



Learner Admission Policy and Procedure

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VERSION 2

1 PURPOSE

To ensure potential learners of Calderdale College have access to a high quality, professional, customer focused and accessible Admissions Service.

2 SCOPE

This policy applies to all types of provision including Further and Higher Education, alongside Apprenticeships pathways irrespective of the location of provision. It is applicable to potential learners aged 14 and over and covers those with additional needs and Education and Health Care Plans.

3 DETAILS OF POLICY

3.1 Policy Statement:

3.2 Widening Participations

Calderdale College is committed to increasing and widening participation in education and training; it offers a broad range of courses to a varied learner population and welcomes applications from all individuals.

3.3 Advice and Guidance

In conjunction with the Careers Education, Information, Advice and Guidance (CEIAG) Policy (2018-2020 - Appendix A) and in line with the recommended Gatsby benchmarks, all applicants will have access to high quality impartial advice and guidance CEIAG throughout their Admissions journey to enable them to make informed and accurate decisions, free from bias. The applicants will be actively encouraged to discuss their aspirations and requirements with the College staff to ensure they receive the most appropriate individual learning programme and environment to suit their needs. Calderdale College is accredited through the Matrix Standard Award and C&K Careers Quality Standard, which is reviewed annually, for the provision of information, advice and guidance to all learners and applicants.

3.4 Confidentiality and Data Protection

All data processing carried out by Calderdale College complies with the GDPR and is in line with the six data protection principles and the registered purpose groups. To ensure compliance with the Data Protection Act 2018 Calderdale College has established a Data Guide system. Familiarity and understanding of the Data Guide will ensure that all data processors and agents of the College contribute effectively in complying with this policy and underpinning legislation.

Calderdale College adheres to the Data Protection Act 2018 and is constantly reviewing internal processes to ensure that they meet the guidelines as set out in the General Data Protection Regulations (GDPR) 2018. Any requests regarding individual's data should be made in line with the Calderdale College General Data Protection Regulations Policy (GDPR).

3.5 Equality of Opportunity

All College staff involved in the Admissions process and Admission Events will ensure that procedures and processes are delivered in accordance to minimise barriers to all protected characteristics and that reasonable adjustments are made to allow opportunity for all, as referenced in the Calderdale College Single Equality Scheme.

3.6 Quality

The quality and effectiveness of the Admissions Policy is monitored, evaluated and updated during the year by the Manager of Learner Services and Admissions, alongside the Assistant Principal of Quality and Learner Services. Feedback is evaluated and data is recorded in the Units Self-Assessment Report (SAR). Areas identified within this process for improvement are incorporated into the department Quality Improvement Plan (QIP).

3.7 Entry Requirements

The College welcomes applications from all sectors of the community and the College's recruitment process is designed to get the right person on the right course pathway, based on their career intention, previous study grades or experience and commitment to study.

Entry requirements for courses will vary between programmes of study, with English and maths grades a major factor in the level, and or makeup of the study programme. Applicants are supported according to their individual requirements.

The College uses the Universities and College Admissions Service (UCAS) tariff system and welcomes applications from learners for all recognised full time qualifications.

Applicants aged over 19 at the start of the academic year, who do not have the specified formal qualifications, may be considered for admission by Recognition of Prior Learning (RPL) and/or relevant experience if they are able to demonstrate the required level of skill and academic ability at interview.

3.8 Responsibilities

All College staff have a responsibility to support the recruitment of new learners through the Admission process. Specific responsibilities include:

3.8.1 Admissions Team:

- Provide training to Tutors/Training Officers to ensure they have a clear understanding of their responsibility within the Admissions process
- Liaise with the Curriculum Managers and Apprenticeship Managers to plan a yearly Admissions schedule for all College Admissions Events.
- An Admissions Adviser will be allocated an area of responsibility to be a main support contact for that department
- Work closely with the Marketing Team to offer a high quality Admissions services for applicants; specifically, around recruitment and keep warm activities
- Respond to course and application queries from all sources
- Update and maintain EBS to accurately track enquiries, applications and outcomes from the Admission Events and enrolments; following up throughout the applicant journey.
- Develop effective recording and monitoring of applications in order to better track numbers and provide the reports which will be presented at recruitment meetings
- Communicate with applicants in a timely manner via letter, email or text, depending on the applicants' preference.
- Communicate with applicants who did not attend their interview by means of phone, email and text within two weeks of the Admissions Event
- Update Course information on the College and external Websites as and when provided by the Tutors/Training Officers

- Work with the Apprenticeship Team to record, monitor and support unsuccessful applications, in order to offer a high quality service to potential Work based learners.
- Provide the Additional Learning Support (ALS) Team with details of all applicants who have declared support needs prior to Admissions Events and enrolment
- Working with the Data Services, Advice & Guidance and appropriate Curriculum Managers to offer a high-quality enrolment experience
- Working to the University and Colleges Admissions Service (UCAS) deadlines and processes for full time Higher Education applicants
- Maintain and utilise the functions of EBS Ontrack in order to work within the booking system and develop this to meet the needs of the department and customer experience

3.8.2 Tutors/Training Officers (where applicable):

- Manage their part of the Admission Event ensuring that the process accurately informs and assesses the applicant's suitability for the course/Apprenticeship
- Be available to present information talks for Admission Events when potential required (see appendix B – Apprenticeship Presentation)
- Understand the requirements for their role with the Admissions Process
- All Tutors to sign and issue offer letters and packs following the interview
- Inform the Admissions Team of all potential applicant outcomes within three days of the Admissions Event
- If an applicant is deemed not suitable for the course/Apprenticeship, the Tutor will inform Admissions and refer the applicant for advice and guidance, informing them of the reason for the rejection.
- Advise the Admissions Team, or their manager as soon as possible if they become unavailable for interview
- Work closely with the Admissions Team to offer a professional, customer focussed and accessible service for all potential learners
- Be available for internal and external events that support recruitment

3.8.3 Curriculum Managers:

- Curriculum Managers and Apprenticeship Managers to work with the Admissions Team to plan a yearly Admissions schedule for all College Admissions Events.
- Ensure Tutors/Training Officers are engaged with the Admissions process
- Should ensure that their staff provide a high-quality interview experience
- To advise Admissions of the dates for the 'Hello College' taster days and any other keep warm activities
- Should ensure that cover is available at Admissions Events for both Tutors/Training Officers as appropriate.
- Arrange alternative cover if illness affects availability at short notice.
- Take overall responsibility for the accuracy of course information and keep the Admissions Team informed of any changes in a timely manner
- Provide copies of course timetables and/or dates for Induction at or before Enrolment events
- Ensure that there is a course code with learning aim and correct fee information on EBS for every course offered
- Provide Admissions and Marketing with a list of 'keep warm' activities and the dates and times for the 'Hello College' taster days
- Inform Admissions of any updates to the course information on the College website, and review the information on a termly basis to make sure it is

accurate and up-to-date and reviewed on a termly basis or if any major changes

3.8.4 Advice and Guidance Team:

- Be available at Further Education/Higher Education Admissions Events to provide information regarding Careers Education Information Advice and Guidance (CEIAG), and Labour Market Information to enable prospective learners to make informed career decisions; incorporating the Gatsby recommendations into their working practices.
- Provide support, funding and financial information and group presentations at internal and external events where required to support with the Admissions process.
- Produce and give guidance on documents to assist with the enrolment of learners including Advanced Learner loan letters and other funding related documents.
- Provide telephone or face-to-face guidance for 'unfocussed' applications received through the Admissions systems, referring on to a Careers Adviser for follow up support.

3.8.5 Data Services Team

- Be available, when required, during Admission Events for applicant enrolment
- Liaise with the Admissions Team to agree schedules for learner enrolment, particularly when these are outside of normal office hours.
- Ensure EBS is updated with course codes for every course offered and relevant funding stream information to assist the Advice and Guidance team with up to date funding advice.
- Produce timetables and Learner agreements for learners once enrolled.

3.9 Availability of Course and College Information

- Access to course and College information is available in a range of sources including the Prospectus, specific course publications, College Website, other external Websites such as Careers services and UCAS, course helplines and the Learner Services reception area.
- Different formats of the information can be made available to suit the needs of any prospective learner.
- Open events are held during the year to provide on-site discussions with College staff and tours of the premises and facilities including taster events to try the skills activities.
- All College provision is promoted through secondary schools via the Schools Liaison Officer and Careers Services and through the NCOP.

3.10 Enquiries

Enquiries can be made in a number of ways: -

- Course telephone helpline
- College website
- E-mail
- Learner Services reception
- External events e.g. School Promotions or community-based events
- Through the post

Admissions aim to respond to enquiries within 2 working days, however, during busier periods this may take longer. Applicants are asked at the application process how they want contacting, they can choose from text, email or letter.

Enquires are dealt with by the Admissions Team who assess against the guidance criteria for courses offered by Calderdale College; recording the information on EBS track (where the application is not made online) and updating systems throughout the application process. If the enquirer is unfocussed or needs more specialised information advice and guidance, they will be contacted by a member of the Advice & Guidance Team or a qualified Careers Adviser.

3.11 Careers Guidance:

3.11.1 The Advice and Guidance Team

Learner Services offers a drop in for potential learners which is open at published times throughout the year. Appointments for individual advice and guidance are available. Such interviews will adhere to the standards set out in the national guidelines under the Matrix Standard Kite Mark and is reinforced through the Calderdale College CEIAG policy (See appendix A – CEIAG policy).

3.11.2 External Careers partnerships

Calderdale College works in partnership with C & K Careers, for applicants aged 16-18, and the Education Development Trust for applicants aged 19+ and has relevant service level agreements in place for these partnerships to benefit applicants during their Admission journey and track progress.

3.12 Applications

Applications for College courses can be made in a number of ways, on-line via the EBS ontrack system or in paper format and are processed by the Admissions Team.

Applications to the College will be processed in a timely manner on receipt. If an applicant applies online, they will receive an immediate email confirmation. If an applicant applies by paper format, Admissions will contact them within 2 weeks with an invite to interview.

An Initial screening of the application is done to check that the course applied for is suitable. This screening considers the course and level applied for and includes a review of the application; to assess course level, past qualifications/experience, entry requirements and in line with local and national funding guidelines.

Applicants who apply online for a FE course or a Work Based Learning (Apprenticeship) book their own interview appointment through EBS ontrack. Applicants will be able to track the progress of their Admissions journey through EBS ontrack.

The Admissions Team will ensure that EBS ontrack is up to date with Admissions appointments

3.12.1 Applications approved at initial screening

Applicants who apply online can book themselves an interview on the ontrack booking system. If the applicant has not applied online or has applied online and not made an interview, Admissions will contact them with an invite to an Admissions Interview within 7 days of their application.

3.12.2 Applicants aged 16-18 applying for Study Programmes are made an immediate provisional offer.

The invite will include:

The course area they are applying for

- A provisional offer
- That they will need to attend an Admission Event to confirm which level is suitable with the date and time of the event
- details of any specific items that they will need to bring with them e.g. portfolio, DBS requirements
- whether they will be required to complete an assessment or audition during the Admission Event

Applicants who are 19+ are not made an immediate offer nor are applicants who apply for Apprenticeship or Higher Education courses; they will be issued an invite to the Admissions Event.

Applications for Higher Education courses and Professional courses and Full Cost Recovery courses are referred to the Tutor who will contact them within one week of their application.

3.13 Location of events

Admission Events are scheduled and held at the main Francis Street Campus. The Motor Vehicle interviews will be held at the Motivate Centre on Gibbett Street and the BA Community Art & Design course interviews will be held at Dean Clough, Halifax.

3.13.1 Communication to staff and Applicants for events

The Friday prior to the Admissions Event, the Admissions Team provides Tutors/Training Officers and Assistant Curriculum Managers with details of all applicants invited to the event.

A report is sent to the Additional Learning Support Team showing details of appointments for applicants who have declared support needs to ensure that appropriate support needs are put in place at the event.

On the day of the Admission Event, the Admissions Team issue Tutors/Training Officers, Assistant Curriculum Managers with the final list of all expected applicants and provide 'next steps' guide, offer packs and letters.

A text (or alternative form of contact where there is not a mobile phone number available) message is issued to all applicants the day prior to the Admission Event reminding them of their appointment at the College.

3.14 Unsuitable/Unfocused applications

If an application is received and the course is unsuitable or the applicant is unfocused, the details will be forwarded to Advice & Guidance or an interview booked with a Careers Adviser. They will speak with the applicant to discuss an appropriate course based on their career aspirations.

3.15 Applications for Apprenticeships

If the applicant is applying for a work based learning course and has indicated on the application form that they are in relevant employment, the application will be passed to the relevant Training Officer and Apprenticeship Team Leader for the appropriate area.

If an applicant enquires or applies for a Work Based Learning course/Apprenticeship, they will be invited to the monthly Apprenticeship Admissions Event.

3.16 Other Further Education applications

If the application is for a course with an imminent start date, it will be passed directly to the Tutor to make direct contact with the applicant to check suitability.

Some courses do not require applicants to attend an Admissions Event. If the application is for one of these courses, the applicant will receive an acknowledgement and be advised that the College will contact them again closer to the start date of the course. These will be diarised by the Admissions Team and they will be contacted at the appropriate time inviting applicants to enrol.

3.17 Higher Education applications

See appendix C – Applicant Journey Higher Education, Access and Professional studies

Applications for full time Higher Education courses need to be made through UCAS via the UCAS Website. If a Calderdale College application form is received, the applicant will be taken through the usual Admissions process but will be informed that they need to submit an application through UCAS.

Applications for part time Higher Education course can be made on the Calderdale College application form and submitted on-line or in paper format.

All applications go through the initial screening process by the Admissions Team.

- Where the course is unsuitable or the applicant is unfocused, the details will be forwarded to Advice & Guidance or to a Careers Adviser who will contact the applicant to discuss an appropriate College course or career direction.
- Where the application passes the initial screening process, it will be passed to the HE Tutor to carry out their assessment of the applicant. They can:
 1. make an immediate conditional or unconditional offer;
 2. invite the applicant to an Admissions Event;
 3. Interview the applicant over the phone
 4. Reject the applicant, the applicant will be contacted by the Advice and Guidance Team to provide further direction

Applicants will be able to track the progress of their offer through UCAS track or EBS ontrack. Once examination results become available the College will review and update any 'Conditional offers making them either 'unconditional or Reject'.

3.18 Admission Events

Admissions Events are held, on average, every three weeks for Further Education Study programmes and every four weeks for Apprenticeship programmes. Members of the Admissions Team meet and greet all applicants and record their attendance; guiding them through the process of the event.

For Higher Education, Access and Professional courses, applicants will be contacted by Tutor and advised of one of the following:

- Immediate offer
- Invite to an interview or audition
- Telephone interview

Representatives from Learner Services will be available at events to discuss support around the Study Programme alongside presentation that is on display in the main Reception areas and/or the Calderdale College website covering:

- Making informed choices
- Routes of study and progression available
- Pastoral and financial support
- Additional Learner Support

Follow up Careers guidance meetings can be arranged through Learner Services as required throughout the applicant journey.

Some courses areas will give a presentation to groups of applicant's others will speak on a one to one basis, the presentation and/or interview should include:

- Course structure assessment process;
- Teaching and Learning strategies
- The qualification gained
- Methods of study
- Industry information
- Equipment required;
- Trips and visits;
- Work placements
- Progression
- Pastoral, additional learner support and tutorial support;
- Entry requirements for the course;

The Tutors will then conduct any assessment/auditions or complete any paperwork. Some subject areas interview each individual learner and DBS form completion where applicable.

Applicants may be asked to provide a reference from their last school or an employer or asked to provide a character reference at the discretion of the interviewing Tutors.

1. Provisional Offer

A provisional offer is agreed between the Tutor and the applicant based on specific condition(s). It may depend on the results of a forthcoming exam, evidence of prior qualifications, receipt of a satisfactory reference or Disclosure & Barring Service (DBS) check etc.

2. Unconditional Offer

An unconditional offer is made when the applicant is able to join the course with no conditions.

3. Enrolment

When an unconditional offer has been made and the course is available on EBS, the applicant can enrol immediately onto the course. Tutors should complete an enrolment form and arrange for them to be enrolled.

Where a learner is invited into early or main enrolment, they will be issued with a date and time for their enrolments. If the applicant is aged 16-18 they will be asked to produce evidence of their GCSE or other qualifications.

If they are aged 19+ the letter states, the full cost of the entire programme and if relevant the Advanced Learner Loan information and funding letter. This information will also be available from Learner Services and Admissions for people on a drop in basis.

4. Applicant is referred

During discussions with the applicant, the Tutor may decide that the course is inappropriate – e.g. failed assessment, audition deemed not to the required standard, disclosed previous history that could be deemed to be an irreversible barrier to

employment within the selected industry. The Tutor should advise the applicant of the reason why they have been unsuccessful and immediately direct them to Admissions; informing Admissions of the referral reason so this information can be logged in case of appeal, and passed onto the Advice and Guidance Team. A member of the Advice & Guidance Team will provide further direction to an alternative course either at the College or with another training provider.

3.19 Unsuccessful 'referred' Applicants

Tutors will utilise their professional expertise and questioning skills when interviewing at the Admissions Events; acting free from bias and based on the information that is provided by the applicant at the time. If the applicant feels that they meet the entry requirements to the course and have a valid reason as to why they feel that they want to appeal the referred decision, they should in the first instance contact the Admissions department to appeal.

During the Admissions Event for Further Education courses, the Tutors provide both provisional and unconditional offer letters to applicants. All letters are signed by the Tutor and given to the applicant with the offer. The applicant can immediately accept the offer by using the detachable slip and give this in to Admissions. This should be encouraged where the applicant is confident of wanting a place on the course.

The applicant will also receive an applicant guide; detailing the Admissions process and the next steps after the Admission Event including the 'Hello College' keep warm event.

Admissions will send a follow up formal email offer to all 16-18 applicants who have received an offer on a Study Programme.

3.20 Higher Education (HE), Professional studies and Access to Higher Education applicants at Admissions Event

From application being processed the applicant will be contacted within 7 days, with either an immediate offer or an invite to an Admissions interview/audition where the Tutor will confirm to the applicant the outcome. The Tutor will confirm to the applicants that they have received an offer. The Faculty Administrator will send out a summary offer letter within one week of the offer being made, if successful.

The Admissions Team follow up and send out formal offer letters within 7 days of the offer being made. If an applicant has applied for a full time Higher Education course and has been made a conditional offer and has not applied through UCAS the College will send out information on applying through UCAS, or in the case of an unconditional offer, the College will send out a Record of Prior Attainment (RPA) form from UCAS to complete and return. The formal offer letter will also include a leaflet about funding a Higher Education course.

If unsuccessful, the Tutor should advise the applicant of the reason why they have been unsuccessful and immediately refer them to Admissions; informing Admissions of the referral reason so this information can be logged in case of appeal and passed onto the Advice and Guidance team. The formal offer letter will also include a leaflet about funding a Higher Education course. A formal letter will be sent out to the applicant with 5 working days telling them they have been rejected and details of the appeal process.

3.20.1 Additional actions for Higher Education applications

The Admissions Team update the UCAS website with the outcomes for all applications. This generates the applicant's correspondence from UCAS, which the learner can track via their online account.

Any application received through clearing will be fast tracked; the Tutor will review their application and make then an immediate offer or invite them in for an audition/interview within two weeks. This information will be updated on the UCAS website within three days of the offer.

3.20.2 Apprenticeship Applicants at Admission Events

The Admissions process for Apprenticeships vary, this depends whether the learner has a work placement or if they are applying for a job vacancy through the college or whether they are interested and applying for an Apprenticeship programme.

3.20.3 Employed Apprentices

If the applicant already has an employer, the application will be forwarded to the relevant training officer and the appropriate Apprenticeship Manager will be copied in. The training officer will contact the applicant within three working days. The Apprenticeship Recruitment Team will undertake a workplace visit, a discussion will take place between the applicant, the employer and the Training Officer to establish whether the range of work is available to ensure that the apprentice can achieve. Existing maths and English skill levels will also be assessed at this meeting.

3.20.4 Applicants applying for an Apprenticeship Vacancy

If an applicant applies for an Apprenticeship job vacancy advertised by the College, an informal screening will take place by the Administration Team; if suitable the applicant will be invited to a one to one interview with a Training Officer in the appropriate area. Interviews are held every week. The Training Officer will short list applicants according to the job descriptions and specifications set by the employer as well as the Apprenticeship framework/standard entry criteria.

Any applicants not suitable at the screening process will be referred to Advice and Guidance.

If the applicant's CV is not up to standard, the Employer Engagement Team will provide them with a template and a CV guide.

If an applicant is not placed with an employer after three interviews, they will be referred to Elaine from C & K Careers to assess any areas for development, or more suitable pathways to their chosen career.

3.20.5 Applicants applying for an Apprenticeship Programme

If an applicant enquires or applies for an Apprenticeship programme and they are not working in the sector, and they have not applied for a job vacancy they will be invited to a monthly Admissions Event. At this event they will be given a short presentation by Learner Services, a Training Officer and a current apprentice.

The guidance talk will be delivered by Learner Services regarding:

- Career pathways and progression
- Pastoral support available
- Additional Learner Support

The Training Officer will give a presentation about what an Apprenticeship involves; the current apprentice will present a realistic view of what being an apprentice entails.

After the talk the applicants will be spoken to in a group by a Training Officer for the subject area they are interested in. If an applicant is available for work, and has got a current CV, the Training Officer will actively encourage the applicant to register with the Find an Apprenticeship Service and the Indeed website and apply for relevant vacancies.

Unsuccessful candidates will be referred for advice and guidance to consider full time course opportunities.

3.20.6 Applicants still in Education

If the applicant is not available for work and is still in education, the applicant will be 'kept warm' throughout the academic year, they will be invited to events such as the National Apprenticeship Week and also an employer engagement event in the summer.

3.20.7 Following the Admissions event

Training Officers update the Admissions Team with the outcomes for all applicants who were expected to attend the Admissions Event. They should provide the update on the list of invited applicants previously provided by the Admissions Team. This should be achieved within two working days of the event, with a referral reason if this was the outcome.

The Admissions Team update EBS and apply for any references requested by the Training Officer.

3.20.8 Did not attend applicants

The Admissions Team text any applicant who did not attend their appointment at the Admissions Event; with options to rearrange. A follow up phone call will be made to applicants who did not attend to find out the reason for their non-attendance. Alongside this an email will be sent by Admissions. This information is then recorded on a spreadsheet and followed up by Admissions with either a re-arranged appointment to attend an event or a letter if phone contact can't be made. If an applicant does not contact us within three months of making the application, we will withdraw their application from the system. A one off further contact will be made to inform them of the main enrolment dates.

3.21 'Keep Warm' Activities

The College aims to convert as many offers into enrolments as possible. As some offers are made a considerable time before the start date of the course, each curriculum area carries out activities during the year to keep the applicants engaged with Calderdale College.

The Marketing Team will issue a series of communications to all applicants making use of e-newsletters and social media. These e-newsletters will be issued termly and curriculum departments should inform Marketing of any good news stories, case studies or events to be included.

Marketing will liaise with curriculum areas and aim to make potential learners feel like they are part of the College and ready to commence their programme of study.

Examples of 'keep warm' activities include: -

- Invited to attend College events including performances, exhibitions, shows etc.

- Brought in for demonstrations of new techniques, equipment, facilities
- Engage in practical activities where they will meet other potential learners on the course

In early July there will be a College wide 'Hello College' event for all potential learners organised by the Admissions Team for potential learners and Apprentices to meet other applicants, to find out about course and college life from student ambassadors, and have a further taster/lesson in their subject area.

3.22 Satisfaction Survey

All applicants who are invited to Hello College will be sent a text with a feedback questionnaire. Any applicants not invited to 'Hello College' will be sent a text questionnaire to complete.

3.23 Advanced Learning Loans

The Admissions Team will review EBS to determine which courses attract an Advanced Learning Loan. All qualifying applicants who have received offers on these courses will be issued with information of the Advanced Learning Loan scheme. Letters will be issued by the Admissions Team to applicants aged 24+ at the start of their course. Those applicants aged 19-23 will need a funding eligibility assessment from the Advice and Guidance team to first assess for grant funding opportunities before an Advanced Learning Loan letter is given.

3.24 Enrolment

When the course file for the next academic year is uploaded to EBS, the Admissions Team provide enrolment appointments to all applicants who have received offers. If the applicant has a conditional offer, they will be asked to bring in proof that the condition(s) have been met. Details of financial support and/or details of fee remission will be included in this letter where appropriate and is available to applicants at main enrolment.

3.24.1 Enrolment Appointment

During the enrolment appointment, the Admissions Team will carry out the following:

- Complete the enrolment form (if outside the main enrolment period)
- At the main enrolment the curriculum staff will complete the enrolment form and enrol the learner.
- Check that any conditions of the offer are satisfied and take copies of evidence where appropriate; The majority of offers are standard conditions, if the offer is a non-standard offer the Tutors (under qualifications on entry rulings) will inform Admissions who will record this in EBS notes for audit purposes.
- Inform 19+ applicants that they require a funding eligibility assessment; referring them to Advice & Guidance prior to enrolment.
- Issue applicants with copies of the course timetable; in cases where the timetable is already in place for early enrollers. If no timetable is in place, the student will be informed of their timetable nearer the course start date by the curriculum office.
- Refer the applicant to the Enrolment Team who will enrol them onto the course and issue their learner ID card and a learning agreement.

3.24.2 Right to Refuse Admission

The College has a duty of care to all learners and staff. It therefore reserves the right to carry out a risk assessment on any applicant where there is reasonable evidence that there could be a potential risk to other members of the College community. The details

of any applicant falling into this category should be passed to the Advice & Guidance team, Safeguarding Coordinator or Safeguarding Officer.

The relevant member of staff will carry out a risk assessment to identify what additional support could be provided to the applicant to enable them to attend College and successfully complete their programme of study. In some cases, it may be that the College cannot provide the appropriate level of study/support. In these cases, the College reserves the right to refuse admission.

The application process requires applicants to disclose [relevant unspent criminal convictions](#) at enrolment. The Safeguarding team will investigate the nature of the criminal convictions in a confidential manner to assess any risk and supportive measures that may require to be applied whilst on course and advise the overall outcome to the individual concerned.

The Additional Learning Support Manager is ultimately responsible for ensuring that the College is able to make reasonable adjustments for learners with learning difficulties and disabilities. In exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available, detailed records must be kept.

The following list provides some further examples of where the College may refuse admission. This list is neither exhaustive nor exclusive: -

- Previously been excluded from Calderdale College or another education institution, and there is no information to show that the personal situation has changed;
- Outstanding debts with the College;
- A Disclosure & Barring Service (DBS) enhanced check will be carried out for learners enrolling on a course where this is necessary to be carried out. Certain convictions may lead to refusal for these courses, where a placement is required and/or the type of conviction would not enable the applicant to progress in any career-related field.
- • Unspent convictions where risk to the wider college population or the applicant is identified following an assessment
- • Safeguarding and/or PREVENT risk that is not able to be supported with reasonable adjustments as is identified following an assessment

Where learners are refused admission to the College, the Advice and Guidance team will provide support to enable the applicant to find more appropriate learning opportunities/environments and will automatically refer to CK Careers for 16-19 applicants (16-25 if they have Special Educational Needs with an Education and Health Care Plan).

3.24.3 Appeals

Learners have the right to appeal against application outcomes. Appeals must be made in writing to the Assistant Principal – Quality & Learner Services within 10 working days of the notification of the outcome.

4 MONITORING

5 RELATED POLICIES/PROCEDURES/DOCUMENTS

6 POLICY REVIEW

Change(s) Made		Reason for Change			
3.4 Change of wording to <i>underpinning legislation</i> in place of Data Protection Act 2018		To mitigate having to make minor policy amendments for any name changes in specific legislation			
3.18 Inclusion of HE, Access & Professional specific information regarding admission events		To clarify the differences in admissions for HE, Access & Professional admissions processes			
3.20 Time scales and related actions for successful and unsuccessful HE applicants		To clarify the differences in admissions for HE, Access & Professional admissions processes			
3.2.24 Added detail relating to declaration of criminal convictions		To provide information as to how criminal convictions may impact upon course admission			
Review Date	Reviewed by:	Initial Approval by:	Final Approval by:	Next Review Date:	Review Period
Oct 2019	Natalie Smith		Policies and Procedures Committee	Oct 2020	1 Year

7 EQUALITY IMPACT ASSESSMENT

First Assessment Conducted by:	Date:	Final/Approved Assessment Conducted by:	Date:
Chris Eckersley	04/04/2019	Jamie Leahy	18/10/2019

8 PUBLICATION

Audience:	Published:
Staff	Staff Intranet
Students	Moodle