

## *Admissions Policy*

<b>Valid from (academic year)</b>	2021/2022
<b>Next review (academic year)</b>	2024/2025 Policies remain valid until revoked or reviewed.
<b>Policy Owner</b>	Vice Principal Curriculum and Quality and the Director of Marketing, Communications and Administration
<b>Committee approval</b>	SLT
<b>Policy &amp; EIA Approval date</b>	June 2021
<b>Board of governors' committee</b>	Curriculum & Quality
<b>Approval date</b>	11 May 2021
<b>Board approval necessary</b>	Yes
<b>Date of Board approval</b>	29 June 2021
<b>Summary of Changes</b>	

# **Admissions Policy**

## **2021-2024**

## **Introduction**

Stanmore College currently has a student population of around 1500 full time 16-18 students per year and also offers a range of part time courses for adult students (19+).

The college mission states that 'Stanmore College is committed to provide high quality teaching & learning so that learners develop transferable skills and achieve their full potential.' This statement underpins all our Careers Information, Advice and Guidance (CIAG) and guides our approach to admissions. The purpose of this policy is to ensure transparency, fairness and consistency in relation to our admissions procedures and to provide clarity for our stakeholders.

### **Full time (16-19) students**

Our full time students are typically 16-19 year old school leavers who must be 18 years of age, or under, on 1<sup>st</sup> September of the year in which they first enrol. Students who are younger than this are only admitted as full time students in exceptional circumstances.

Full time students have access to a wide range of courses from Entry level to Level 3 dependent upon their prior qualifications and aptitude, interest and career plans.

### **Part time (19+) students**

The College also caters for around 1200 part-time adult students per year on courses ranging from Entry Level to Level 6. A number of part-time courses for adults are run on site in the evenings.

### **Our commitment**

We are committed to providing a high quality service to all prospective students which includes:

- Providing accurate and appropriate advice and guidance about our provision and services through verbal communication, the prospectus, course leaflets, virtual and onsite open days, taster days, digital channels and school liaison events.
- Providing clear details about entry criteria and application procedures for admission.
- Providing an initial guidance interview and at least one further opportunity to visit the College prior to enrolment.
- Ensuring all students are enrolled on appropriate courses in light of their examination results and career plans and providing impartial guidance where the student's first choice of course may not be appropriate.

## **School Leavers (16 – 18) Admissions procedures**

### **1. Applications from Year 11 students or those who have previously left High School**

Those who are in Year 11 or have left High School should apply to the College using an online application via the main college website. Where potential students may find this difficult for any number of reasons, arrangements will be made for staff to help them apply and go through the process in person.

All students are guaranteed an interview at the College. In the case of students who require additional support, meetings are held with learning support staff prior to interview to ensure that needs are met. The Principal, or designated officer, reserves the right to change these arrangements at any time.

### **2. Late applications**

Students who apply after main enrolment will be considered on an individual basis and depending on availability in classes. Where classes are full late applicants will be placed on a waiting list and will be informed of this in writing. The Principal, or designated officer, reserves the right to change this arrangement at any time.

### **3. Those wishing to return to education after a short time away from study**

Applications from students in this category will be considered on an individual basis. Any offer would be based upon a student's ability to succeed on their chosen programme and will depend upon individual circumstances, a supportive reference and availability of places. Students, who would turn 19 years before the start of the course, will be regarded as an Adult Learner and as a result may be subject to applying for a 19+ learning loan.

### **4. Students who have been in the country less than 3 years**

The College strictly adheres to guidance from the United Kingdom Border Agency (UKBA) and the Education and Skills Funding Agency (ESFA) funding documentation. Applications will be considered from students currently residing in the UK but who have been in the country for less than 3 years. The normal application procedure should be followed.

Where a student's passport is from outside of the EU:

- A copy of all documentation must be made available to the College including passport, visa details, parents' visa and passport details (if student is a dependent) and examination certificates (where required).
- If examinations have been taken in another country then original certificates must be provided and must meet the equivalency guidelines. Copies must be made available for the College to keep on file alongside any other supporting documentation.
- Where the student does not meet the criteria set out by the Education and Skills Funding Agency (ESFA) funding eligibility guidance and the United Kingdom Border Agency (UKBA) then fees will be charged for tuition/examination costs.

Where a student has a valid EU passport:

- A copy of the passport.
- Original copies of examination certificates must be provided if taken in another EU country. The qualifications must meet equivalency guidelines.
- Where the student does not meet the criteria set out by the Education and Skills Funding Agency (ESFA) funding eligibility guidance and the United Kingdom Border Agency (UKBA) then fees will be charged for tuition/examination costs.

## 5. Overseas Students

Applications to study from overseas students will be considered provided:

- They apply before the end of May for admission the following academic year.
- They have an IELTS score of 5 or greater to study an advanced level programme.
- Students from overseas will have to pay course and tuition/exam fees.
- If examinations have been taken in another country then original certificates must be provided and must meet the equivalency guidelines. Copies must be made available for the College to keep on file alongside any other supporting documentation.
- Entry requirements met for the course applied for are met.
- A good record of work and meeting of deadlines is held.
- At least 95% attendance to all lessons, support sessions and tutorials.
- A good record of behaviour, effort and attitude.
- A good reference from their previous/current place of study.
- They meet the requirements of the Home Office/UK Border Agency (UKBA).

The paragraph above does not apply to Higher Education students.

The Principal, or designated officer, reserves the right to make exceptions to these requirements at any time provided all conditions of United Kingdom Border Agency (UKBA) are met.

## 6. Internal Progression

Stanmore College students will be able to progress from their existing course onto the next level, or exceptionally to another course at the same level if they meet the following criteria:

- The previously study programme has been completed and students meet the entry criteria for the study programme they wish to progress to next.
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- The new course is agreed by the Curriculum Manager and Head of School. In cases where there are concerns about a student's suitability the Head of School may refer to the Vice Principal (Curriculum and Quality).
- Have the right to remain in the UK and fulfil the requirements of the UKBA.
- A good record of punctuality and attendance to all lessons, support sessions and tutorials.
- A good record of behaviour, effort and attitude.
- The student will be able to cope with the demands of the next study programme.

Students will be fully guided and supported through the progression and enrolment processes by College staff.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

### ii. Current Stanmore College students who wish to change course and reapply

The College will not normally offer places to students who leave the College before completing their course of study and then reapply.

## **Interview procedure**

Stanmore College interviews take place on a first come first serve basis during up to the start of the programme – for admission that year. The College may choose to send conditional offers, subject to meeting entry requirements, in some academic years if preferable due to health and safety e.g. during a pandemic. For overseas students the interview period is October – June for admission the following academic year. The main purpose of the interview is to provide advice and guidance about the courses applied for and any alternatives that could or should be considered. Interviews also provide an opportunity for applicants to find out more about the College.

Information regarding learning difficulties, disabilities, social, attendance or other issues which may affect a student's progress will be sought from the previous school of applicants via the Additional Learning Support or Admissions Team, as well as being requested from the student at the point of application and enrolment. An applicant who has a current Educational Health and Care Plan is asked to inform the College of this at application. The objective is to discuss the needs of such students so that we can put into place a suitable package of support. Interviews for overseas students may not be possible and as a result may be carried out over the telephone.

## **Offers**

Subject to overall capacity, the College is likely to offer places to all students who make an application prior to the start of term, attend and have a satisfactory interview and are on track to qualify for the course they intend to study.

If, after the interview, the College decides that it is able to offer a suitable course to the student it will make a written offer of a place at the college. For students intending to progress (i.e. already studying at Stanmore College) decisions will be made during March once the College has assessed the student's suitability to progress, taking in to account attendance, effort, progress and behaviour.

All offers are conditional and are subject to GCSE Results. The exact programme of study cannot be confirmed until enrolment once GCSE results are known and a satisfactory reference has been received.

For overseas students, if successful, an offer will normally be made within two weeks of the interview if such an interview has taken place.

In all cases, the Principal, or designated officer, reserves the right to withdraw any offers made at any time.

## **Appeals**

Any applicants who have been declined a place at Stanmore College have the right to appeal this decision in writing outlining the reasons for the appeal to the Vice Principal (Curriculum and Quality).

The Vice Principal (Curriculum and Quality) will consider the appeal, the outcome of which will be communicated to the applicant within 10 working days of receipt of the letter of appeal.

## **Enrolment**

The majority of places offered will be conditional based on GCSE results. During enrolment, applicants should bring with them the results slip given to them on GCSE Results Day. Students who need to change their course choice as a result of the GCSE grades will be advised about alternative subjects/study programmes at the enrolment stage. Proof is required by each student that they satisfy the entry criteria. Places on any course changes are subject to availability. Full guidance will be given to students during the enrolment process. Enrolment dates are communicated to students by post. Applicants are expected to be available to attend enrolment on the dates stated unless it has been agreed that they can enrol online. If this is not possible, the applicant should contact the College at the earliest opportunity to arrange an alternative enrolment time if a place/course choice is to be honoured. Any late enrolments should take place before the start of term.

The Principal, or designated officer, reserves the right to decline an individuals' request to enrol at any time.

### **Late Enrolment**

Students may enrol for a course after the starting date, for the first two weeks in September, by using the late enrolment procedures. Such procedures are subject to:

- Places being available.
- The student having the necessary qualifications for the course.
- The College being satisfied that the student will be able to catch up with missed work
- initial assessment procedures.

It is the responsibility of students who enrol late for a course to cover the syllabus that has already been taught. The subject teacher will give support in this task.

The Principal, or designated officer, reserves the right to decline an individuals' request to enrol at any time.

All Applicants for Adult learning courses must fulfil the following minimum criteria:

- Be over 19 years of age on 31<sup>st</sup> August 2021.
- Have the right to remain in the UK and fulfil the requirements of the UKBA.
- Be able to benefit from the course undertaken.
- Be able to fully meet the course fees or be eligible for fee remission.
- Commit to completing all aspects of the required course.

The Principal, or designated officer, reserves the right to decline an individual's request to enrol at any time.

### **New Applicants to the college:**

Course information will be made available to potential students at least 4 weeks before the enrolment date via the website and other means, as appropriate. Students will be interviewed and initially assessed to ensure that the course for which they wish to enrol is suitable for their needs. If more suitable courses are known to be available at other institutions the student will be informed and recommended to investigate such opportunities.

### **Internal Progression**

Internal progression onto a higher level course is not automatic for students who have already completed a course at Stanmore College.

**General criteria:**

All internal students wishing to be considered for progression to the next level in their chosen subject need to have:

- Received a recommendation for progression from their current teacher/Curriculum Manager via the online progression system.
- Good attendance to all lessons.
- A good record of behaviour, effort and attitude.
- Have successfully completed all aspects of their existing course.  
Have the right to remain in the UK and fulfil the requirements of the UKBA.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

**i. Progression from Entry 1 to Entry 2**

In addition to the general criteria, students following an Entry 1 programme will only be able to progress to an Entry 2 programme if they meet the following additional criteria:

- Achievement of at least a Pass grade in Entry 1 in English/ESOL.

**ii. Progression from Entry 2 to Entry 3**

In addition to the general criteria, students following an Entry 2 programme will only be able to progress to an Entry 3 programme if they meet the following additional criteria:

- The achievement of a Pass grade in Entry 2 English/ESOL.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

**iii. Progression from Entry Level 3 to Foundation Learning Level 1**

In addition to the general criteria, students following an Entry 3 programme will only be able to progress to Foundation Learning Level 1 if they meet the following additional criteria:

- The achievement of a Pass grade in Entry 3 in English/ESOL.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

**iv. Progression from Level 1 to 2**

In addition to the general criteria, students following a Level 1 programme will only be able to progress to Level 2 if they meet the following additional criteria:

- The achievement of a Pass grade in the Level 1 course, a Pass grade in Literacy and Numeracy, minimum entry level 3.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.



## **v. Progression from Level 2 to Level 3**

Stanmore College students following a Level 2 programme, will be able to progress to Level 3 if they meet the following criteria:

- The new course is agreed by the student's Tutor, Teachers and Curriculum Manager and progression is entered on the online system.
- Pastoral records indicate that the student meets college standards in terms of attendance, punctuality and behaviours and that the student will be able to cope with the demands of a Level 3 course.
- Have the right to remain in the UK and fulfil the requirements of the UKBA.

The specific requirements as communicated to Level 2 students are:

- A good record of work and meeting of deadlines.
- The achievement of at least a Merit grade in the Level 2 course in order to progress to a Level 3 Extended Diploma.
- A grade 4 in English Language.
- At least 90% attendance to all lessons, support sessions and tutorials.
- A good record of behaviour, effort and attitude.

Students will be fully supported through the progression and enrolment processes by College staff. The range of courses on offer will be discussed within group tutorials and individual tutorial discussions.

Level 2 students who are not offered a place on a Level 3 course will be fully guided and supported in planning their next steps.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

Students who are not offered a place on a course at the next level will be assisted in planning their next steps at college or with other organisations.

The Principal, or designated officer, reserves the right to withdraw any offers made at any time.

### **Current Stanmore College students who wish to change course and reapply**

The College will not normally offer places to students who leave the College before completing their course of study and then reapply.

### **Adult learners**

#### **Interview & enrolment procedure**

Applicants wishing to join an adult learning course at Stanmore College will receive a 1 to 1 interview with a member of staff. The main purpose of the interview is to provide advice and guidance about the courses applied for and any alternatives that could or should be considered. Interviews also provide an opportunity for applicants to find out more about the College and the venue at which the course will be taking place. Initial assessment of English skills will be carried out at this stage to ascertain the appropriate level of course.

Applicants will be expected to provide information regarding learning difficulties, disabilities and/ or current employment at the point of enrolment. The objective is to discuss the needs of students so that we can put in place a suitable package of support.

## **Fees**

All Adult learning courses have a standard course fee attached to them; this will include an allowance for examination fees as well as tuition. The standard course fee will be advertised and students will not be allowed to enrol onto a course unless they either provide payment details or evidence of eligibility for fee remission. Full guidance will be given to students during the enrolment process.

Further details can be found in the Stanmore College Fees Policy.

## **Fee Remission**

Providing that residency requirements are met, all students following a recognised maths or English course will be entitled to study without incurring any fees. Other students on a course leading to a qualification approved for funding by the ESFA will be entitled to receive courses free of charge, providing that they meet any of the fee remission criteria laid down by the Education and Skills Funding Agency, i.e.:

- In receipt of Job seekers allowance (JSA).
- On Employment support.
- Be unemployed, in receipt of an income based benefit and on a vocational course in order to secure employment.
- Be under 24 years of age on 31<sup>st</sup> August in the year of admission and be studying for the first full level 2 or 3.
- On a vocational course at entry level or level 1 which will lead to a level 2 vocational programme.
- Level 3 adult offer (learners without a full level 3 or above accessing a qualification on the Level 3 adult offer qualifications list).

Adults whose home address is in London earning less than £20,962 per year (an hourly rate of £10.75 or less) and adults whose home address is in Outer London earning less than £17,004 per year (an hourly rate of £9.30 or less) will be entitled to study without incurring any fees. These fees are applicable in the 2020/21 funding year).

Evidence of eligibility for fee remission is required at enrolment and students will not be fully enrolled without this.

The Principal, or designated officer, reserves the right to decline an individuals' request to enrol at any time.

## **Student absence during term time for non-health related issues**

Students are to be strongly discouraged from taking sustained time off during term time in all but exceptional circumstances. Parents/Carers must apply to the Pastoral Support Manager in writing no less than four weeks prior to the event in order for teachers to assess the impact of non-attendance and make contingency plans for setting work/assessments whilst away. Parents will be sent a standard letter outlining the implications of non-attendance and reiterating college expectations.

Failure to inform the college will lead to disciplinary action as per the policy.

## **Students with less than 3 years residency**

The College strictly adheres to guidance from the United Kingdom Border Agency (UKBA) and the Education and Skills Funding Agency (ESFA) Funding documentation. Applications will be considered from students currently residing in the UK but who have been in the country for less than 3 years, but full cost fees will be chargeable.

Where a student's passport is from outside of the EU:

- A copy of all documentation must be made available to the College including passport, visa details and examination certificates (where required).
- If examinations have been taken in another country then original certificates must be provided and must meet the equivalency guidelines. Copies must be made available for the College to keep on file alongside any other supporting documentation.
- Where the student does not meet the criteria set out by the Education and Skills Funding Agency (ESFA) funding eligibility guidance and the United Kingdom Border Agency (UKBA) then full cost fees will be charged for the course including materials, equipment, registration and tuition/examination costs. These will be considerably higher than the advertised standard fee.

## **Offers**

Subject to overall capacity, the College is likely to offer places to most students who have a satisfactory interview and whose initial assessment indicates that they are at the appropriate level for the course they wish to study.

If, after the interview and initial assessment, the college decides that it is able to offer a suitable course to the student it will make a written offer of a place at the College. This will also include the venue that the course will be located along with the date and time of their first lesson.

In all cases, the Principal, or designated officer, reserves the right to withdraw any offers made at any time.

## **Appeals**

Any applicants who have been declined a place at Stanmore College have the right to appeal this decision in writing outlining the reasons for the appeal to the Vice Principal (Curriculum and Quality).

Individuals' personal data is held in line with the College's General Data Protection Regulations' Policy which is accessible via the College's website or on request.