

LEARNER ADMISSIONS POLICY

Audience:	STUDENT
Requirement:	Essential
Policy Owner:	Director of Student Experience and Transition
Review Delegation:	Curriculum & Quality
Review Cycle:	Every 2 Years
Last Review:	March 2024
Due for Review:	June 2026 (extension from March)

SOUTH HAMPSHIRE COLLEGE GROUP

LEARNER ADMISSIONS POLICY

1.0 Statement of Principles

South Hampshire College Group (SHCG) is committed to deliver a responsive curriculum that provides opportunities for all and supports the development of the local workforce and the local economy. Courses available range from Entry Level through to Higher Education and we aim to offer all students a suitable programme which best meets their learning needs and aspirations.

SHCG embraces equity and diversity and operates an open access policy. We therefore welcome prospective students with different interests and abilities from diverse backgrounds. At all times SHCG will consider and adhere to its duty under its commitment to equity, diversity and inclusion in line with the College's Policies and the Equality Act 2010.

2.0 Scope

This policy applies to all full and part time applicants for further education courses at all campuses and online for those aged 16-19 and 19 +. Separate arrangements apply for apprentices and Higher Education.

3.0 Detail

Admissions Criteria

- 3.1 Many programmes have minimum entry requirements which will be published in the full-time prospectus and on the college website. These requirements must be met and will be discussed with the applicant at interview. Some courses or subjects may require other skills and as such, students may be required to attend an audition, assessment or meet a minimum level of fitness. These requirements will be discussed with the student at the interview stage and students may be assessed during interview or at the start of the course to determine their levels of literacy and numeracy.
- 3.2 Students must hold a valid British passport or meet the criteria of ordinarily resident as set out in the current funding body's Learner Eligibility Guidance document. The Education & Funding Agency regards as ordinarily resident in a given country any person who habitually, normally and lawfully resides from choice and for a settled purpose in that country.
- 3.3 Students from overseas who do not have an UK passport or who have not been living in the UK for the past 3 years will need to meet UK residency requirements and may have to pay full tuition fees.
- 3.4 For students up to the age of 18, there are a number of exemptions to the 3-year residency rule that qualifies them for fee remission;

- Students accompanying parents, spouses or civil partners who have right of abode or leave to remain in the UK or are EEA nationals.
 - Dependents on teachers coming to the UK on a teacher-exchange scheme.
 - Unaccompanied students who are British or EEA national, or who have right of abode or leave to remain.
 - Asylum Seekers
 - Those placed in care of social services
- 3.5 Prospective students must satisfy the qualification entrance criteria for their courses as described in the prospectus and course information, and the college must be satisfied the prospective student intends to complete their programme.
- 3.6 Applicants with non-standard or atypical qualifications (e.g. applicants with qualifications gained in another country), will be asked to provide evidence of their qualifications equivalent to those recognised by the College and may be required to undertake additional assessments. The applicant will need to provide a Statement of Comparability, which can be obtained through an organisation such as Ecctis.
- 3.7 For some courses, Disclosing and Barring Service (DBS) checks maybe required. If an applicant declares that they have any pending investigations or criminal convictions, the application will be subject to review before a formal offer is made (See section 5.0).
- 3.9 Applicants over the age of 19 at the start of a full-time programme or who turn 19 before the start of their second year maybe subject to tuition fees.

4.0 Applications

- 4.1 SHCG welcome applications from prospective students with different interests and abilities and from diverse backgrounds. Prospective students will normally be interviewed and usually offered a place, providing they meet the criteria described in section 2.0.
- 4.2 Admission decisions will be communicated to applicants directly either at the time of interview or by email, unless circumstances fall into 3.7 where the applicant will be informed after review
- 4.3 For school leavers the conditions of the offer may amongst other factors focus on GCSE attainment and suitable references from schools.
- 4.4 Applicants who have declared a physical disability or learning difficulty/disability will be referred to Learning Support to ensure that an appropriate support package is arranged.
- 4.5 All current students may apply to undertake a further programme of study following the procedure for internal progression. The College has the right to decline progression for students due to Government funding restrictions or previous non-achievement of the College standards for attainment, attendance and behaviour. There will be entry requirements for progression to the next level or to the second year of a two-year course which will be made clear to the student by their current lecturer.

- 4.6 All applicants will be offered a College interview, The College reserves the right to offer interviews via telephone, online platforms or in person. Some part time courses do require an interview or assessment.
- 4.7 Students may apply for more than one course but may be required to identify a preferred choice and a final decision must be made prior to enrolment.
- 4.8 Where entry requirements are not met or a course is considered not to meet the needs of the applicant the College will offer an interview for a suitable alternative (where applicable) or offer a guidance interview.
- 4.9 Depending on programme and circumstances applicants maybe required to,
- Provide evidence of their previous achievements and conduct at their current school or college;
 - Provide evidence of exam access arrangements through their form 8 document.
 - Satisfy entry requirements for admission to the proposed programme; undertake further assessment or provide information as necessary to allow the College to support any identified additional learning needs;
 - Agree in writing to adhere to the Rules of the College and to any agreements between the College, third parties or stakeholders that the College may reasonably require
- 4.10 Students will be invited in to the College prior to the start of their programme to confirm their eligibility for their chosen programme. Students will be required to produce evidence of their results or other requested information before being accepted on to programme.
- 4.11 Where a study programme is substantially changed, relocated or discontinued, all applicants will be informed and offered another study programme. Part time enrolments will be informed, and where possible offered other available dates/alternative course or a full refund if the course has been cancelled prior to starting.
- 4.12 The College reserves the right to limit the number of places on a programme, to define a minimum number of students required for a programme to be delivered, and to cancel an advertised programme if required. All courses require a viable number of students before they can run and therefore, to ensure costs are covered, a minimum target number of students is set for each course. Please note that late withdrawals by students can affect viability right up until the course commences. In the rare event that a programme is cancelled at short notice, the College will direct applicants to alternative suitable provision both within the College and at other providers as appropriate.
- 4.13 The College aims to provide all applicants with a Study Programme which suits their individual needs. The college however reserves the right not to admit a student to a programme if:
- They are unable to demonstrate that they hold the minimum entry requirements;
 - They are seeking to undertake a programme which is not in their best educational interest;
 - They are considered unfit to study;

- They have a criminal conviction which presents a risk to other students or that bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- They have behaved inappropriately whilst on College premises or a reference indicates they have displayed poor behaviour or attitude in previous education/ employment;
- There are other circumstances which question their suitability for a course;
- The student was excluded or withdrawn from the college, the College group or from a previous education provider
- References from other education providers or employers indicate they are unsuitable for a course;
- The College deems the adjustments needed to the estate or study programme are unreasonable as per the Equality Act 2010.

5.0 Criminal Convictions

- 5.1 SHCG takes its responsibilities for Safeguarding extremely seriously. All students attending the College are required to declare any criminal investigations or convictions they may have or are pending.
- 5.2 Students are also required to declare any criminal convictions or investigations received whilst studying at the College.
- 5.3 Criminal convictions or pending investigations are not necessarily a barrier to entry for study at the College, however, a risk assessment will be carried out and the College reserve the right to contact agencies such as the Independent Safeguarding Authority, Disclosure and Barring Service (DBS), Police and Youth Offending Teams if they feel this is necessary.
- 5.4 All criminal investigations or convictions including those that are pending will be taken to our Criminal Convictions Panel before applications can be agreed
- 5.5 For some courses of study it is a requirement that students do not have any convictions or investigations as they are required to go out on work placement in schools and care settings. Where this is appropriate, students will be notified in advance
- 5.6 Where SHCG are unable to accept an applicant because of their disclosure or where a current student is unable to continue on their programme, the College will inform the applicant as soon as possible and endeavour to advise on possible alternative arrangements outside of the College group
- 5.7 Failure to notify the college may result in withdrawal from programme.

6.0 Applicants with a Learning Difficulty and/ or Disability

- 6.1 We welcome applications from students requiring additional support on their chosen course. Students with an EHCP [Education, Health & Care Plan] will be given the opportunity to name SHCG and their chosen campus as their preferred choice post sixteen after consultation with all

interested parties. Liaison with the applicant, secondary school, SEN Personal Advisor, other external agencies and the college will take place during Key Stage 4 in order to ensure a smooth transition.

6.2 Applicants without an EHCP are encouraged to discuss any support need at the initial interview stage. A further interview may take place if appropriate.

6.3 Where SHCG are unable to meet the needs of an applicant because of the specific nature of their needs, the College will inform the applicant as soon as possible and endeavour to advise on possible alternative arrangements outside of the College group.

7.0 Fees

7.1 There are no enrolment or tuition fees for students under 19 where they meet the residency requirements and other criteria set out by the Local Education Authority. Most basic materials, including books and handouts are made available to students, but there may be requests for contributions towards personal equipment, trips and visits and specialist course materials.

7.2 In certain circumstances, students may be eligible to claim financial assistance. Students wishing to find out more about financial assistance should contact the Finance teams for the campus in which they are applying.

8.0 Admission Appeals

8.1 Whilst the college aims to be fully inclusive and offers a range of programmes to suit individuals' aspirations, ambitions, needs and previous experiences there may be occasions where an admission application is unsuccessful.

8.2 An application declined decision will be made in writing from the Director of Student Experience and Transition. On receipt of this letter an applicant has 5 working days in which to appeal the decision.

8.3 Appeals must be made in writing to the Vice Principal of the campus and must set out reasons for appeal.

8.4 On receipt of the letter of appeal from the applicant the Vice Principal, will

- Review the written appeal and the evidence upon which the decision was made;
- Consider any new information that was brought to their attention in the appeal;
- Determine whether the correct decision has been made in accordance with this policy

8.5 The Vice Principal will make a final decision and will respond in writing with the decision.

8.6 The Vice Principal's decision is final and no further right of appeal is available.