



## ADMISSIONS POLICY AND PROCEDURE

### Principles of Admissions

- Brockenhurst is an open access College which values the diversity of its student body and welcomes applications from motivated individuals from all backgrounds.
- The College is committed to promoting equality of opportunity for all students.
- The College is committed to a fair admissions process. Places on courses are open to all applicants meeting published entry criteria and showing appropriate motivation.
- The College will ensure that high quality information, advice and guidance is available to all potential students prior to application and throughout the application and enrolment process.
- The admission of any applicant will be determined by an assessment of their ability to succeed on their chosen programme.
- The College Admissions Policy and Procedures will ensure that the College meets its obligations under current legislation.

### Aims

The aims of the Admissions Policy and Procedure are to ensure that:

- Applicants are treated fairly and impartially.
- Entry criteria for College programmes and courses are clearly stated, consistently applied and accessible to all stakeholders including applicants and their parents/carers.
- Applicants are appropriately guided and supported through the admissions process so as to be placed on courses in which they have a strong chance of success.
- Any additional needs that an applicant may have are discussed and recorded and appropriate support measures put in place.

## 1. Standard Admissions Procedures

### 1.1. Pre-entry Information on the College and its courses

The College will ensure that information regarding its course provision is made widely available, locally, nationally and internationally through:

- The College website.
- Individual prospectuses tailored towards sixth form applicants and their parents/carers, adult applicants for full time and part time programmes, international applicants.
- Detailed information about individual courses, including a clear guide to course content, style of delivery and entrance requirements where appropriate.
- Open events where staff are available for in depth consultation and the campus is open for visitors.
- Outreach work in local schools and businesses.
- Visits to the College by individuals, families and groups.

### 1.2. Applications to the College

- Applications to the college for sixth form courses can be made on-line via the website from 1<sup>st</sup> September to 31<sup>st</sup> May each year. Paper applications are available on request. Late applications after 31<sup>st</sup> May will be considered at the College's

discretion. Applications from international students will be considered until 31<sup>st</sup> August.

- All applications to the College will be acknowledged within five working days.
- All sixth form applicants will be sent a reference request form and will be asked to seek a reference from their existing school as appropriate (process may differ for international students).
- A supporting signature from a parent or guardian will be required for all applicants under the age of 18 on the 1<sup>st</sup> September in the year of planned entry.
- Applications for full time adult programmes can be made online. References may be requested from employers and from academic institutions to determine suitability for particular courses. Applications for short and leisure based courses can be made by completing the enrolment form and posting to the College or by visiting one of the College's other Centres.

### **1.3. Admissions Interviews**

- All applicants to sixth form and full time and substantial part time adult and HE courses will be offered places only on the basis of an impartial guidance interview conducted by an appropriately trained advisor.
- All applicants will be invited to contact the College to book an admission interview where required.
- Interviews will last approximately 20 minutes and will be conducted according to interview guidelines published and up-dated on an annual basis. Higher Education and Access students may be asked to complete an assessment activity and, if appropriate, to present a portfolio of work.
- It will normally be possible for a place at the College to be confirmed at the end of the interview, however it may be appropriate to arrange a second interview, trial or audition with a member of a specific course team or with a course advisor where further information is required, or where it has not been possible to agree a programme.
- Where a school/College/employer reference has not been received and the interviewer doubts the veracity or completeness of information offered by the applicant he/she may opt to hold the offer of a place, pending receipt of an appropriate reference.
- All applicants will be asked a set of standard questions to enable them to disclose mental and physical health issues, disabilities, learning differences, criminal convictions and support previously received. This information will be accessible immediately to staff responsible for organising support services for students and will be used in the planning of support for individuals.
- All applicants will be asked to produce either a birth certificate or a current passport as proof of identity to satisfy UK Visas and Immigration (UKVI) requirements. Students not producing identification at interview will be required to do so at enrolment. International students must provide a copy of their passport before interview.

### **1.4. Offer of a place**

All successful applicants will receive an offer of a place within ten working days of their interview. Places are offered on the following basis:

- That the applicant has achieved or will achieve the entry requirements agreed at interview.
- In the case of applicants under 19 that the College has received a positive reference from the applicants current or previous school or college, where required.
- That the course and/or programme attracts sufficient applicants to be viable. Where this is not the case the applicant will be informed as soon as the decision has been made and will be contacted by an advisor to discuss alternative options.

### **1.5. Candidates not offered a place**

When the interviewer feels that the College should not offer a place to a particular applicant this will be discussed with the Admissions and Progression manager who will make a decision on behalf of the College. A letter will be sent to the unsuccessful applicants outlining the reasons why the College has been unable to offer a place. The refusal of a place will normally be based on one or more of the following criteria:

- An unsatisfactory reference from a previous school or college.
- A history of anti-social and/or offending or other behaviours which indicates a safeguarding risk to other members of the College community.
- A previous history of poor attendance, performance or behaviour at the College.
- A medical history indicating that the applicant will not be able to meet the College's requirements regarding attendance or fitness to study.

### **1.6. Course Changes**

- Applicants will be able to change their options following their interview by contacting the College admissions department.
- Changes will be made subject to the course being appropriate for the learner and space being available on the programme.
- If a significant programme change is requested the applicant may be contacted by an advisor or invited into the College to discuss their options.
- The College reserves the right to change or remove a course from its offering for the following year's entry. Should this be the case any applicants for the course will be notified as soon as possible and offered an alternative programme by the College.

## **2. Admissions for applicants with additional needs**

### **2.1. Disclosure of additional needs:**

- All applicants are required to make a full disclosure of additional needs related to mental and physical health, learning and behavioural differences, physical disabilities and domestic responsibilities/circumstances in order that the College can plan for the provision of adequate support.
- On application all applicants are sent a medical form on which parents/carers should disclose a range health information to ensure the College is aware of any additional medical needs that might be required while at the College.
- Sixth Form and HE applicants are also sent a reference form and requested to hand this in to their school (where applicable). References request details of any additional needs known to the school, including statements of Special Educational Needs or Education Health and Care Plans, entitlement to exam concessions and known learning differences (not applicable for international students).
- At interview all applicants are asked a series of questions as part of the equality and diversity process to ensure that we try and meet the needs of our learners. Responses are recorded and entered on a database for the use of support services.
- Should there be concerns about an applicant's fitness to study due their current state of health the College may choose to make an offer of a place subject to the student's progress on the course being subject to a fitness to student review as detailed in the College fitness to study policy.

### **2.2. Interviews for applicants with additional needs**

- Where significant additional needs are known or the applicant has an Education Health and Care Plan (EHCP) prior to interview, applicants will be interviewed by the

Learning Difficulties and Disabilities (LDD) Coordinator, along with a member of the schools' liaison team.

- The interview will follow the standard procedure regarding course choices together with an extended discussion of the individual's current support arrangements and future support needs.
- Parents will be invited to attend (where applicable), and where necessary the LDD coordinator will contact the applicant school and/or other support agencies to collect further information regarding the applicant's needs.
- Where additional needs are disclosed at interview the interviewer can request an assessment from skills development following interview. Where needs are extensive and may affect course choices the interviewer may suggest a second interview with the LDD coordinator.
- Students with an Education Health and Care Plan (EHCP) will have their needs assessed in accordance with the plan.

### **2.3. Coursing of applicants with additional needs**

- Places on particular courses will be determined by the candidate's academic ability to meet published entry criteria, by their motivation and by their career goals and will not be affected by any additional needs they may have.
- Some courses have entry requirements which include a degree of physical and mental fitness, related to activities essential for the completion of the course and to the occupational standards of the subject area. In such cases applicants with certain health issues may be advised against following a particular programme and directed towards suitable alternatives.
- Where significant behavioural management needs are identified, a support plan and, where necessary, risk assessment will be completed in advance of the beginning of the course.
- Support plans will be in place for all learners with identified additional needs, detailing the specific need in question, with the necessary staff briefed on any required adjustments.

### **2.4. Candidates failing to disclose additional needs**

- Where additional needs are not disclosed on application and they later become apparent, the College's ability to meet the applicants needs may be compromised, although every attempt will be made to put appropriate support in place. The College reserves the right to review the student's fitness to study as detailed in the College fitness to study policy.
- Applicants for courses with health or fitness requirements, who fail to disclose relevant additional needs may have their place on the course withdrawn, although the College will make every effort to suggest a suitable alternative.

### **2.5. Children looked after and care leavers**

- Where students disclose that they are care-leavers or are children looked after, students and their carers and/or support worker will be invited to attend College for a support interview following the offer of a place.
- Interviews will be conducted by the Intensive Support Officer and the Student Finance and Welfare advisor to ensure that adequate support is in place and that good communications exist around each individual to maximise their chances of success in College.

### **3. Admissions for adults applying to undertake 6<sup>th</sup> form courses**

- An adult is classed as an individual who is 19 years or older on 1<sup>st</sup> September immediately prior to the commencement of a course.
- Even though adults may be paying for their tuition, adult learners must still meet the minimum academic entry criteria for any course they wish to study as detailed in section 5 of this document.
- The College has a duty of care towards students under the age of 18 to ensure that they are kept safe. Therefore, if an adult applies to for a course in which they will be taught with students under the age of 18, the College reserves the right to perform any checks it deems necessary in order to ensure the safety of other students, and reserves the right not to offer a place to any adult learner on the basis of safeguarding concerns.
- Note that it is not permitted for an adult student to be taught in the same classroom than a student under the age of 16. While rare, should this situation arise the College will make every effort to accommodate both parties in different classes. However, if this is not possible, the College reserves the right to withdraw the place of the adult student.

### **4. Admissions for applicants with a criminal record or outstanding court proceedings**

#### **4.1. Disclosure of criminal convictions**

- All applicants must disclose criminal convictions or outstanding court proceedings prior to interview.
- Applicants indicating that they have a criminal record or outstanding court proceedings will be contacted with a request for further details.
- Where offences are of a nature which indicates a potential risk to the College community, in terms of a threat to safety or security of staff, learners or property, the Pastoral and Welfare manager will undertake an interview to ascertain whether or not a place will be offered. If so, a risk assessment will be carried out by the Intensive Support Officer prior to the offer of a place.
- The College reserves the right to withdraw the place of any applicant who does not disclose previous convictions or outstanding court proceedings and are subsequently discovered to hold a conviction, before, during or after they are enrolled at the College.
- Should an applicant receive a criminal conviction between the time of their application and their enrolment at the College, they must notify the College immediately.

#### **4.2. Course offers to applicants with criminal convictions**

- Subject to a satisfactory risk assessment, criminal convictions will not normally affect coursing decisions for applicants, which will be made on the basis of academic qualifications, motivation, career plans and chance of success on the programme.
- Some vocational programmes, such as Early Years and Health and Social Care require students to have a DBS check, usually in relation to work placements with children or vulnerable adults. There may also be requirements in relation to the occupational area, for example the Uniformed and Public Services course. In these cases, an offer of a place on the programme will be subject to extended checks and at the discretion of the Head of Curriculum.

- A student with a criminal conviction or outstanding court proceeding will not be permitted to start a College programme until a risk assessment has been carried out, a Learner Management Plan (LMP) agreed and course staff fully briefed.

#### **4.3. Risk Assessments in relation to criminal convictions**

- Where an applicant has disclosed a criminal conviction, a risk assessment will be carried out by the Intensive Support Officer overseen by the Pastoral and Welfare Manager.
- Risk assessments will include a discussion with the applicant to obtain full details of the offence and the gathering of information from all the support agencies working with the application, such as the Youth Offending Team, the Probation Service or Children's/Adult Services. On the basis of this information a judgement will be made regarding the level of risk the applicant may pose to the College community and the support requirements required to support the applicant should they be offered a place. Risk assessments will be submitted to Assistant Principal for Learners and the Health and Safety officer for approval, and shared with relevant staff where necessary.
- When an applicant with a conviction is offered a place the Pastoral and Welfare Manager will co-ordinate the drawing up of a learner management plan (LMP) for the applicant with the relevant College support staff.
- The LMP will be discussed with relevant teaching staff at a minuted meeting at which any individual concerns will be addressed. Regular reviews will be in place to monitor progress.
- In all cases, the College reserves the right not to offer a place to an applicant if they consider the risks associated with the individual being enrolled on a course to impact the college community or the safety of learners / staff.

## **5. Course/Programme entry requirements**

### **5.1. Purpose and nature of entry requirements**

Entry requirements are set to give applicants guidance as to their likelihood of success on their chosen course. Requirements may relate to academic achievement and ability, motivation and commitment, relevant experience or level of fitness to study.

- Academic Level: entry requirements are usually expressed in terms of GCSE grades.
  - There is a general requirement of five A\*-C grades (or grade 4 or above in the case of English and Maths) for an A-level programme and four A\*-C grade (grade 4 or above in the case of English and Maths) for an advanced vocational programme. In addition, many individual courses have requirements for specific minimum grades in certain subjects.
  - For HE courses, applicants will require 120 UCAS points, English and/or Maths (depending on programme of study) at GCSE grade C (4) or above. For adults joining HE provision, the College will examine their relevant academic and work experience as well as a portfolio of work, if appropriate. For HE courses where the College partners with another academic organisation, the entry requirements set by the partner organisation must also be met. These will be notified to applicants on a course by course basis.
  - Full details of entry requirements for courses can be found on the College website or in the College prospectus.
- Motivation and commitment: applicants will be expected to demonstrate an active interest in their chosen courses in their personal statements and at interview. This is particularly important for vocational programmes.

- Relevant experience: This can take the form of work experience, part time employment etc.
- Fitness: Some courses may have requirements related to physical and/or mental fitness relevant to associated occupational standards.

## **5.2. Setting of entry requirements**

- Entry requirements are set annually and published in the prospectus and on the college website. Changes will not generally be made to course entrance requirements during the recruitment year, but the College reserves the right to do so and the website will be updated accordingly, if this is the case.
- Entry requirements are set following analysis of student achievement and recruitment in the previous year. Any changes to entry requirements will be set by the relevant Head of Curriculum in conjunction with the Admissions and Progression manager and approved by the Assistant Principal for Curriculum and the Senior Management Team.
- Changes in general programme requirements will be made by the relevant members of the College Senior Management Team consultation with the curriculum management team.

## **5.3. Applicants failing to meet entry requirements**

- Students who do not meet course entry requirements will be offered advice and guidance with regard to alternatives. The College will normally seek to offer a place on an alternative course where possible.
- In exceptional circumstances students who do not fully meet entry requirements may be offered a place, at the discretion of the relevant Head of Curriculum or Admissions and Progression manager and approval by one of the Assistant Principals. As this is not normal College policy, any requests of this nature will be assessed on a case by case basis.

## **5.4. Applicants without standard UK qualifications**

- Students from the UK who have been educated at home, educated otherwise, for example at the Ringwood Steiner School, or who have missed examinations due to serious illness will be assessed on an individual basis. Such students will be placed on courses in which evidence produced at interview suggests they have a strong chance of success. Such students will not routinely be required to take GCSE courses but may opt to do so alongside the other elements of their programme. The exception to this is English and Mathematics, which is a mandatory requirement for post-16 study if the qualification is not held at grade '4' or above. Where there is uncertainty about the academic level of the student an assessment will be arranged with skills development to ascertain the applicant's level of literacy and numeracy before a programme is agreed. Once a place has been agreed such applicants will not be subject to normal entry requirements.
- Students from overseas will usually have qualifications from their home country. The standing of these qualifications in relation to GCSE will be established using the NARIC or UCAS guides to international qualifications and students placed on the most appropriate level of course. Applicants will need to be able to prove that their level of written and spoken English is appropriate for academic study at the level applied for. If the Maths or English qualification (or a DfE accepted equivalent) is not held at grade 4 or above these will need to be added to the course profile where students from EU/EEA countries are intending to take end of year exams.
- Students requiring a Tier 4 visa are required to have, as a minimum, an IELTS qualification of 5.0 overall, with no element lower than 4.5 or equivalent. Where no qualifications have been taken, a language assessment will be arranged and a place will not be confirmed until the assessment has taken place. Non-English speakers

will normally be recommended to take an English Language course alongside their main academic programme. Once a place has been agreed such applicants will not be subject to normal entry requirements. Applicants for HE study will require IELTS scores of 6.5 in each skill area.

## **6. Authority and Responsibility**

- Ultimate responsibility for the admission of prospective applicants onto a particular programme rests with the Assistant Principal for Learners, but depending upon the nature of provision applied for; however, such authority is generally devolved to the admissions team, led by the Admissions and Progression manager.
- This admissions policy and procedure will be monitored and reviewed annually by the College senior management team and the College Planning and Advisory Board.

## **7. Admissions Appeals**

- Appeals against admissions decisions should be made in writing to the Assistant Principal for Learners. Appeals will be acknowledged within five working days and responded to within ten working days.