

Guiding principles

- 1.0 The college is committed to transparency and fairness in how it seeks to admit students.
- 2.0 The college is an inclusive environment and seeks applications from a wide and diverse range of students regardless of their age, sex, gender identity, race, sexual orientation, disability or pregnancy or maternity. In welcoming applications from such a diverse range of individuals, the college will seek to make reasonable adjustments so that groups are not disadvantaged from accessing the college's provision.
- 3.0 The college will wherever possible welcome applications from individuals who have a criminal record and sees education as a major contributor to the successful rehabilitation of offenders. The college has a procedure for admitting students with a criminal record which is published separately.
- 4.0 The college reserves the right to refuse entry to an individual based on a range of factors that might include: their fitness to study; the risk that a conviction and subsequent licence conditions may pose to other students; the college's ability to adequately support disabilities; their academic and behavioural record from previous institutions or for continuing students the college itself. Decisions regarding the refusal of entry will be made transparently and following proper assessment of support that could be put in place and any other mitigating factors. The reason for refusal will be communicated clearly to the applicant.
- 5.0 The college recognises that potential is not always demonstrated merely by formal qualifications and will, where it is practical to do so, consider relevant life and work experiences in lieu of formal qualifications, but recognising that at some levels and for some qualifications, evidence of appropriate prior qualifications is essential.
- 6.0 The college will publish comprehensive information about its course offering, entry requirements admissions processes and terms and conditions within its printed prospectuses and online via the college's website. The college's call centre, information, careers and HE (in the case of admittance to HE qualifications) teams are available to provide face to face advice for potential applicants about courses matching career aspirations.

Aims

- 7.0 This policy aims to ensure that:
 - a) applicants are treated fairly and impartially.
 - b) applicants are appropriately guided and supported through the admissions process.

- c) informed and sound decision making by the applicant and the college is embedded within our processes.
- d) information related to entry criteria is fair, in line with the level and expectations of the course and are up to date and publicised widely.

Related policies and procedures

8.0 The following policies and procedures should be read in conjunction with this procedure:

SEND Policy Statement
Admitting Students with a Criminal Record Procedure
Fitness to Study Policy
Equality Policy and Scheme
Complaints procedure
Closure, suspension or substantial change to courses policy
Terms and conditions

Admissions Criteria

- 9.0 As well as published qualifications needed for entry, applicants will be assessed on the grounds of their suitability for the course and their professional aspirations. Certain courses such as childcare, health and social care and sport will require an applicant to undertake a DBS check to enable them to complete a work placement. Issues with a DBS return may mean that the individual is not suitable for the programme of study as it will prevent them from completing a work placement.
- 10.0 In all cases where the suitability of a candidate for a course is in doubt the individual will be provided with alternative levels or programmes of study and will be, where available, offered alternatives at the college.

FE Full-time course admissions

- 11.0 Course entry requirements will be published within the college's full-time prospectus and on the college's website. Individuals can apply for further education courses from the October of the year prior to entry, regardless of whether they have received confirmed exam results or grades. Offers will be made on the basis of predicted grades where needed.
- 12.0 Applications for full-time programmes of study will be dealt with by the central admissions team. They will acknowledge receipt of application and invite applicants to meet the tutor process for their particular programme of study. Documents required for meet the tutor will be made clear in the invitation letter, plus any other requirements of the process e.g. audition pieces, portfolio presentation or aptitude tests.
- 13.0 As a result of the meet the tutor process candidates will be made an offer verbally. The offer of a place may be conditional upon the applicant achieving certain grades in formal examinations or qualifications and may be subject to satisfactory references and DBS checks (see point 9.0 above).

- 14.0 Offers for courses will be confirmed in writing with applicants asked to confirm their acceptance of this offer.
- 15.0 Applicants unable to attend their meet the tutor date should let the central admissions team know in advance and their meet the tutor will be rescheduled to an alternative. Applicants failing to attend two meet the tutors without prior notification will have their application withdrawn. After this time contact by telephone will be made with the applicant to ascertain if they still wish to proceed with their application or would like a careers appointment.
- 16.0 Applicants are asked to declare any additional needs, if they have an EHC Plan or criminal convictions at application stage. This is to enable the college to assess support requirements and where necessary consider the impact of any criminal convictions on potential study. This process of assessment will be done in full consultation with the individual.

HE Course admissions full-time

Our HE Admissions Policy complies with relevant equality and diversity legislation affecting the admission of students and takes account of best practice, including the guidelines of the QAA Quality Code , Chapter B2: Admissions to Higher Education, and Supporting Professionalism in Admission's (SPA's) Good Practice guides.

- 17.0 The College will endeavour to ensure that students are only enrolled on Higher Education courses for which they have the skills, academic aptitude, motivation and commitment to succeed.
- 18.0 Applications for full-time Higher Education will be taken through the Universities Central Admissions Service (UCAS). Adherence to the UCAS Application and Recruitment Policy is a condition of being a provider in the scheme and ensures that all applications are handled fairly and consistently.
- 19.0 Course entry requirements will be published on the UCAS website, also within the college's full-time prospectus and on the college's website. Individuals can apply for higher education courses from the May of the year prior to entry, regardless of whether they have received confirmed exam results or grades. Offers¹ will be made on the basis of predicted grades where needed.
- 20.0 Where degrees offered by the college are validated by a partner university the college will be bound by their conditions of application and admissions.
- 21.0 In line with UCAS policy, the college will give equal academic consideration to all applications received on or before 15th January of the year of entry. After that date, the college will accept both applications through UCAS and those made directly to the college.

¹ All offers for University of Derby courses are approved by the university prior to issue to applicants.

- 22.0 All applications received by 15th January will be processed by the college and decisions made by 31st March. The type of offer, full conditions, subsequent offer or decision amendments and confirmation decisions will be transmitted to the applicant using 'Track' in the first instance. Decisions for these applications can be extended to 3rd May; after this date any application without a decision will be rejected by default by UCAS.
- 23.0 Applicants need to make their replies firm/insurance/decline by the relevant reply date, or their offers will be declined by default (RBD).
- 24.0 The college will not approach an applicant who is holding a firm or an insurance place at another provider, other than their own.
- 25.0 Late applications will be dealt with daily up until the end of June, when the main scheme for applications closes. Decisions for these applications will be made by 12th July, after this date any application without a decision will be rejected by default by UCAS.
- 26.0 Applications received after 30th June will be processed in Clearing. Decisions can be made in Clearing from 5th July. The last date for all applications to be sent to UCAS is 20th September with clearing vacancies ending late September.
- 27.0 Direct applications from progressors/returners can be completed as an RPA, which is available in November and is exempt from fees.
- 28.0 All UCAS dates will be adhered to at all times.
- 29.0 Offers - Students will be offered a place on their chosen course if they meet the entry requirements and if it is felt that the student can reasonably be expected to achieve. This offer is based on the information given on their application form
- 30.0 Accreditation may be given for prior learning or relevant work experience for mature learners in line with validating body regulations.
- 31.0 Admission is subject to places on courses being available. Places on courses will be allocated on a first-come-first-served basis, provided that the course entry criteria are met.
- 32.0 The College reserves the right to withdraw an offer or close a course if there are insufficient student numbers. We will inform applicants as soon as possible and if able offer a suitable alternative.

HE Course admissions part-time

- 33.0 Applications for part-time courses will be processed through the college's online application form and applicants can track their progress using the MyVision system. The college aims to process applications efficiently and fairly, acknowledging receipt within three working days using the MyVision system. The Admissions Officer will initially assess whether the applicant has met the minimum entry criteria for the programme. If these have been met, the Admissions Officer will check the effectiveness of the personal statement in the application

form. If the application forms are not completed in full e.g. the personal statement is too brief or provides too little information, the Admissions Officer will request further information from applicants via email, again within three working days. The Admissions Officer will discuss applications with PALs/HECs/CMs in all cases where the application is considered to be borderline.

- 34.0 Offers for part-time courses will be sent within ten working days from the date of meet the tutor. All applications for programmes validated by the University of Derby are subject to final approval by the programme teams at the university.
- 35.0 Note: for Teacher Training programmes, approval from the university will be sought when the application packs are complete i.e. full details of the teaching hours and mentor information. As some applicants are not in receipt of a teaching timetable until early September, they should be made aware at meet the tutor that final confirmation of their place on the course will be after receipt of full details.

Appeals

- 36.0 If an applicant is unsuccessful, the college will provide a reason why their application has been declined. There is no right of appeal in relation to the decision. However if applicants feel that the process has not been followed, or wish to challenge a decision to reject their application, they should refer to the College complaints procedures (please see below).
- 37.0 An Admissions Appeal could be invoked or referred to for a variety of reasons including:
 - 37.1 If an applicant who has previously been withdrawn from a College course wishes to return.
 - 37.2 If a Tutor has reasonable grounds for believing that an application may require a risk assessment, for example, any behaviour or previous record which could pose a threat to staff or other students.
 - 37.3 If an applicant presents an unacceptable Safeguarding risk.

This list is not exhaustive or exclusive and additional situations may arise which necessitate an Admissions Appeal. Appeals will be responded to within 10 working days.

- 38.0 The College reserves the right not to admit a student who has any outstanding debts to the College

After application

- 39.0 The College will hold regular advice events, open days and applicant events at which prospective students will:
 - 39.1 have the chance to visit our campus;
 - 39.2 learn about the admissions process for Hartpury programmes;
 - 39.3 learn about the services and facilities available on campus;
 - 39.4 be able to speak to staff and students about programmes and services,
- 40.0 Successful applicants will be invited in to a Welcome Event in August and an Enrolment Event in September at the College.

- 41.0 Information about these events and how to attend will be provided on our website and invitations will be sent to prospective students.
- 42.0 All college marketing materials will be accurate, kept up-to-date, be available at the correct point in the recruitment cycle and be available in formats accessible to all enquirers and applicants. The purpose of this material is to assist enquirers and applicants in their decision-making process.
- 43.0 If a full-time or part time student chooses to defer their place they will need to notify the College in writing. The College will confirm within 10 working days if this is possible. Full time students will need to ensure they defer their entry on UCAS to avoid having to reapply.

Fees

Fees for FE will be advertised on the college website and for HE on the college website and UCAS.

Complaints about college admissions

- 44.0 Complaints about admission to the college should be made via the college's complaints procedure available on the college's website. Informal concerns about admissions processes can be made via the central admissions team.
- 45.0 If an applicant feels that the College has failed to meet its obligations under consumer law, and are not satisfied with the response to your complaint, you may be able to refer this to the Competition and Markets Authority (CMA). Further information can be found [here](#).
- 46.0 If an applicant is not happy with how the College handles a complaint, you may be able to refer it to an independent complaint scheme such as the Office of the Independent Adjudicator for England and Wales. Further information can be found [here](#).

Enrolment

- 47.0 All applicants will be written to individually to confirm their enrolment date and time.
- 48.0 All students enrolling on places at the College must sign a copy of the learner agreement.
- 49.0 All students will be required to produce one form of identification, preferably photo ID, together with originals of their qualifications evidencing that they meet the entry conditions.