

## Adult Admissions Policy Statement

### Aim

Admissions is the start of the learner journey at Halesowen College. We value each individual applicant and aim to ensure that each learner progresses onto an educational/training pathway that best suits their needs/abilities and aspirations regardless of ethnicity, gender, disability or other protected characteristics.

The College has statutory obligations for learners with an Educational, Health and Care Plan (EHCP) as specified in the Children & Families Act 2014 (refer to SEND Policy). Adults aged 19-24 with an EHCP should refer to the admissions policy statement for Study Programme

Halesowen College aims to enrol learners onto a course where they will succeed and progress with their education or gain employment.

### Objectives

1. For applicants to have a positive experience of College through first class, highly responsive admissions service.
2. To ensure that applicants receive impartial and effective advice and guidance.
3. To ensure that applicants are placed on the most appropriate course suited to their needs, abilities and aspirations.
4. Adhere to all statutory responsibilities.

### Fees

Students may be required to pay tuition fees (refer to Tuition Fee Policy). There is also a refund policy which adult students should refer to in the event that they cannot continue with their course.

### Availability of Places

It may be necessary for the College to cease to accept applications for courses which have reached capacity. In such circumstances a waiting list will be maintained, suitable alternative courses may also be offered.

Reviewed/Approved	By	Date
Updated by	Jacquie Carman	
Approved at		
Review date		