

# UXBRIDGE COLLEGE

## ADMISSIONS POLICY

<b>Subject:</b>	Admissions Policy
<b>Origination Date:</b>	September 2004
<b>Last approved:</b>	October 2017
<b>Effective date:</b>	October 2017
<b>Person responsible:</b>	Principal
<b>Approved by:</b>	SLT
<b>For action by:</b>	Admission Staff
<b>For information to:</b>	All Staff and Applicants

**POLICY NO. S15/17**

This admissions policy lays out the criteria for admission to all courses at Uxbridge College.

### 1. Admissions Criteria

The Admissions criteria is therefore based on the following criteria:

- 1.1 That applicants are able to demonstrate that they:
  - Meet the entry qualifications requirement and course criteria and are able to benefit from the course
  - Meet the College's standards for behaviour
  - Are committed to completing and achieving their qualifications
  - Are committed to full participation in their agreed Study Programme, in the case of FT 16-18 year olds, and in particular with respect to any English or mathematics qualifications that may be included as a mandatory element
- 1.2 The Admission of applicants will also be dependent on the applicant meeting the College's target priority groups as specified in our SFA/EFA contracts.
- 1.3 Admission will be determined by:
  - a) Availability of Resources
  - b) Health and Safety issues.

### 2. Qualifications and Course Criteria

- 2.1 The applicant must demonstrate that they:
  - have the required qualifications
  - meet other specific course related criteria as detailed in the fact sheet
- 2.2 Prior qualifications are not in themselves the only basis for acceptance onto a course. In addition the interviewer will look for:
  - personal considerations
  - ability to succeed
  - determination
  - potential

- 2.3 Where qualification evidence is not appropriate due to individual circumstances then the College will use other mechanisms to assess the students' ability to succeed (e.g. tests/interviews)
- 2.4 The College will seek to ensure that all students are given good guidance on the appropriateness of their chosen route, which will include:
- (i) vocational/academic aptitude,
  - (ii) likelihood of success and behavioural/attendance factors.
- 2.4 The judgements about capability are professional in nature. Admissions tutors will take account of all factors when making professional judgements about the applicant's likelihood of eventual success.

### **3. Behaviour**

- 3.1 The College reserves the right to refuse admission to any applicant either internal or external who does not meet or in our judgement is unlikely to meet, the College Standards as detailed in the College policies and Code of Conduct for behaviour
- 3.2 A judgement about each applicant's suitability will draw on evidence from:
- Reviews of behavioural record including any previous disciplinary actions
  - Previous attendance record
  - Previous records of completion of work to deadlines
  - Adherence to Code of Conduct
  - Unspent criminal convictions
- 3.3 Should a student's circumstances change regarding any of the above either during the enrolment process or after a student has enrolled then it is the duty of the student to inform the College of these changes
- 3.4 The College has a diverse student body and we will endeavour to satisfy itself that the student will have a positive influence on other students within the College environment, this includes a commitment to upholding all College policies.
- 3.5 Any breach of standards either before or at admissions/enrolment may lead to the applicant being refused admission.
- 3.6 For external applicants, written references may be requested and further information sought from previous institutions (e.g. employers, Colleges, schools) in order to confirm the applicant's previous behavioural academic/employment record.
- 3.7 Students are asked to declare any unspent criminal convictions at enrolment. This is part of the College's duty to provide a duty of care to all staff and students. The declaration of prior convictions allows the College to review the suitability of admission on an individual basis. If a student does not declare unspent convictions at enrolment and subsequently enrolls, the College reserves the right to review this, and may withdraw the student at any time, if appropriate.
- 3.8 The College reserves the right to review all enrolled students and may decide to withdraw a student due to exceptional circumstances, such as new information becoming available regarding the student.

### **4. Public Funding for Priority Groups**

- 4.1 In line with current government policy, priority for admission to courses and therefore access to public funding will be given to 16-18 year-old students and adults with basic skills needs and those adults specified as a priority in the annual government statement that accompanies the Colleges adult allocation.
- 4.2 Applicants in non-priority areas, or when target numbers have been reached in priority areas, may be required to pay up to the full cost of courses (see Fees Policy).
- 4.3 The College reserve the right to apply its professional judgements in determining which individuals or courses meet priority needs.

- 4.4 The College does not admit Students under age 16 on 31<sup>st</sup> August on to full time courses. The only exceptions to this are: Students with GCSE grades that would allow them to progress directly onto a level 3 programme; ESOL students funded by local authority and home schooled children enrolling on a GCSE programme subject to the usual entry criteria in this policy.

## **5 Resources**

- 5.1 The College is committed to meeting needs, including making provision which meets all statutory requirements.
- 5.2 The College will make every effort to identify resources to meet needs; however, the College reserves the right to refuse entry to any applicant where there are insufficient resources to meet needs e.g. lack of public/private funding – technical workshop space, staffing.
- 5.3 The College will reasonably meet the needs of students with special educational needs or disabilities in accordance with the Equality Act 2010 and with respect to the SEND legislation which was effective from September 2014.

## **6. Health and Safety**

- 6.1 The College reserves the right to refuse entry where health and safety issues may be compromised as a result of admission.
- 6.3 The College reserves the right to review student admission
- 6.2 All applicants are entitled to receive fair and impartial guidance. A specialist team of guidance advisers will provide in depth advice in addition to Admissions tutors.
- 6.3 The College does not normally take responsibility for administering prescription medication to students who require assistance as the College does not employ medically qualified staff for this purpose. Students over the age of 16 can self-administer prescription medication as required. Exceptions to this are outlined in the College's Personal Care and Administering Medicines Policy.

## **7. Refusal to Admit**

- 7.1 If refused admission, all applicants have the right of appeal to the Principal or her designated senior manager(s).
- 7.2 Applicants wishing to appeal an Admissions decision should write to the Principal within 5 working days of being notified that their application to the College has not been successful.
- 7.3 Applicants will have their appeal request acknowledged within 3 working days.
- 7.4 Applicants will be informed in writing within 7 working days of the outcome of their appeal.
- 7.5 Previously excluded students who are not permanently excluded may write to seek a review of their admission by application to the Principal who will respond in writing to their request.
- 7.6 Permanently excluded students have no right of review.

## **8. Other relevant policies:**

- i) Fees Policy
- ii) Equality and Diversity Policy
- iii) Single Equality Scheme
- iv) Statement on Religious Diversity