



TyneCoastCollege

FURTHER EDUCATION AND APPRENTICESHIP ADMISSIONS POLICY

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
CMT, Board	v.9.1	May 2021	May 2024	Head of Student Services and SEND

Equal Opportunities: Impact Assessed

Review: 3 years

POLICY NUMBER 3

FURTHER EDUCATION AND APPRENTICESHIP ADMISSIONS POLICY

1 Policy Statement

Tyne Coast College welcomes applications from all prospective students 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.

2 Scope

The policy applies to all applicants applying for Further Education courses and Apprenticeships, this policy does not cover Youth College, 14-16 admissions or Higher Education.

The aim of the policy is to ensure that:

- a) All applicants are dealt with on an individual basis and treated fairly.**
- b) Our experienced team offer impartial advice and guidance to support applicants to make informed decisions.**
- c) Information relating to entry requirements is accurate, reviewed annually and ensures accessibility.**

3 Legislation

The following legislation applies to this Policy

- Equality Act 2010
- Children and Families Act 2014

4 Responsibilities

Heads of Department

- Involve staff in determining the generic and course specific entry criteria
- Annually review the entry criteria and requirements of each advertised course ensuring the detail is accurate.

Teaching and Guidance Staff

- Ensure applicants are provided with accurate and impartial information to support the decision making about their next steps.
- Applicants are given honest guidance in relation to the appropriateness of courses and their suitability based on individual circumstances.
- Where applicants do not meet the entry criteria/requirements staff will support them to consider alternative options.

Applicants

- Provide honest and accurate information to support their application.
- Inform the College at the earliest opportunity of any special educational support needs, if they are Looked After Child or a Young Carer to enable the College to provide appropriate support as required.
- Notify the College of any Criminal Convictions that they have or may receive (acceptance onto *certain* programmes is subject to an applicant having no criminal convictions)

5 Actions to Implement and Develop Policy

5.1 Criteria for Admission

- a. The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- b. The applicant meets the specific entry requirements of a programme or course.
- c. The applicant meets all the other admission criteria.
- d. The applicant has satisfactory references, where applicable.
- e. The applicant attends an interview, where required by a specific programme or course.
- f. The applicant agrees to pay any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).
- g. There are places available on the programme of study i.e. target numbers have not yet been met.
- h. The applicant agrees to the Terms and Conditions of the College at the time of accepting an offer of a place.

5.2 Admission of Students with Learning Difficulties and/or Disabilities

The College is respectful of its statutory duties in accordance with the SEN Code of Practice 2015.

In planning for the admission of students with learning difficulties and/or disabilities the College will co-operate with the Local Authority and consider the applications of all students in a fair and non-bias manner.

Where a young person names the College in their Education Health and Care Plan, the College will admit the young person where appropriate, meaningful provision exists. Where it is determined the College is not suitable or unable

to meet the students' needs, the Head of Student Services and SEND will respond in writing to the Local Authority within 15 days.

In making decisions regarding courses the College will be ambitious for students with learning difficulties and disabilities. It will aim to provide provision which will provide adequate stretch as well as offering meaningful progression in line with the aspirations of 'Preparing for Adulthood'.

Where the Local Authority makes the decision to decline a High Needs Funding request, the College reserves the right to consider whether or not the student's needs can be reasonable met and therefore reconsider admission to the College.

6 Right to Refuse an Application

The College reserves the right to refuse an application. Applications from prospective students who come into this category will be given full consideration by the College's College Management Team which will follow the Student Application Refusal Guidelines specified in 6.1 of this policy.

- 6.1 The College reserves the right to refuse admission to an applicant who:
- a. Does not meet the admission criteria in 5.1
 - b. Withholds information; provides false or misleading information.
 - c. Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which prima facie present a clear and immediate danger to students, staff or college property and equipment.
 - d. Who has previously been excluded from Tyne Coast College or another education institution
 - e. Who has previously attended this or another education establishment and not completed courses, including all external assessments.
 - f. Has outstanding debts to the College.
 - g. The College will carry out a DBS check for applicants to some programmes where students may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes.
 - h. The College reserves the right to carry out a safeguarding risk assessment on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College.

- i. The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.
- j. We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the appropriate Head of Learning and/or Assistant Principal.
- k. Applicants who do not meet the standard entry requirements for a particular course maybe given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his/her nominee(s), usually an Assistant Principal or Head of Learning.

6 Monitoring & Evaluation

The College's Senior Management Team will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

7 Related Policies

Equality & Diversity Policy
Race Equality Policy
Safeguarding Policy