

STANMORE COLLEGE FURTHER EDUCATION CORPORATION

ADMISSIONS POLICY

The Corporation will apply the principles inherent in this policy statement to all applicants and learners, including those on partnership schemes. Students below the age of 16 will usually be admitted to College in partnership with other agencies and admissions procedures may vary.

The Corporation will ensure that potential learners receive:

1. Full and detailed information about course provision and additional services and facilities
2. Appropriate guidance, where necessary or requested
3. Access to entry criteria
4. An induction to services and facilities and to their chosen learning programme, once they have enrolled.

All decisions relating to admissions will be based on:

1. Transparency
2. Equality of opportunity
3. Respect for the rights of the individual
4. Consistency of practice and procedures
5. Confidentiality and disclosure protocols

All applicants will be offered the opportunity to declare a disability. The Corporation will make every effort to provide reasonable adjustments to both services and curriculum delivery in order to meet the needs of disabled students. Our ability to make reasonable adjustments may be limited if permission is not granted to disclose details of the additional need.

Stanmore SFC and Stanmore Adult College will each produce a code of practice for admissions which will be reviewed regularly.

CODE OF PRACTICE

Our mission is to inspire you to achieve academic excellence, personal success and wellbeing within our small and friendly sixth form college.

This policy is consistent with the College's equalities and diversity policy and is for applicants to the Sixth Form College (SFC) who:

1. Are between 16 and 18 years of age
2. Meet the entry criteria for the programmes or have alternative experience in lieu of normal criteria where appropriate.

The College will apply the principles inherent in this policy statement to all SFC applicants and learners, including those on partnership schemes. Students below the age of 16 will usually be admitted to College in partnership with other agencies and admissions procedures may vary.

The SFC will ensure that potential learners receive:

1. Full and detailed information about course provision and additional services and facilities
2. Appropriate guidance, where necessary or requested
3. Access to entry criteria
4. An induction to the College services and facilities and to their chosen learning programme, once they have enrolled.

All decisions relating to admissions will be based on:

1. Transparency
2. Equality of opportunity
3. Respect for the rights of the individual
4. Consistency of practice and procedures
5. Confidentiality and disclosure protocols

All applicants will be offered the opportunity to declare a disability. The College will make every effort to provide reasonable adjustments to both services and curriculum delivery in order to meet the needs of disabled students. Our ability to make reasonable adjustments may be limited if permission is not granted to disclose details of the additional need.

Code of Practice

a) Pre-Entry information

- The SFC affirms the right of all potential learners to full and detailed information about course provision. Such information will be given impartially and without prejudice.

- Course information will include details about:
 1. Entry requirements
 2. Course contents and structure
 3. Teaching and learning strategies employed on the course and assessment procedures
 4. The qualifications or accreditation to be gained
 5. Work placement opportunities/requirements
 6. Exemptions or credits which can be claimed against previous experience
 7. Progression opportunities
 8. Other requirements e.g. field work

- College information will include details about:
 1. College facilities
 2. Financial help available
 3. Transport help available
 4. Other grants, benefits or allowances to which learners may be entitled
 5. Additional learning support which may be available to learners
 6. Other forms of additional support available, including college wide services such as counselling

- Information to local school leavers will be made available through schools liaison activities and in partnership with local schools.

- Information to others who are interested in learning will be made available through College publications, the college website and other marketing activities.

- The potential learner will be fully informed of any costs, both implicit and explicit of the programme and of methods of payment.

- All information will be consistent with the college's equality and diversity policy and code of practice.

b) Admission and Interviews

- Clear procedures relating to pre-entry and entry are reviewed and published annually in the 'Entry Manual'.

- All applicants for the SFC with the appropriate entry requirements (predicted or actual) will be interviewed at least once.

- Guidelines for interviewers and interview procedures are published annually in 'Information for Interviewers'. Interviewers will receive training in order to meet standards and ensure consistency.

- Interviewers are expected to be aware of any disability issue or gender and/or cultural differences, which may affect the interview.

- Where necessary, and by arrangement, the college will provide either language interpretation, a communicator or other forms of support which may be required.
- Any learner with specific learning difficulties and/or disabilities or who regards him/herself as having a physical disability will be encouraged to disclose this at interview so that appropriate adjustments or arrangements can be made wherever possible. Arrangements may be made for the assessment of special needs prior to admission.
- The interviewer will recognise and take into consideration references, any available Record of Achievement and any prior accreditation. Applicants are expected to bring a recent hand-written assignment or piece of work to the interview.
- Learners who require further advice or guidance following the interview or who are unlikely to meet the set entry criteria, will be offered an alternative course or a referral to other services either internally or externally.
- All applicants will be re-interviewed at enrolment. Applicants not achieving the entry requirements may be offered an alternative programme appropriate to their qualifications.
- Where programmes or courses are full, applicants may be offered a place on a waiting list and contacted when a place becomes available.
- The college works in partnership with the Connexions Service in order to ensure the quality and integrity of its Admissions procedures.
- Applicants refused admission to the college should use the Complaints Procedure to appeal. Refusal will be based on the college's inability to provide an appropriate learning programme or satisfactory support or where a student's record shows a persistent refusal to adhere to appropriate standards, regulations and policies

c) General Information, Advice and Guidance

- Student Services offers a drop-in enquiry point for potential and existing students which is open at published times throughout the year.
- Appointments for more individualised and detailed advice and guidance are available. Such interviews will adhere to the standards set out in the national guidelines under the Matrix kitemark.
- The SFC will publish a prospectus annually and it is available on request to all enquirers. Other information will be available from time to time.

- A summary of recent SFC results will be made available on request and potential learners may access the official 'league tables'
- Learners are entitled to pre-entry and exit guidance in order to ensure that personal choices match career aspirations. The College works in partnership with Connexions to deliver careers advice and guidance.

d) Responsibilities and Implementation

- The Assistant Principal (Head of the SFC) is responsible for ensuring the SFC admission policies and procedures are effectively implemented and monitored.
- An Admissions Working Party of SFC managers and a range of relevant support staff will meet to review and advise on the admissions, enrolment and induction process.
- All lecturers are expected to participate in marketing their programmes and liaise with schools where appropriate.
- The Central Unit in conjunction with Registration is responsible for updating the applicant's record and, in conjunction with Marketing, responsible for maintaining communications with each applicant prior to enrolment.
- Contact with people who disclose a disability will be made by Student Services to ensure support needs are discussed during the admissions process.
- All information collated during the Admissions procedures is regarded as confidential and will not be disclosed to other parties without the prior agreement of the learner.
- Records will be stored securely.
- The college accepts that it is not possible to legislate for every circumstance which might arise in the admissions process but strives to ensure that it provides a fair and equitable service to all learners.
- This policy will be reviewed regularly and presented to ASMB. The review process will be led by the Assistant Principal (Head of the SFC).

CODE OF PRACTICE

Our mission is to be a centre of excellence for professional and personal development and services to business, particularly within the Health and Social Care sector.

This policy is consistent with the College's equalities and diversity policy and is for applicants to the Stanmore Adult College (SAC) who:

1. Are over 18 years of age
2. Meet the entry criteria for the programmes or have alternative experience in lieu of normal criteria where appropriate
3. Attend a part time programme of study

The entry criteria are summarised in the adult guide each year where appropriate and more detail is available on course information sheets. These criteria will be reviewed at least annually and be presented to the Academic and Strategic Policy Board (ASMB) for approval.

The College will apply the principles inherent in this policy statement to all SAC applicants and learners, including those on partnership schemes. Students below the age of 16 will usually be admitted to College in partnership with other agencies and admissions procedures may vary.

The SAC will ensure that potential learners receive:

1. Full and detailed information about course provision and additional services and facilities
2. Appropriate guidance, where necessary or requested
3. Access to entry criteria
4. An induction to the College services and facilities and to their chosen learning programme, once they have enrolled
5. Initial assessment where appropriate

All decisions relating to admissions will be based on:

1. Transparency
2. Equality of opportunity
3. Respect for the rights of the individual
4. Consistency of practice and procedures
5. Confidentiality and disclosure protocols

All applicants will be offered the opportunity to declare a disability. The College will make every effort to provide reasonable adjustments to both services and curriculum delivery in order to meet the needs of disabled students. Our ability to make reasonable adjustments may be limited if permission is not granted to disclose details of the additional need.

Applicants for some courses will be asked to complete a Medical form. Applicants for some Health and Social Care courses may be asked to undertake criminal records bureau checks.

Code of Practice

b) Pre-Entry information

- The SAC affirms the right of all potential learners to full and detailed information about course provision. Such information will be given impartially and without prejudice.
- Course information will include details about:
 1. Entry requirements
 2. Course contents and structure
 3. Teaching and learning strategies employed on the course and assessment procedures
 4. The qualifications or accreditation to be gained
 5. Work placement opportunities/requirements
 6. Exemptions or credits which can be claimed against previous experience/or may be required towards entry requirements
 7. Progression opportunities
- College information in the student handbook will include details about:
 1. Student Services
 2. Curriculum Support
 3. College facilities
 4. Other grants, benefits or allowances to which learners may be entitled
 5. Additional learning support which may be available to learners
 6. Other forms of additional support available, including college wide services such as counselling
- Information to those who are interested in learning will be made available through College publications, the college website and other marketing activities.
- The potential learner/employer/and/or sponsor will be fully informed of any costs, both implicit and explicit of the programme and of methods of payment.
- All information will be consistent with the college's equality and diversity policy and code of practice.

b) Admission and Interviews

- Most examinable courses require initial assessment and/or interview.
- Guidelines for interviewers and interview procedures will be published annually in 'Information for SAC Interviewers'. Interviewers will receive training in order to meet standards and ensure consistency.
- Interviewers are expected to be aware of any disability issue or gender and/or cultural differences, which may affect the interview.
- Where possible, and by arrangement, the college will provide either language interpretation, a communicator or other forms of support which may be required.
- Any learner with specific learning difficulties and/or disabilities or who regards him/herself as having a physical disability will be encouraged to disclose this at interview so that appropriate adjustments or arrangements can be made wherever possible. Arrangements may be made for the assessment of special needs prior to admission.
- The interviewer will recognise and take into consideration references, Record of Achievement and any prior accreditation if appropriate.
- Learners who require further advice or guidance following the interview or who are unlikely to meet the set entry criteria, will be offered an alternative course or a referral to other services either internally or externally.
- Where programmes or courses are full, applicants may be offered a place on a waiting list and contacted when a place becomes available.
- Applicants refused admission to the college should use the Complaints Procedure to appeal. Refusal will be based on the college's inability to provide an appropriate learning programme or satisfactory support or where a student's record shows a persistent refusal to adhere to appropriate standards, regulations and policies.
- Learners for some courses will be required to take an initial assessment of their literacy/numeracy. The results will be made known to them and referrals for prior or additional skills for life will be offered.

d) General Information, Advice and Guidance

- Learners can access course information and receive initial advice and guidance at Reception.

- Student Services offers a drop-in enquiry point for potential and existing students which is open at published times throughout the year.
- Appointments for more individualised and detailed advice and guidance are available. Such interviews will adhere to the standards set out in the national guidelines under the Matrix kitemark.
- The SAC will publish a prospectus annually and it is available on request to all enquirers. Other information will be available from time to time.
- The SAC will hold advice and guidance sessions, drop in sessions and other events for learners throughout the year.

d) Responsibilities and Implementation

- The Assistant Principal (Head of the SAC) is responsible for ensuring the SAC admission policies and procedures are effectively implemented and monitored.
- An Admissions Working Party of SAC managers and a range of relevant support staff will meet to review and advise on the admissions and enrolment process.
- All lecturers are expected to participate in marketing their programmes and liaise with employers and other agencies where appropriate.
- The General Office, in conjunction with Registration, is responsible for updating the applicant's record and, in conjunction with Marketing, responsible for maintaining communications with each applicant prior to enrolment. Curriculum areas may, through their own admission and enrolment systems, be dealing directly with employers and will keep the CRM system updated.
- Contact with people who disclose a disability will be made by Student Services to ensure support needs are discussed during the admissions process.
- All information collated during the Admissions procedures is regarded as confidential and will not be disclosed to other parties without the prior agreement of the learner.
- Records will be stored securely.
- The college accepts that it is not possible to legislate for every circumstance which might arise in the admissions process but strives to ensure that it provides a fair and equitable service to all learners.

- This policy will be reviewed regularly. The review process will be led by the Assistant Principal (Head of the SAC).