specific programme.
- Where applicable, the applicant agrees to pay any fees required (admission to the College is conditional upon payment, or agreed arrangements for the payment, of any fees due date). This is agreed at the point of enrolment.
- There are places available on the programme of study.
- The applicant can meet the full commitment of a study programme, including the continuation of studying English and Mathematics for those who have not achieved 4 or above at GCSE. In certain

circumstances, an IELTS Score of 5.5 may be required, to ensure English proficiency levels are met.

Apprenticeships

- Applicants for apprenticeships must satisfy the entry requirements for the relevant apprenticeship standard. In addition, the applicant will need to satisfy the requirements of the employer, as the decision to employ the applicant rests with the employer.

3.9. The College reserves the right to decline an application. The College reserves the right to refuse admission to an applicant who:

- Does not meet the admission criteria in 3.4
- Withholds information or provides false or misleading information.
- Has previously been excluded from the College or another education institution.
- Has previously attended this or another education establishment and not completed a course/s, including all external assessments.
- Has outstanding debts to the College.
- Has issues regarding their DBS. The College will carry out a DSB check for applicants to some programmes where students may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about the continuance an individual on one of these programmes
- In exceptional cases where a learner has specific learning difficulties, disabilities or serious medical condition/injury which the College is not able to support appropriately. (See more detail in section 8). In any such cases where a student was refused entry on this basis the college would support the individual and contact other agencies to find suitable alternative provision.
- Has criminal convictions that have not been spent or can never become spent:
 - Which may impact on their ability to practice in certain vocations e.g. teaching, health
 - Which may indicate they are a risk to other members of the college community

4. Recruitment Process

Further Education Programmes

4.1. The College offers a range of full-time and part-time programmes. All up to date programme information can be found in the college prospectus and on the website.

4.2. Prospective applicants are encouraged to attend on campus open events which take place between September and June.

4.3. Prospective applicants can apply online for a programme via the College website.

4.4. The process for admitting students at the College is centralised by the admissions team, in accordance with this Admissions policy.

4.5. Prospective applicants are advised to carefully read through the following section before submitting an application.

Apprenticeships

4.6. Apprenticeship opportunities are advertised on either the College website, Employer's website or via the National Apprenticeship Service.

- 4.7. The College may hold recruitment events to support the employer. The employer may also organise recruitment events on their own premises.

5. Selection

Further Education Programmes

- 5.1. Entry requirements for each programme are set out in the College prospectus and online through the college website. Alternative formats can be made available, wherever possible. The college requirements will be published on the course pages on the college website and applicants are advised to check College programme pages for the most up-to-date information. Applicants may be required to provide documentation which verifies the level and grade of qualifications achieved.
- 5.2. Where a programme does not run, or where there are significant changes made, following an offer and the student commencing the programme, the applicant will be contacted by the admissions team. A member of curriculum or Advice and Guidance will also contact them to advise on alternative programmes available.

Apprenticeships

- 5.3. The College may be called upon by the employer, in the case of apprenticeships, to sift applicants and assist with the selection process. The decision to employ the applicant rests with the employer.

6. Interview

Further Education Programmes

- 6.1. In general, the College requires applicants to be interviewed. In most cases applicants have the choice whether they would like this in person or via telephone and be given a range of suitable interview dates. Applicants will receive an interview request via email.
- 6.2. Interviews will be conducted by a member of the Curriculum team.
- 6.3. Interview outcomes are recorded consistently by the curriculum team.

Apprenticeships

- 6.4. New post apprentices are interviewed by the employer and may be required to attend an Assessment Centre as part of the selection process.
- 6.5. Apprentices who are already employed, who wish to acquire new knowledge, skills and behaviors will require support from their employer to apply for an apprenticeship and will need to meet the entry requirement of the apprenticeship.

7. Relevant Criminal Convictions

- 7.1. In accordance with our principles, the College provides a fair and transparent decision-making process for all applications, including applicants declaring criminal conviction. Applicants are subjected to the standard admissions procedures, and if it is decided to make an offer, additional steps are taken by the Safeguarding team to liaise with the applicant and establish the nature of the offence, and any other

action required. However, the college reserve the right to withdraw an offer.

- 7.2. For some programmes a disclosure is required by law, particularly for programmes in health and related areas, or working with children. The College will follow the procedures outlined by the Disclosure and Barring Service (DBS) in respect of the application. Students will be informed of the requirement for a DBS check prior to enrolment on specific courses.
- 7.3. If it is discovered during the application process, that the applicant has a relevant criminal conviction that has not been spent, the College may deduce that the applicant has knowingly withheld information and the college reserve the right to withdraw an offer.
- 7.4. It is the applicant's responsibility to ensure that the information they provided is accurate, and to quickly respond to any college requests for additional information in support of an application. If an applicant does not respond to requests, the College will assume that the applicant does not wish to progress any further and may terminate the application.

8. Disability and serious health conditions

- 8.1. The College welcomes applications from applicants with disabilities and serious health conditions and complies with relevant legislation regarding disability. Applicants will be subject to the standard academic selection procedures.
- 8.2. Some applicants may be invited to attend an information meeting with Additional Learning Support team to ensure that the College can provide the required support to discuss the capabilities required to complete the programme and outline any reasonable adjustments which may need to be made.
- 8.3. Early disclosure of a disability will assist the College with understanding and supporting individual needs. It is the responsibility of the applicant to make the College aware of their disability. If during the process of the application, personal circumstances alter, or the applicant is affected by an injury or disability, please contact the Admissions Team.
- 8.4. In exceptional cases if the College is unable to appropriately support a learner with specific learning difficulties, disabilities or a serious health condition, a designated College Manager will discuss the outcome with the applicant and parent/carer. In any such cases where a student is refused entry on this basis the College would support the individual to contact with other agencies to find suitable alternative provision.
- 8.5. The College requires applicants who have indicated a recent recurring or serious health problem to authorise a medical report request. These reports do not form part of the selection process and will only be made available to the Additional Learning Support Team. This will ensure reasonable adjustments can be made to support the learner.

9. Complaints

- 9.1. Each applicant is processed in a fair and transparent way. If an applicant believes that, in the processing of their application, the actions of the college have fallen below the standard expected then an applicant may make a complaint. A complaint relates to the operation of the College's application process and/or its outcome, or the actions or behaviors of a member of staff involved in the admissions

process.

- 9.2. Should an applicant wish to make a complaint/grievance, they are advised to follow the College [complaints procedure](#).

10. Responsibilities

- 10.1. *The College Governors are responsible for:*
- Understanding and ensuring effective compliance of the College FE Admissions Policy.
- 10.2. *The College Executive Leadership Team are responsible for:*
- Approval of the College FE Admissions policy.
 - Overseeing the effective implementation of the Admissions Policy.
- 10.3. *Executive Director of Marketing and Engagement is responsible for:*
- Ensuring the effective implementation of the admissions process.
 - Monitoring applications, offers and acceptances throughout the admissions cycle.
 - Monitoring admissions processes and liaising with Faculty Directors when elements within the process do not meet agreed timescales or quality standards.
 - Oversight of admissions communications and interactions, including enrolment.
- 10.4. *Executive Director for Apprenticeships is responsible for:*
- Ensuring the effective implementation of the admissions process (managed by Apprenticeship team, not managed via central admissions team)
 - Monitoring applications, offers and acceptances throughout the admissions cycle.
 - Monitoring processes and liaising with employers to ensure agreed timescales or quality standards are met.
 - Oversight of communications and interactions, including enrolment.
- 10.5. *Curriculum Managers are responsible for:*
- Adhering to the Admissions Policy
 - Ensuring interview sessions are regularly scheduled and staffs appropriately throughout the admissions cycle.
 - Ensure that teaching staff make consistent admissions offers in line with the policy.
 - Ensure all records are updated following applicants' attendance at an interview.
 - Monitor student numbers on programmes offered and make timely decisions on withdrawal of programmes due to low numbers.
 - Ensure when courses are withdrawn that alternative programmes are offered to effected applicants.
 - Ensure teaching staff are allocated to support enrolment sessions.
- 10.6. *WBL Managers are responsible for:*
- Ensure that the delivery teams adhere to the apprenticeship admissions process.
 - Ensure the Business Development team and employers are aware of the entry requirements for the relevant apprenticeship standard.

- Ensure that the delivery teams are available to assist the Business Development team and employers to offer advice and support in the apprenticeship admissions process where appropriate.

10.7. *Teaching staff are responsible for:*

- Ensuring programme content and structures are regularly updated in response to regional, national and international academic and career related benchmarks.
- Ensuring programme information and course entry criteria in the public domain is up to date to ensure the applicant can make an informed decision and choices at relevant stages of the admissions cycle.
- Ensuring that selection processes are followed consistently and fairly and that transparent entry requirements, both academic and non-academic, are used to underpin the judgements made during the selection process.
- Making applicants an offer that is reflective and appropriate to both the student's aspirations and course entry requirements.
- Providing applicants with guidance when course entry criteria is not met providing an alternative offer in relation to their current academic and achievement levels.

10.8. *The Admissions team are responsible for:*

- Addressing and responding to an enquiry regarding admission of a student in a timely manner.
- Ensuring that accurate information is available to prospective applicants about their programme, the admissions procedure, and processes.
- Arranging college interviews and relevant correspondence as part of the admissions procedure.
- Informing applicants of any obligations placed on them at the time the offer is being made.
- Once an applicant has accepted a place, providing applicants with information about the arrangements for enrolment.

10.9. *The applicant is responsible for:*

- Ensuring they are familiar with the admissions process relevant to the programme they are applying for.
- Adhering to the Colleges procedures associated with the admissions process.
- Providing honest and accurate information and documentation about themselves for the college to provide informed advice regarding their programme and progression.
- Ensuring they inform the college of any change in circumstances, personal details such as address or emergency details.
- Attending an interview session either in person or via telephone, where required.
- Attending on campus events to support transition to college.
- Confirming or declining their course offer.
- Attending an enrolment event and providing all requested information (evidence of qualifications, learner support needs, up to date personal information and finance, where applicable).
- Engaging fully with the induction and orientation activities delivered by the College.

11. Policy Monitoring and Review

The policy will be reviewed every three years unless changes to internal procedures or legislation requires earlier review

The effectiveness of this policy is reviewed through:

- Feedback from applicants on the effectiveness of the policy and procedure
- Feedback from staff on the effectiveness of the policy and procedure
- Feedback from associated stakeholders including parents, employers and education organisations as part of external reviews
- High levels of student retention and positive destination data
- Recognized successful achievement of external benchmarks and kite marking e.g. Matrix Standard accreditation and Gatsby Career Benchmarks

12. Equality Impact Assessment

(Consider whether the policy or procedures may disproportionately impact any group.)

Have you sought consultation on this policy?		Yes		
Details:		Additional Learning Support, Student Services, Governance, Curriculum Managers, Business & Development, Apprenticeship Team and Students' Union.		
Could a particular group be affected (negatively or positively)?	Impact	Description of Impact	Evidence	Mitigation/Justification
Protected characteristics under the Equality Act 2010				
Age	Yes	Positive	Admissions policy ensures all applicants are treated in a fair and transparent way.	
Disability	Yes	Positive	Admissions policy ensures all applicants are treated in a fair and transparent way.	
Gender Reassignment	Yes	Positive		
Marriage and Civil Partnership	Yes	Positive		
Pregnancy and maternity	Yes	Positive		
Race	Yes	Positive		
Religion or belief	Yes	Positive		
Sex	Yes	Positive		
Sexual Orientation	Yes	Positive		
Additional characteristics to consider				
Young Persons in Care & Care Leavers	Yes	Positive	Admissions policy ensures all applicants are treated in a fair and transparent way.	
Young Carers & Care Givers	Yes	Positive		
Young Parents	Yes	Positive		
Youth Offenders	Yes	Positive		

Those Receiving Free School Meals	Yes	Positive		
If there is no impact, please explain:				