

Admissions Policy

1. Policy Statement

Halesowen College is committed to a fair and transparent admissions policy for all prospective learners.

2. This Admissions Policy applies to all students applying to do a further education study programme at Halesowen College.

3. Statement of Key Principles

3.1. Advice and Guidance

Halesowen 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 fair access and encourages applications from all who are able to demonstrate their ability to meet the entry criteria for a course which is relevant to their career pathway.

3.2. Confidentiality

Halesowen College is committed to ensuring confidentiality during the admissions process to comply with the Data Protection Act 1988 and GDPR Regulation and in line with the College's Data Protection policy.

3.3. Equality and Diversity

Halesowen College is committed to the promotion of equality of opportunity in all of its activities and to encouraging access from all groups. The College is committed to creating an environment in which diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination.

The College will ensure that the admissions process is open and transparent and that no individual or group receives less favourable treatment by virtue of any protected characteristic

The College takes its legal and moral obligations, with respect to equality of opportunity, seriously and "inclusion" is a College value.

- 3.4. Reasonable adjustments will be made to enable applicants with disabilities, learning difficulties and/or medical conditions to access programmes of study

3.5. Entry Requirements

The College welcomes applications from all sectors of the community and the College's recruitment process is based upon the philosophy of the right students on the right course. Prospective students are selected not only by formal qualifications, but also experience, motivation and interest in the course are taken into account. Entry requirements on the website and in the prospectus are used as a guide to suitability.

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 students with overseas qualifications, these should be equivalent to the UK requirements.

- 3.6. Entry requirements are outlined on the College website and in the College prospectuses. If an applicant fails to meet the entry requirements the College reserves the right to decline an offer of a place
- 3.7. All applications to the College will be treated confidentially and personal information will be handled in line with legislative requirements.

4. Admissions Procedures

4.1. Full Time Courses

The College has the following procedures for full time courses to ensure that applicants are accepted on to the most appropriate course/s.

In most cases admission offers will be made on a conditional basis dependent on examination outcomes and/or one of the more of the following:

- Interview
- Assessment / Audition (where appropriate)
- Previous qualifications / experience
- Predicted grades
- References (where appropriate)

Initial assessment indicating levels of literacy and numeracy may take place at the time of enrolment for specific courses and may be used to determine the level of study if qualifications on entry are not achieved in line with entry requirements.

Applicants receive an offer which is either conditional or pending examination results or unconditional where entry requirements have already been met.

Where applicants receive an offer conditional upon obtaining specific level of qualification, and fail to meet that level, then an alternative course will endeavour to be offered.

4.2. Part Time Courses

Many part time courses do not usually require an interview or assessment. Where courses have specific entry requirements these are published on the college website.

4.3. Higher Education Admissions

Refer to HE Admissions Policy

4.4. Apprenticeships ???

5. Recruitment Process

- 5.1. Information, Advice and Guidance. If applicants are unsure or undecided about which course to study or progression pathways they can access individual careers guidance appointments for impartial advice and guidance.

The College welcomes applications from students with EHCP/high 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 assessment and interview process.

For courses that are over-subscribed or cancelled, applicants will be notified and offered an alternative programme where available or offered the opportunity to be entered onto a course waiting list.

5.2. The Interview Process

Where it is deemed necessary an interview will take place.

Where applicants are invited to an interview the purpose is designed to:

- Enable interviewing staff to decide on an applicant's ability to complete the course successfully, establish their motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
- Enable prospective students to gain an understanding of the course they are interested in and to form a view on how it will meet their requirements.
- Enable staff to provide more detailed information about the course and facilities.
- Enable learning support staff to assess additional support requirements.

Interviews are designed to be a two-way process and applicants are encouraged to ask questions.

It is the College's intention to keep interviews to a minimum and only ask candidates for a second interview if necessary. If applicants decide to choose another course after initial interview, a further interview may be required particularly if it is in a different subject area.

Interviews can be conducted remotely via telephone/TEAMS or face-to-face. Applicants and Parent/guardians will be advised through the JOURNEY system.

Following an interview, staff will make one of the following recommendations:

- Offer an unconditional place.
- Offer a conditional place.
- Offer an alternative course.
- Refer for a fitness to study meeting.
- Refer to Safeguarding panel (where a previous conviction is declared).
- Unable to make an offer – refer to Careers Team.

The submission of an application does not guarantee a place on any course of study.

Application and enrolment will take place via Journey (the online enrolment system) and face-to-face depending on the nature of the enrolment. ID cards will normally be issued to enrolled students following the completion of the enrolment process. Part time students should enrol prior to the start of the course and be issued with an ID card. When part time students do not enrol until their first day of attendance ID cards will be issued on a day / evening as soon as possible after the student starts their course.

4.2.1 ID cards incorporate a photograph of the student. Due regard is given to cultural and religious dress requirements. Students who wear a niqab will wear an ID card in accordance with college policy.

Special arrangements will be made – two photographs will be required, one with the niqab and one without the niqab. The one without will only be shown when requested by appropriate, approved members of staff, e.g. security, duty manager, in a private viewing area.

4.2.2 For students under 18 in gender transition an ID card in their chosen name will be available on request in addition to their ID with their legal name.

4.3 Learners Aged Under 16

See Elective Home Educated admissions policy.

5. **Specific Admissions Procedures**

5.1. Disclosure and Barring Service (DBS) Checks

As a safeguarding measure, students on courses such as Early Years and Health & Social Care will be required to undertake a DBS check. The outcome of this process may result in the withdrawal of a course offer.

5.2. Unspent Criminal Convictions

Where an applicant has a criminal conviction, the College will refer all applicants to the Principal of the College, or her representative 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.

The College reserves the right to withdraw any offer made, where an applicant has failed to disclose information or discloses at a late stage information which might influence the admissions decision making process.

5.3. Conditional Entry / Provisional Enrolment

Applicants who have a disrupted educational history, been excluded from school or behavioural problems may be offered a place subject to conditions, which will be outlined to the applicant at the time of the offer.

5.4. Admission of Students Previously Excluded from Halesowen 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 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 Principal or a senior postholder.

5.5. Admission of Students with Unsatisfactory References

The College reserves the right to request references and/or school reports for applicants. Unsatisfactory references will be reviewed by the relevant manager for the curriculum. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or her representative. Applicants who have previously been excluded from any other educational institution may be required to attend an additional interview to allow the college to ensure they can meet any additional needs.

5.6. Cancellation of a Course by the College

The College may find it necessary to close or cancel a course. 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 if the course is cancelled within three weeks of the start date.

5.7. Cancellation of an Enrolment by a Student

When cancelling an enrolment on a course by a student, refund will only be considered if the prospective student acts within the guidelines in the Fees/ Refund Policies.

5.8. Withdrawals and Refunds

Refunds are made in accordance with the relevant Refund Policy.

5.9. 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. The College reserves the right to decline admission to any applicant who has previously been excluded from another educational establishment, following careful consideration.

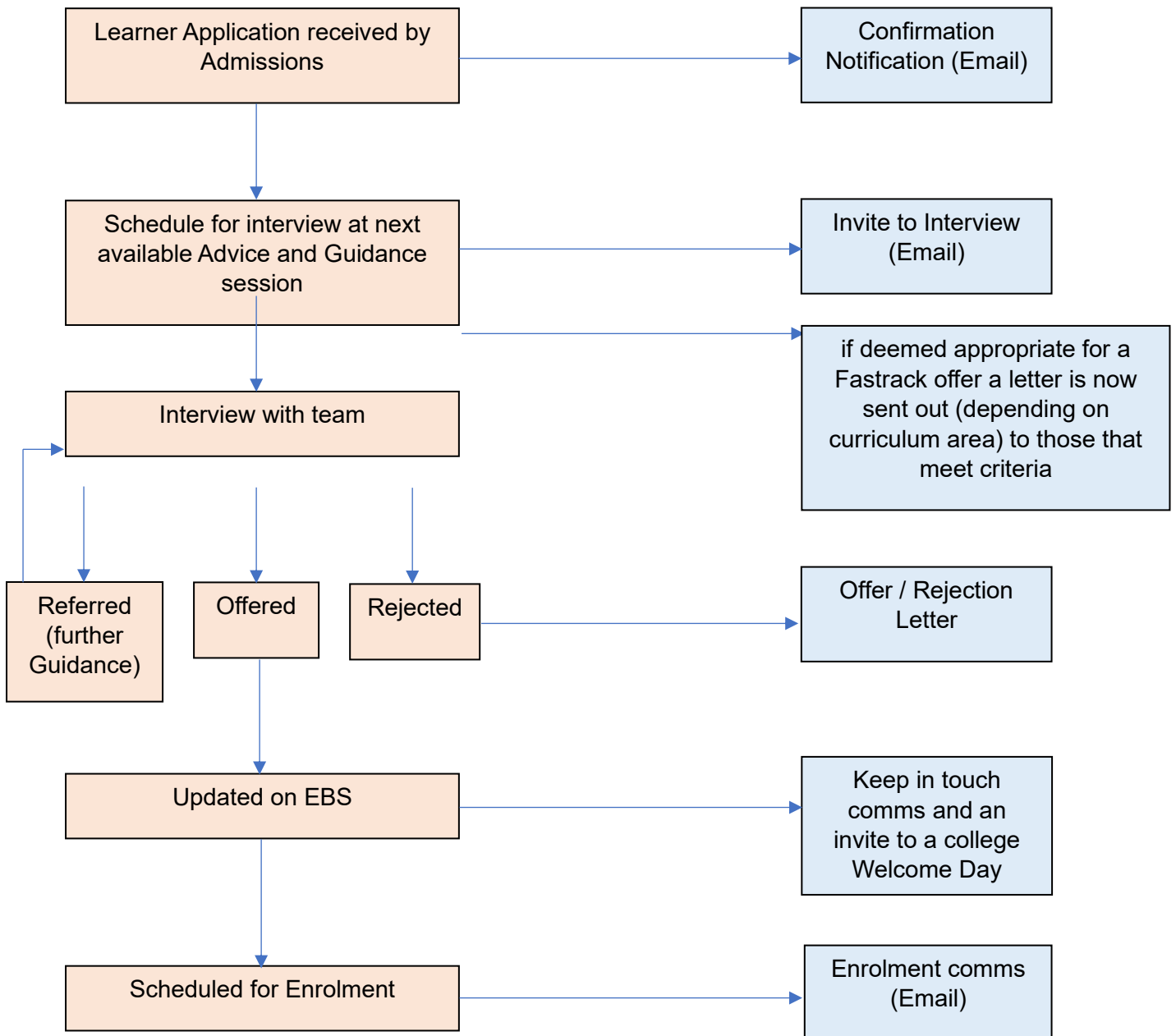
5.10. Applications from Debtors

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

6. Admissions Process Appeals

7. If an applicant is dissatisfied with the decision not to admit them onto a study programme they should write to the Principal stating the reason for their appeal, within 10 working days of the decision being communicated to them.
8. A senior post holder will respond to the appeal, in writing, within 10 working days.
9. When the appeal has been decided the outcome will be final.

Application Process and Learner Communication



Reviewed / Approved	By
Reviewed by	Jo Williams
Consulted with	
Approved	-
CLT approved	
Website	No
Policy Code	02Z