

1. Overview

Policy Title	Admissions Policy
Who does the policy apply to?	Current and potential further education (FE) students; staff.
Aims	To ensure that FE admissions systems are consistent, fair and transparent. To ensure all new and progressing applicants are provided with impartial advice and guidance to develop a progression plan that ensures a coherent programme of study, and access to wider learning and support services that meets individual needs.
To be read in conjunction with	Equality, Diversity and Inclusion Policy, Additional Support Policy, Fees Policy, Financial Support Policy
Further advice may be sought from	Assistant Principal Student Experience, Head of Student Services
Review arrangements	This policy will be reviewed annually to ensure its continuing relevance and effectiveness. The College may review the policy prior to this date should operational and/or legislative/guidance matters require it. Further details regarding revisions and review cycle can be found at Section 8 and 9.

2. Principles

- 2.1 To provide high quality, timely, accurate information, advice and guidance to prospective and progressing students to enable them to make appropriate choices in support of their educational goals.
- 2.2 To create an ethos and community whereby staff and students experience a tolerant and inclusive community which operates within the auspices of the following legislation; the Rehabilitation of Offenders Act 1974, Equality Act 2010, Data Protection and the Education Act 2011.
- 2.3 To support students long term aspirations and career aims and to empower them to find new pathways. This will be central to educational opportunities which help to combat inequality and inspire positive change through adult education.
- 2.4 To facilitate a fair, clear, structured and consistent admissions procedure.

3. Scope

- 3.1. This policy applies to all applicants including full time, part time and micro courses.
- 3.2. This policy relates to all students who are:
 - aged 19 or over on 1st September of the academic year;
 - are seeking to re-enter the education system after a period away from study;
 - are applying to the College following study at other institutions or place of employment.

4. Policy

- 4.1. Northern College will work within the principles of the Gatsby Benchmarks of Good Career Guidance and the Matrix standard to ensure the College delivers high quality guidance to support students make informed choices.
- 4.2. The College will ensure that staff involved in the admissions process are suitably qualified and trained to give impartial advice and guidance, support students throughout the application process and make admissions decisions in the best interests of the applicant.
- 4.3. The College will provide clear, accurate and accessible information about career routes, study programmes and courses in a variety of formats to meet different needs.
- 4.4. The College will provide support where appropriate for students with additional learning needs or disabilities to ensure access to relevant information, guidance and assessments to support the admissions process.
- 4.5. Where appropriate the College will work with external agencies and specialist services to support students onto the most appropriate pathway into education.
- 4.6. The College will make offers based on the College's targets and capacity for delivery, to ensure a positive and effective learning experience for every student.
- 4.7. Admission will be based on the assessment of a range of criteria and may include academic qualifications, personal circumstances, course entry criteria and other requirements as stated.
- 4.8. The admissions process will be transparent, accurate and well promoted through the College website, open days, promotional material and social media.
- 4.9. The College will provide clear and accurate information in relation to fees and student financial support and guidance.
- 4.10. The College will ensure applicants declaring a criminal conviction are considered in accordance to the Rehabilitation of Offenders Act (1974). Applicant disclosures of convictions may be subject to a risk assessment process. The College reserves the right to refuse entry based on risk process.
- 4.11. Northern College is committed to the health, safety and wellbeing of all its students and staff. The College will meet statutory duties in relation to Safeguarding, Health and Safety and Risk Management.

5. Appeals and complaints

- 5.1. The Student Service Team will make available details of the appeals procedure where appropriate.
- 5.2. All complaints will follow the College complaints procedure.

6. Data Protection Act 2018 and GDPR (General Data Protection Rules)

- 6.1. Personal data will be processed in line with the College's data protection policy and used for the purposes set out in the College's privacy notice for students, both of which can be found on the College website.

7. Equality, Diversity and Inclusion

- 7.1. Northern College aligns all of its practices 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.

8. Policy sign off and ownership details

Document Name:	Admissions Policy
Version Number:	1.0
Effective from:	1 August 2020
Next scheduled review date:	July 2021
Policy owner:	Assistant Principal – Student Experience
Approved by:	The Board of Governors

9. Revision history

Version No	Effective date	Revision description/summary of changes	Author
1.0	1 August 2020	A substantially re-written policy which replaces previous admissions policies.	Assistant Principal – Student Experience (Diane Lawson)