

Hadlow College Further Education Admissions Policy 2018/19

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1.0 Scope of the Policy

The Admissions Policy applies to all applicants for further education courses at Hadlow College

2.0 Principals of the Policy

2.1 Widening Participation

Hadlow College is committed to increasing and widening participation in education and training. Applications to attend Hadlow courses are actively encouraged from all interested individuals in the local community and beyond.

2.2 Advice and Guidance

Hadlow College is committed to providing impartial advice and guidance in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The College is committed to the right student for the right course at the right time.

2.3 Confidentiality

Hadlow College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998, GDPR Regulations and in line with its own separate policies on Data Protection. Confidentiality of the process is also closely linked to the College's policy on Safeguarding of students and staff.

2.4 Equality of Opportunity

The College is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality, citizenship, ethnic or national origin.

Hadlow College will actively combat discrimination in all its forms, by implementing effective policies and empowering staff and students to take appropriate action.

The College is committed to ensuring that any individual with learning difficulties or disabilities are treated fairly. All reasonable adjustments to provision will be made to ensure that any individual with a learning difficulty or disability are not substantially disadvantaged. The College actively works to extend the diversity of its student population through the development of an inclusive learning environment.

2.5 Quality

The quality and effectiveness of the admissions policy is monitored and evaluated during the year. The College is accredited through Investors in Careers for the provision of information advice and guidance to all students. Compliance with the admissions policy is monitored through learner feedback and through other internal audit systems, including curriculum health checks and QDP surveys / Questback Surveys.

2.6 Entry Requirements

Hadlow College welcomes applications from all sectors of the community and the College's recruitment process is underpinned by the philosophy of the right students on the right course. Prospective students are selected not only by their formal qualifications, but also their experience, motivation and interest in the course are taken into account.

The entry requirements published in the prospectus annually are standard entry requirements which are used as a guide to suitability. English, maths and digital skills at an appropriate level are required where it is a condition of study. This includes 16-18 Study Programmes and all Apprenticeship Frameworks and Standards.

Adults returning to education are welcome to apply to most College courses. The College may consider previous experience and training as an alternative to formal qualifications.

For international students, their overseas qualifications should be equivalent to the UK requirements. In addition, Hadlow College is a sponsoring organisation linked to the UK Visas and Immigration and all international student will have to satisfy the requirements of the UK Government for studying in the UK as well as meeting the entry requirements of the College in terms of qualifications and/or experience.

2.7 Admission to FE Programmes on Recognition of Prior Learning (RPL)

Acceptance of prior learning for credit purposes is at the discretion of Hadlow College but is determined by the awarding body guidelines.

3.0 Admissions Procedures

3.1 Full Time Courses

The College has the following admissions procedures for full time courses to ensure that applicants are matched to the most appropriate courses.

The admission offer will be based on the outcome of the following activities and information:

- Interview and Assessment (if applicable – e.g. in equine)
- Previous Qualifications / experience
- References (where appropriate)

Initial Assessment indicating levels of literacy and numeracy will take place during “Get To Know Hadlow” sessions and will be used to determine the level of study if qualifications on entry are not achieved in line with entry requirements. This is in line with national policy and will be applied against 16 - 18 Study Programmes and Apprenticeships where it is a compulsory component of the whole.

Applicants receive an offer in writing which is either conditional on pending examination results, or unconditional.

Where applicants receive an offer conditional upon obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis but a place is offered at the discretion of the Head of Faculty for the relevant curriculum area.

If the College is unable to offer a place on the applicant’s chosen course, the College will try to make an offer on a similar course at the appropriate level which matches the applicant’s experience, qualifications, abilities and interests. This may result in occasionally the applicant being recommended an alternative course at other college or educational institution.

3.2 Part Time Courses

Some part time courses do not require an interview or assessment and applicants can apply in person, by post or online.

Some courses have specific entry requirements and these, together with the method of enrolment, are published in the part time prospectus.

4.0 Recruitment Process 4.1 Information, Advice and Guidance

The Admissions Team responds to all initial enquiries regarding the College's offer. If applicants are unsure about which course to study or progression routes they can access individual course guidance with the Investors in Careers accredited team, who offer impartial advice.

The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties / disabilities are contacted to arrange an interview with a specialist from the learning support team to discuss needs and agree the support required.

Where candidates with learning difficulties / disabilities apply to specialist supported courses the College will assess additional support needs as part of their interview process.

In a small number of cases, the College may decide that a risk assessment would need to be carried out to ensure the safety of the student and assess any implications on other students. The College ensures that there is adequate adjustment and provision for students with disabilities / additional needs. If in exceptional circumstances the College is unable to offer appropriate adjustments and/ or provision to meet a prospective student's disabilities / additional needs, every effort will be made to refer to other more appropriate educational provision.

4.2 Interview Process

The College's Interview Teams provide impartial information on all full-time courses.

The interviewer will explain the options available to match the applicant's interests, including apprenticeships where appropriate. The interview is an opportunity for applicants to discuss their options before making a decision.

The following is discussed during the interview or assessment process

- Fees and Funding information
- Student Support Services including information about Learning Support, LRC, Enrichment Activities, Counselling, Welfare, Careers Hub, Childcare Provision and Financial support
- Course Information, including information about course details, tutorials, assessment, attendance, placements and materials, course trips, progression routes and career opportunities
- General College Information – facilities, Student Council

All full time courses are given the opportunity to attend Taster Days as part of the recruitment process to support a successful student / course match, but this is not a compulsory part of the process.

4.3 Keeping Warm Activities

Between the application/ interview and the enrolment date, all applicants are encouraged to attend lambing weekend, open days and Get to Know Hadlow and are communicated with regularly by the College. Applicants are sent a variety of different information packs during the period before enrolment containing relevant information on their course.

4.4 Enrolment

All full time students are required to enrol in person. Learning agreements for these students will be produced and signed at enrolment and all student personal and confidential information will be checked, including Unique Learner Number (ULN). ID cards will also be provided at this time.

All returning students re-enrol by post. ID cards are issued to course tutors to be issued at the first class.

Part time students can enrol in person, or on their first day of attendance. ID cards will then be issued on the day/evening that the course starts.

Apprenticeships students are required to enrol in person. Learning agreements for these students will be produced and signed at enrolment and all student personal and confidential information will be checked, including Unique Learner Number (ULN). ID cards will also be provided at this time together with a timetable of English, maths, digital skills and college attendance if required.

4.5 Late Enrolment

Late enrollers will be allocated a Recruitment Officer who is responsible for ensuring that all administrative procedures are completed on a 1-1 basis.

All late enrollers are highlighted to the Personal Tutor and the Student Support Officer as learners who are at risk of early withdrawal, to ensure that extra tutorial sessions or support is provided. Additional induction sessions for late enrollers will also take place to ensure that these learners receive a consistent and comprehensive induction.

4.6 Learners Aged Under 16

Full-time applicants who are under 16 can occasionally access provision at College. These applicants are referred to the Admissions and Progression Manager, who will ensure that funding is available to support learning, before an interview can be arranged. Admission is normally subject to funding and qualifications.

5.0 Specific Admission Procedures

5.1 DBS checks

As a safeguarding measure, the College reserves the right to carry out a DBS check on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission to College.

5.2 Unspent Criminal Convictions

Where an applicant has a criminal conviction, the College will refer all applicants to the Group Vice Principal Student Support Service for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a college course.

The College reserves the right to refuse admission to applicants who after the risk assessment process are viewed as unsuitable.

5.3 Conditional Entry

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Head of Faculty relevant to the curriculum area.

5.4 Admission of Students previously excluded from Hadlow College

Students who have been previously excluded from the College must have evidence that they have addressed the issues leading to their exclusion and may be admitted subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Head of Faculty relevant to the curriculum area.

5.5 Admissions of Students with Unsatisfactory References

The College reserves the right to request references and / or school reports for all applicants. Unsatisfactory references will be reviewed by the relevant Head of Faculty for the curriculum. A decision to admit an applicant under these circumstances will be at the discretion of the Head of Faculty. Applicants who have been previously excluded for any other educational institution may be required to attend an additional interview to allow the College to access any additional needs.

5.6 Admissions of Students who have previously enrolled, but have withdrawn early or not completed

The College reserves the right not to admit an applicant who previously attended the College, but failed to make sufficient effort towards successfully completing their studies.

5.7 Cancellation of Courses

Where insufficient numbers have applied for a course it may be necessary for the College to close or cancel courses. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled. In the case of cancellation any fees paid will be refunded.

5.8 Safeguarding Staff and Students

The College has a duty of care to students and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

5.9 Applications from Debtors

The College reserves the right to refuse admission to an applicant who has outstanding debts to the College.

6.0 Linked Policies

Data Protection and Confidentiality



All students' personal data is held securely Information can be shared with the applicant's consent, in conjunction with the College's policies on Data Protection and Confidentiality.

This policy cross references the following documents:

- The Complaints Procedure
- The Equality, Diversity and Inclusion Policy
- Hadlow College Student Charter
- Data Protection Policy
- Confidentiality Policy
- Criminal Conviction Disclosure Policy

7.0 Admissions Process Appeals

In the event of an applicant disputing a decision not to admit them to the College, the applicant may appeal in writing, in conjunction with the College's Complaints Procedures.