



# Northern College

## 1. Overview

<b>Policy Title</b>	<b>Residential Admissions Policy 2023/24</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 stay residentially at the College. This process will be transparent and ensure access to, and participation in, adult learning.
<b>To be read in conjunction with</b>	Residential Procedures Student Handbook Admissions Policy Additional Learning Support Policy Equality, Diversity and Inclusion Policy
<b>Further advice may be sought from</b>	Assistant Principal Student Experience Head of Student Support Services
<b>Review arrangements</b>	<p>This policy will be reviewed annually 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 Sections 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.

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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.

2.1.4 The College can demonstrate its compliance with the relevant funding criteria.

### **3. Aim**

- 3.1 This policy covers all residential applications, admissions and occupancy across Northern College residential facilities.
- 3.2 To ensure the College will provide a minimum standard of accommodation in line with government good practice guidance including Health, Safety and Wellbeing legislation and safeguarding.
- 3.3 To ensure accountability of all residential allocations within the context of Adult Education Skills Funding Agency, South Yorkshire Mayoral Combined Authority (SYMCA) and West Yorkshire Combined Authority (WYCA) funding guidance.

### **4. Policy**

- 4.1 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.
  - 4.2 The College will have robust systems to facilitate the assessment and allocation of rooms to students within residential accommodation.
  - 4.3 This policy will operate alongside the Student Handbook, and student admissions.
  - 4.4 The College will ensure that arrangements to ensure the health, safety and welfare of its residential students are in place.
  - 4.5 The College will not be responsible for children staying with parents/guardians on College premises. Children are only permitted to stay as part of the College's Family Learning offer.
  - 4.6 Allocation will be made in line with factors considered within the auspices of disability and or protected characteristics in line with the Equality Act 2010. Accommodation will be prioritised based on disclosed needs at application. Medical/supporting evidence may be required.
  - 4.7 Northern College will manage residential facilities in line with the College's Estates Strategy and will consider the most appropriate use of space and running costs when allocating accommodation.
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- 4.8 Students found to be contravening the policy in relation to their accommodation may be subject to disciplinary procedures. Breaches may result in the termination of residential accommodation offer. All disciplinary processes and proceedings regarding the residential facilities will be dealt with in line and in accordance with the Student Disciplinary Policy.
- 4.9 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. Students who present with these behaviours may be subject to disciplinary procedures or may be asked to leave the premises.
- 4.10 The College will provide a security presence 24hrs a day, 5 days a week and on College open weekends. Emergencies should be reported via Reception or the Security Officer on campus. Outside of core hours the On-call Duty Manager may be contacted or the College key holder.
- 4.11 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.
- 4.12 Students are not permitted to bring guests onto site to visit or stay within the accommodation. Students found to be in breach of this may be subject to disciplinary procedures.
- 4.13 The College is a no smoking environment and students are not permitted to smoke in accommodation and should only smoke in designated areas.
- 4.14 The College is a no alcohol campus for students, therefore drinking alcohol is not permitted on site at any time. Students in breach of this may be asked to leave campus or may be subject to disciplinary procedures.
- 4.15 Students may be required to leave campus immediately should they present with an infectious condition.
- 4.16 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 (ESFA), SYMCA or WYCA or be in receipt of an Advanced Learner Loan from Student Finance England.
- 5.2 Where students are on an ESFA, SYMCA or WYCA funded programmes they must satisfy the appropriate criteria for residential element of hardship payments.
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5.3 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 should be paid prior to the course and in line with College payment schedules.

## 6. Monitoring, Review and Dissemination

6.1 The policy will be reviewed annually in line with:

- ESFA, SYMCA or WYCA funding 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 Teams / Intranet 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 UK GDPR (UK General Data Protection Rules)

8.1 Northern College is a data controller in terms of the Data Protection Act and UK 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 the Residential Admissions Policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

## 10. Policy sign off and ownership details

<b>Document Name:</b>	Residential Access
<b>Version Number:</b>	3.0

<b>Effective from:</b>	July 2023
<b>Next scheduled review date:</b>	June 2024
<b>Policy owner:</b>	Assistant Principal Student Experience
<b>Approved by:</b>	Board of Governors

## 11. Revision history

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
1.	Sept 2021	Minor revisions	Diane Lawson: Assistant Principal Student Experience
2.	Sept 2022	Revisions in line with regional funding and UK GDPR	Diane Lawson: Assistant Principal Student Experience
3.	Sept 2023	Minor revisions	Diane Lawson: Assistant Principal Student Experience