



## Northern College

### 1. Overview

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| <b>Policy Title</b>                      | <b>Residential Admissions Policy 2020/2021</b>   |
| <b>Who does the policy apply to?</b>     | This policy will outline the residential admissions for Northern College. This policy and its underpinning guidance should be read by all students, staff and governors.   |
| <b>Aims</b>                              | To provide guidance to enrolled students who wish to live residentially at the College. This process will be transparent and ensures access to, and participation in, adult learning.  |
| <b>To be read in conjunction with</b>    | Residential Procedures and Student Handbook<br>Residential Agreement<br>Admissions procedure<br>Additional Learning Support Policy<br>Equality, Diversity and Inclusion Policy   |
| <b>Further advice may be sought from</b> | Assistant Principal Student Experience<br>Head of Estates  |
| <b>Review arrangements</b>               | <p>This policy will be reviewed in line with Northern College annual review cycle.</p> <p>This policy may be reviewed outside of this cycle should operation and/or legislative guidance dictate it.</p> <p>The policy, guidance and review arrangements can be viewed on the Northern College website, staff and student inductions and within student handbook.</p> <p>Further details regarding revisions and review cycle can be found at Section 10 and 11.</p> |

### 2. Purpose

2.1 The purpose of this policy is to ensure that: -

- 2.1.1 Northern College provides an open and transparent Residential Admissions Policy.
- 2.1.2 Northern College demonstrates a commitment to equality and diversity when providing access to and accommodation within the residential facilities.
- 2.1.3 The Residential Admissions Policy places a paramount concern on safeguarding of College students, staff and visitors in relation to residency within the accommodation facilities.

### 3. Aim

- 3.1 This policy covers all residential application, admissions and occupancy across Northern College residential facilities.
- 3.2 To ensure the College will ensure a minimum standard of accommodation in line with government good practice guidance, health and safety legislation and safeguarding good practice.

3.3 To ensure accountability of all residential allocations within the context of the Adult Education Funding guidance.

#### **4. Policy**

- 4.1 All students, who are offered and accept residential facilities within Northern College enter into a legally binding agreement. Residential students are required to sign a contract to set out they accept and will abide by the requirements of the Residential Terms and Conditions prior to accepting the offer.
- 4.2 The College has the right to refuse residential applications where it has reason to believe that the student will, or may, pose a risk to themselves or other students in the residence, or where the applicant has a criminal record which cannot be mitigated via the Inclusive Risk Assessment process.
- 4.3 This policy will operate alongside the student handbook, student admissions and residential procedures.
- 4.4 The College will have robust systems to facilitate the allocation of rooms to students within residential accommodation.
- 4.5 The College will ensure that arrangements to ensure the health, safety and welfare of its residential students are in place.
- 4.6 The College will not be responsible for children staying with parents/ guardians on College premises.
- 4.8 Allocation will be made in line with any factors considered within the auspices of disability in line with the Equality act 2010.
- 4.9 Northern College will allocate residential facilities on a first come first served basis.
- 4.10 Students found to be contravening the policy or terms or conditions of the signed contract in relation to their accommodation will be subject to disciplinary procedures. Breaches may result in the termination of a residential accommodation contract.
- 4.11 All residential students must ensure they have adequate provision to house themselves during College closure periods at Christmas and Easter holidays. The College is not liable for students accommodation during these periods.
- 4.12 Northern College promotes an ethos that positively reflects its commitment to advancing equality of opportunity and celebrating diversity. Within this context the College will not tolerate any prejudicial behaviour by any member of its community and has a zero-tolerance policy to bullying and harassment.
- 4.13 All disciplinary processes and proceedings regarding the residential facilities will be dealt with in line and in accordance with the Student Disciplinary Policy.
- 4.14 The College will provide a security presence 24hrs a day, 7 days a week. Emergencies should be reported via Reception or the Security Officer on campus. The on-call duty manager may also be contacted.
- 4.15 The College reserves the right to enter accommodation without prior warning for purposes of maintenance and repair, and to inspect the room where there is suspicion of behaviour contrary to the residential expectations, such as drug or alcohol misuse.

- 4.16 The College has Zero tolerance of rude, inappropriate or offensive behaviour to staff, students and visitors. Students who present with these behaviours may be subject to disciplinary procedures or may be asked to leave the premises.
- 4.17 The College is a no smoking environment and students are not permitted to smoke in accommodation and should only smoke in designated areas.
- 4.18 Students may be required to leave campus immediately should they present with an infectious medical condition.
- 4.19 Where a student is requested to leave the campus, they will be responsible for making their own travel arrangements.

## **5. Eligibility**

To be eligible for funded residential accommodation students must be;

- 5.1 Enrolled onto an approved learning aim/qualification/course funded by Education and Skills Funding Agency (ESFA) or be in receipt of an Advanced Learner Loan from Student Finance England.
- 5.2 Where students are on an ESFA funded programme they must satisfy the appropriate criteria for residential element of hardship payments.
- 5.3 Residential hardship awards will be paid directly to the College.
- 5.4 The College will only claim residential access funding for the period that a student is resident.
- 5.5 Students **who are not eligible** for Financial Support i.e. full cost provision or who do not meet the financial support eligibility threshold will be expected to pay for accommodation costs. All monies required within the Agreement should be paid in line with College payment schedules.
- 5.6 The College will give priority (where able) to care-leavers requesting accommodation.

## **6. Monitoring, Review and Dissemination**

6.1 The policy will be reviewed annually in line with:

- ESFA guidelines and audit requirements;
- Annual budget, mid-year funding forecast and financial outturn;
- College strategic priorities and curriculum plan;
- Student feedback;
- Curriculum, Quality and Student Experience Committee approval.

6.2 Information on residential access will be disseminated via the following:

- Student enrolment and induction sessions;
- Staff induction and training events;
- Open days and IAG, interviews and enrolment;
- The College website/social media;
- College/Team Meetings.

6.3 This policy and its underpinning terms and conditions will be located on Staff net, College VLE and the College website.

## **7. Appeals and complaints**

7.1 All complaints will follow the Northern College complaints procedure.

## 8. Data Protection Act 2018 and GDPR (General Data Protection Rules)

8.1 Northern College is a data controller in terms of the Data Protection Act and GDPR. Personal information and any supporting evidence will be used by the Financial Support Service for College/audit purposes. The College has responsibility to administer public funds (financial support) in manner which is in line with government guidance and the law. In the processing of submitted forms, the College will be mindful of unlawful applications and the prevention of fraud.

## 9. Equality, Diversity and Inclusion

9.1 Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context this policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

## 10. Policy sign off and ownership details

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| <b>Document Name:</b>              | Residential Access                               |
| <b>Version Number:</b>             | 2.0  |
| <b>Effective from:</b>             | 1 <sup>st</sup> September 2021                   |
| <b>Next scheduled review date:</b> | June 2022  |
| <b>Policy owner:</b>               | Assistant Principal Student Experience           |
| <b>Approved by:</b>                | Chair Curriculum, Quality and Student Experience |

## 11. Revision history

| Version No | Effective date | Revision description/summary of changes                | Author |
|------------|----------------|--|--------|
| 1.0        | August 2020    | Significant Re-write                                   | AP-SE  |
| 2.0        | September 2021 | Minor changes to bring policies up to date for 2021/22 | AP-SE  |