



# FE ADMISSIONS POLICY

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<b>Audience:</b>	Students, Staff and Governors
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<b>Document owner:</b>	Vice Principal, Recruitment & Communications
<b>Equality impact assessment:</b>	Completed
<b>Student friendly:</b>	Yes

## Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1		08/01/2020	
2	Revision	01/05/2020	
3	Revision	01/10/2021	Annual update
4	Revision	07/11/2022	Annual update
5	Revision	01/08/2023	Annual update

## Monitoring and review

This policy will be reviewed by the Senior Leadership Team every year.

# FE Admissions Policy

## Purpose of the Policy

The College's Further Education Admissions Policy and Procedures adheres to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support staff involved at all levels of recruitment and selection of students to ensure that those admitted are competent to succeed in their chosen course.

The College will:

- Provide effective, accurate information, advice and guidance (IAG) on educational and training opportunities.
- Provide accurate and up to date information on employment opportunities available following programme achievement.
- Make suitable arrangements for admitting students to their chosen course / programme.
- Ensure that all students are enrolled on appropriate programmes of study, which are compatible with their abilities and aspirations.
- Ensure the selection procedures are followed fairly, courteously, consistently and swiftly.
- Ensure that the admissions criteria allow for widening participation by those sectors which are currently under-represented within the College's Further Education cohort.
- Ensure effective information and advice is given to applicants about the availability of sources of funding and other forms of support to assist the student to successfully complete their course of study.
- Ensure that all students admitted to the College are done so ensuring we meet conditions that are legislative, compliant and within the rules of funding agencies and other statutory bodies.
- Ensure that students with a Disability Statement have their support requirements assessed.
- Use our student data for the purposes of monitoring equal opportunities.
- Provide appropriate staff development for all staff involved in the admissions process.
- Not retain data outside of the purposes it is intended for in line with General Data Protection Regulation (GDPR) regulations.
- Support any student to dispute or appeal against an admissions decision using the colleges complaints or appeals policy.

## Related Policies:

- Disclosure and Barring Service Policy Disclosure (DBS) Policy.
- Data Protection (GDPR) Policy.
- FE Fees Policy.
- Complaints Policy.
- Appeals Policy.

## Related Procedures and Guidelines:

- Further Education Admissions Procedures.