



# HE ADMISSIONS POLICY

<b>Document title:</b>	HE Admissions Policy
<b>Audience:</b>	Students, Staff, Governors
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<b>Approved by:</b>	Quality & Standards Committee
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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		08/04/2020	
2		24/11/2021	Annual update includes additional reference to the need to adjust to meet student needs in line with the College Access & Participation plan
3		07/11/2022	Annual update
4		01/08/2023	Annual update
5		01/11/2024	Annual update

## Monitoring and review

This policy will be reviewed by the Senior Leadership Team and Q&S Committee every year.

# HE Admissions Policy

## Purpose of the Policy

The College's Higher Education (HE) Admissions Policy 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 aims to provide fair and equitable access to all prospective students who have the potential to benefit from and contribute to academic life at the College. In order to do so, the college will at times need to demonstrate a flexible approach and, where appropriate, adjust for individual applicants. This includes, but is not limited to, the widening access interventions outlined in the College Access and Participation Plan.

## The College will:

- Provide effective, accurate information, advice and guidance (IAG) on educational and training opportunities.
- Make suitable arrangements for admitting students to their chosen course / programme.
- Ensure that the college programmes are accessible to all students who can demonstrate the potential to succeed, including those from non-traditional pathways (subject to PSRB requirements)
- Ensure the selection procedures are followed fairly, courteously, consistently and swiftly.
- Ensure that the entry requirements are appropriate to the programme of study.
- Ensure that the admissions criteria allow for widening participation by those sectors which are currently under represented within the College's Higher Education cohort.
- Be aligned to the College's Access and Participation Plan
- Ensure that all students are enrolled on appropriate programmes of study which are compatible with their abilities and aspirations.
- Publish regular statistical reports to ensure transparency of process and maximise conversion.
- Provide appropriate staff development for all staff involved in the admissions process.
- 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 all our student data for the purposes of monitoring equal opportunities.
- Not retain data outside of the purposes it is intended for in line with General Data Protection Regulations (GDPR).

## Linked policies

Disclosure and Barring Service Policy Disclosure (DBS) Policy.

Data Protection (GDPR) Policy.

HE Fees Policy.

Complaints Policy.

Admission to Higher Education Appeals Policy.

## Linked procedures

Higher Education Admissions Procedures.