

# Student Admissions Policy

## POLICY STATEMENT:

The East Kent Group of Colleges welcomes applications from all individuals of the East Kent Community with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme of study.

It is the intention of this policy to:

- Ensure that staff making admission decisions are equipped with the required judgments and competency to undertake such a role and responsibility
- Ensure accuracy of promotional activities, the relevancy and accessibility of information that will enable applicants to make an informed decision
- Ensure selection policies and procedures are clear, impartial and more so inclusive to all applicants with entry requirements, both academic and non-academic are used to underpin such judgement during selection
- Ensure impartial advice and guidance is delivered to meet the demands of the individual

The East Kent Group of Colleges operates an open Admissions Policy that ensures fair, transparent and equitable treatment of all applicants and is committed to providing a flexible, high quality teaching and learning environment, focused on supporting students in achieving their full potential. The College believes in a student body that is diverse in terms of background and experience, with all students contributing to a stimulating learning environment.

A course is usually a single aim; a programme of study is usually a collection of courses. Both can be studied either fulltime (540 hours or more) or part-time (less than 540 hours). A 16-18 year old student will be expected to be studying a full-time study programme unless they are; employed, completing an apprenticeship or following a Traineeship. A student with an Education Health Care plan is able to study up to the age of 25 years as long as they are able to demonstrate that they are progressing in their learning.

For those students with a higher level of need, some of whom may have an Education Health Care plan the college is able to provide a range of support including additional time in college to meet the expectations of the individual student's needs. [Link](#) to Additional Support Policy. Applicants with an EHCP will be invited in for a support and assessment meeting.

The college adheres to the principles and expectations as outlined in the SEND Code of Practice. The full SEND Code of Practice can be found at the following link; <https://www.gov.uk/government/consultations/special-educational-needs-sen-code-of-practice-and-regulations>

All applicants are considered for admission on the basis of their willingness to learn, attitude, educational performance and professional experience that provides evidence of ability to meet the demands of the chosen course.

All applicants will have access to impartial advice and guidance and information about courses, progression and funding upon which appropriate and informed decisions are made.

This policy applies to all applicants (including late applicants) who are seeking admission to East Kent College, for any programme of study, Higher Education and those who are already at the College and wish to progress from one programme of study to another.

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## **14-16 Students Admissions Policy and Appeals Process**

Please see separate Technical School Admissions Policy.

### **Current Students Progression Policy**

We would expect current students to progress and they should be encouraged to do so. The conditions to progress will be the same as those for external applicants. If students meet the published entry criteria there will be no barriers to progression.

### **Applicants and Students with Criminal Records**

East Kent Group of College does not wish to debar individuals with criminal records from taking advantage of the opportunities provided by further education. In general a criminal record is not be regarded as an obstacle to studying at the College. In any event, the College will not take into account, when dealing with existing students and selecting applicants for admission, criminal convictions which are deemed "spent" under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as "exceptions" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If spent offences are required to be disclosed this will always be indicated on the application form.

If a criminal conviction is deemed as 'unspent' then the procedure for handing applicants and students with criminal records must be followed.

If a criminal conviction is deemed as 'spent' then the standard admissions procedure as outlined below will be followed.

If at any stage an applicant/student fails to disclose accurate information on their past criminal record, then this will be regarded as an extremely serious matter and may lead to any offer being withdrawn; if the applicant has commenced their programme of study, the student may be required to cease their studies.

## **PROCEDURES:**

### **Stage 1 Pre-application**

- There will be clear written entry criteria for every course. Entry requirements will be determined and published for respective levels of study. However, each course will have a clear statement on entry requirements and this will be displayed in the course information provided on the College website.
- Opportunities for students to view the College and its facilities prior to the commencement of a course will be organised by holding; Open Days, Advice and Guidance sessions, post GCSE results Information Days, Taster Days, the interview and Welcome Days.
- Open Days are whole College events organised by the Marketing Officer with participation from staff across the College. Their purpose is to promote the College's curriculum offer and to establish a wider understanding of its culture and objectives.
- Advice and Information post GCSE results days are held at each College with qualified careers advisors available to answer any questions students may have about their future study and options.
- Taster Days are organised with feeder organisations and schools to introduce groups of students to the College offer and College life.

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- Welcome Days are held at each College and are an opportunity for students to meet the teaching team and current students.

### **Stage 2 Application stage**

- All applicants must complete an application form in order to be considered (excluding students with an EHCP). All applicants that meet the entry criteria for full time courses or part time programmes where an interview is required will be interviewed. At the interview, the Student's programme choice will be discussed and a provisional agreement reached on the most appropriate programme of study.
- Any applicant with a need for support will be required to have a meeting with the Student Assessment and Support Services to ascertain the level of support required. The offer of a place is subject to the college being able to meet the applicant's needs.
- Applicants with any outstanding debts to the College either financial or material will be required to clear these debts before their application is progressed. (Refer to the fees policy)
- The College will request references and/or school reports for a potential student.
- The College will provide access to the web applications to allow students to track the progress of their application.
- Students must provide the information to allow Disclosure and Barring Service (DBS) checks to be made prior to entry on courses for all work experience providers and employers; in areas such as Teaching Assistants, Early Years and Health and Education programmes. This is to ensure that students have every chance to gain work experience opportunities and employment in their career choice at the end of the programme.
- Existing College students wishing to undertake a further programme of study will follow the current students' progression policy but are required to fulfil the relevant entry criteria to progress.

### **Stage 3 Offer**

All offers of places and enrolments at the College are made on the basis of:

- There being sufficient demand for the course offered
- There being sufficient spaces available on the course concerned (first come first served basis from receipt of application)
- Meeting the published entry requirements of the chosen programme
- Suitable references and checks as required

Where College staff identify that a student is unsuitable for their particular programme, they will refer them for another interview or a guidance interview by completing the College's interview paperwork.

All interview paperwork not resulting in an offer must be forwarded to the Support Services/Admissions Team at each College at the end of each interview session in order for alternatives to be considered and appropriate advice and guidance provided.

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Disabled applicants and applicants with learning difficulties may access appropriate support. Applicants are encouraged to declare but can declare at any stage of the application process, on declaration they will be referred to a member of the Student Accessibility and Learning Support Team.

Applicants who have declared on their application that they are a non-EU/EEA National or have lived outside of the EU/EEA in the past three years will need to provide evidence of their status with regards to immigration and permission to reside in the UK.

Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection and the college Data Protection Policy.

### **Appeals Process**

Students who wish to appeal against any decision during the admissions process should contact the Principal of the College they are applying to. All appeals should be made in writing within 10 days to this Principal. Assistance with this will be provided if required on request.

The Principal of the relevant College, or a nominated representative will collate all relevant evidence for review. This evidence should include:

- Appeal letter
- Application form
- Interview Records
- Any other relevant information such as references etc.

The Principal of the College or a nominated representative will assess the evidence and the applicant will be notified in writing of the panel's decision within 10 working days.

The decision of the Principal of the College is final. A record of the panel discussion and decision with specific reasons will be retained in admission.

### **Higher Education Admissions Procedures**

#### **Stage 1 Application**

Applying via UCAS (Universities and Colleges Admissions Service)

To apply for an Higher Education Programme at East Kent College students must apply online through UCAS, the Universities and Colleges Admissions Service at <http://www.ucas.com>

The Higher Education information pages on the College website at will assist the applicant in locating <http://www.eastkent.ac.uk/subject/higher-education> East Kent college Higher Education programmes on the UCAS site (including UCAS and Institution codes)

#### **There are two types of applicant:**

##### **1. Students at a school or college registered with UCAS**

All UK schools and colleges (and a small number of establishments overseas) are registered with UCAS to manage their students' applications. Advice is available from teaching staff or a careers adviser at the school or college. Students fill in an online application and submit it to a member of staff. After checking their details, and adding their academic reference, the school or college submits the completed application online to UCAS.

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The student must pay online using a credit card or debit card before sending it to a referee. Payment can sometimes be made through the school or college.

## 2. **Independent applicants in the UK**

Other UK applicants, who are not at school or college, apply online independently. It is likely that they will be a mature applicant, who, unlike school and college students, cannot readily seek advice from a teacher, but can instead consult with various careers organisations. Students are responsible for paying the correct application fee, for obtaining and attaching an academic reference and for submitting the completed application online to UCAS.

### **Access to other Colleges within the East Kent College Group**

All students enrolled on an East Kent College Group course have the right to access the facilities on all the college sites. For example, a student studying at Canterbury College who lives in Dover, could access the refectory and Learning Resource Centre at Dover on the days they are not at Canterbury. If a student wishes to do this they must notify their Head of Department, who will then contact the Assistant Principal/ Business Manager at the relevant College and arrange for the student to be met the first time they go to the College and be given a brief tour of the site and ensure they are clear of any rules or health and safety guidelines particular to that site. Students must wear their ID at all times while at any college within the group.