



College Admissions Policy

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Approved by:	Steve Bishop, Director of Marketing and Student Recruitment
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Author:	Steve Bishop, Director of Marketing and Student Recruitment
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Policy Category:	Business Development, Marketing, Subcontracting & Admissions

1. Purpose

1.1. The purpose of this policy is to set out how West London College intends to effectively, courteously and fairly select and recruit students from the pool of applications received and to ensure that all applicants:

- Are treated fairly in their application via an open and transparent process
- Have access to information, advice and guidance at all stages throughout the applicant journey including clear entry criteria for all courses
- Are provided with information about the likely career or employment outcomes of the course to assist in their choice
- Are provided with a timely and efficient application process
- Are given the opportunity to disclose any learning difficulty and/or disability so that support can be put in place
- Are offered, where appropriate, a place on a course best suited to their ability and aspirations

1.2. This process supports West London College's commitment to equality, diversity and inclusion. It also supports the college's duty of care to ensure that all those seeking to study are placed on an appropriate level of course that will enable them to succeed.

1.2.1. The college is committed to fair access and encourages applications from all who are able to demonstrate their ability to meet entry criteria for a course which is relevant to their career pathway.

1.2.2. Applicants are considered based on their merits, abilities and potential. The College's Admissions Policy is designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.

2. Scope

2.1. The principles of this policy will apply to all applying for entry to West London College - 14-to-16, further and higher education students and apprentices.

3. Overarching Principle(s)

3.1. West London College recognises its duty to protect the college community and the communities around us. The college must balance its responsibilities to provide a safe and secure environment for its students, staff, visitors and others. Information regarding an individual's criminal convictions will need to be considered when deciding whether that individual may begin or continue their studies. The college also notes the specific duties which it holds in relation to certain careers or professions which students on our programmes may enter (Please refer to the Criminal Conviction Policy).

3.2. The college will balance the interests of the student/applicant with its responsibilities to other people. The college reserves the right to refuse to admit/exclude students where their criminal record makes it inappropriate for them to be admitted/attend. The college also reserves the right to appropriately recruit to age-related provision, in particular where courses/areas are specific to 16-18 or adults (19+).

4. Main Body

4.1. **The applicant will be offered a place provided that:**

- The college offers a programme suitable to meet their needs
- They can meet the entry requirements at the point of enrolment for the level of provision they have applied for. Further information may be requested from the applicant's school or previous place of learning to assist in our evaluation of their suitability of a place on a chosen course.
- There are spaces available on the course

- For applicants who declare that they have a criminal record, or there are safeguarding concerns for other members of the college community, their placement will be subject to a risk assessment completed by Safeguarding team

4.2. **Circumstances in which a place may not be offered:**

- Applicants who declare they have been living outside of the UK for the last 3 years will be asked to bring their passport and any visa documentation and this will be checked by a college representative
- Where the applicant has declared a criminal record or pending court case and the risk assessment leads to the conclusion that they pose too great a risk to grant admission
- Where there is a safeguarding concern for a member of the college community
- If the applicant has previously been excluded from this or another educational institution
- If the college is unable to provide a suitable learning programme or the applicant is not academically or vocationally suitable, and the stated entry criteria will not be met and no reasonable alternative offer can be made
- Applicants who have outstanding debts to the college
- Applicants for programmes that require a DBS police check, such as childcare courses. The outcome of the check will be considered
- Failure to declare a criminal record may lead to the immediate withdrawal of any offer of a place. This duty to declare is ongoing for the duration of the student's time at the college. For enrolled student's failure to declare may result in the student being excluded under the college's Student Disciplinary Procedures
- If an applicant is in the possession of an Education and Healthcare Plan, the suitability of the course for which they applied will be discussed with the relevant curriculum team in conjunction with the Learning Support team

4.3. In general, a 16–18-year-old will follow a programme of study which is usually a collection of courses, with one main aim. They will be required to undertake English and maths until attainment of grade 4 or above in the subject. A 16–18-year-old student will be expected to be studying a full-time study programme unless they are employed or following a recognised traineeship. A student with a current Education Health Care Plan (EHCP) is funded as an under 19, but are aged between 19-24, as long as they are able to demonstrate that they are progressing in their learning. Adult students will have a variety of course durations and are funded on a course-by-course basis.

4.4. **Admissions procedure**

4.4.1. *Stage 1: Pre-application*

There will be clear written entry criteria for every course, displayed in the information on each individual course leaflet on the college website. Entry requirements will be determined and published for respective levels of study.

Opportunities for students to view the college buildings and its facilities prior to the commencement of a course will be available through holding open days, virtual tours, advice and guidance sessions, and starting college events. Please visit the college website for further details. Open Days allow prospective applicants the opportunity to see each college's curriculum offer and to establish a wider understanding of its culture and objectives. Advice and Information is provided by qualified advisors, available to answer any questions applicants may have about their future study and options.

4.4.2. *Stage 2: Application*

All applicants must have a completed application form in order to be considered. 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 course choice will be discussed, and a provisional agreement

reached on the most appropriate programme of study. If interview is not required, the applicant will be given a conditional offer of a place depending on their current level of achievement. Any applicant with a need for support will be contacted by the Learning Support department, 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. The college may request references and/or school reports for a potential student where necessary. 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; for example: 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 are required to fulfil the relevant entry criteria to progress.

4.4.3. 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
- 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 a guidance interview with the Student Recruitment and Admissions team in order for alternatives to be considered and appropriate advice and guidance provided.

Applicants with learning difficulties or disabilities can access appropriate support. Applicants are encouraged to declare any learning difficulties or disabilities as early as possible but can declare at any stage of the application process; on declaration they will be referred to a member of the Additional Learning Support or Student Services 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's Data Protection Policy.

NB The college reserves the right to retract or amend an offer. Where a course is under-subscribed or there is a significant change to how a course is funded, the college reserves the right to withdraw the course or change the location of the course. In such cases, applicants will be offered advice on the availability of alternative courses, both at the college and with other local education providers. The offer of a place cannot, however, be guaranteed.

4.5. Appeals Process

Applicants who wish to appeal against any decision during the admissions process should contact the Director of Marketing and Student Recruitment. All appeals should be made in writing within 10 days. Assistance with this will be provided if required on request.

The Director of Marketing and Student Recruitment will then request from the Admissions and Student Recruitment team all relevant evidence (application form, letters, assessments, interview packs etc.) for review by the Assistant Principal overseeing the area.

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

4.6. **14-16 Provision**

The provision offers a bespoke Key Stage 4 provision in partnership with Ealing Council. The provision is run for students newly arrived in Ealing in Year 11 who are of mainstream school ability as an alternative school placement.

This programme offers a fast-track to post-16 education and can accept new entrants throughout the school year.

The college is committed to ensuring equality of opportunity for all 14-16 students, which will be achieved by:

- Ensuring that all applications are managed in a manner that is clear, fair, explicit and consistent
- All places are offered and allocated in accordance with the college's 14-16 Provision Admissions Policy

The admission arrangements for the 14-16 Provision will explain:

- How applications to the college should be made and the process for applicants (via borough or school)
- How places will be allocated
- Key criteria for successful transition to the college's post-16 provision

Arrangements for application for places at the college's 14-16 Provision at year 10 and 11 should be made directly to pupil admissions at Ealing Council. Interested young people and their parents/carers will be invited to discuss individual needs and the curriculum offer. Only once an application is received and an interview has taken place, will consideration be given to an offer of a place – this supports both the college and the student. Interview and induction will enable students to learn more about their programme of study and they will receive personalised guidance and support. Following enrolment all students will participate in the 14-16 Provision induction process, which includes personal guidance, support and progression planning.

4.6.1. **14-16 Students Progression and Appeals Process**

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.

Key Criteria for successful transition to the college post-16 Programmes of Study:

- Student attendance, behaviour and effort at their current school must demonstrate a positive attitude to education
- Skills in English and mathematics must be adequate to study within the chosen vocational areas
- Internal progression to be completed with the student and personal tutor. Students will be invited in for an interview towards the end of the academic year to prepare for transition

Parents/carers or students whose application for a place is unsuccessful are entitled to appeal. This appeal can be made via the school or borough or the Independent Appeals Panel which will act in accordance with the provisions of the 'Schools Admissions Appeal Code' published by the Department for Education. Information on how to appeal will be provided with the confirmation that an application has been declined and can be accessed by contacting the KS4 Co-coordinator.

4.7. **Students with Additional Needs**

All students are encouraged to disclose on their application form any medical conditions, learning difficulties or physical or sensory disability so that we can discuss with them how they might be supported in their learning to fulfil their academic potential.

Students with an EHCP will undergo a consultation and, where appropriate, a needs analysis assessment, prior to enrolment. We expect all declarations to be supported in writing and with independent documentation where required. Applicants may be required to attend a support assessment/interview before their curriculum interview to ensure that appropriate support can be planned and put in place.

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 the 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. 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/publications/send-code-of-practice-0-to-25>

The college has a full SEND policy, which can be found on its website.

4.8. Applicants and Students with Criminal Records

The 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 to be regarded as an obstacle to studying at the college.

The college will not consider, when dealing with existing students and applicants, 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 handling 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.

4.9. Higher Education Admissions Procedures

The full HE Admissions Policy can be found: <https://www.wlc.ac.uk/policies/he-admissions-policy>

5. Relevant Legislation / Regulation

5.1. This policy is aligned with the following legislation:

- Data Protection Act 2018
- Freedom of Information Act 2002
- Disability Discrimination Act 2005
- Equality Act 2010
- Children and Young People Act (2014)

- General Data Protection Regulation (GDPR) (from May 2018)

6. Related Documents

6.1. The following related documents are relevant to this policy / procedure:

- Data Protection Policy
- Criminal Checks Policy

7. Accountability

- 7.1. The Director of Marketing and Student Recruitment is responsible for the drafting and implementation of this policy.
- 7.2. He or she is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the Admissions policy or making enquiries about its interpretation.
- 7.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.
- 7.4. All employees are responsible for adhering to the requirements set out in this document.

8. Equality, Diversity & Inclusion

- 8.1. The college has paid due regard to equality considerations during the preparation and implementation of this Policy.
- 8.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.
- 8.3. The college's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.
- 8.4. The operation of this Policy and Procedure will be monitored by the Principal and CEO in order to establish that no unlawful discrimination is taking place and to identify opportunities for the college to enhance equality of opportunity and fair treatment.

9. Review

- 9.1. This document will be reviewed every October.
- 9.2. The Director of Marketing and Student Recruitment will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.
- 9.3. As part of the review, the Director of Marketing and Student Recruitment will seek and consider the views of the College's employees and, where appropriate, of the recognised trade unions.
- 9.4. The outcome of the review will be reported to the Senior Leadership Team.

10. Policy Category

Category [select ONE only]	X Business Development, Marketing and Subcontracting <input type="checkbox"/> Corporation <input type="checkbox"/> Data Protection <input type="checkbox"/> Equality & Diversity <input type="checkbox"/> Estates / Facilities <input type="checkbox"/> Executive Support, Administration and Reception <input type="checkbox"/> Finance <input type="checkbox"/> Health and Safety <input type="checkbox"/> International <input type="checkbox"/> IT Services <input type="checkbox"/> Management Information Systems <input type="checkbox"/> People and Organisational Development <input type="checkbox"/> Quality <input type="checkbox"/> Student Services & Safeguarding
Audience [select ALL that apply]	<input type="checkbox"/> Employees <input type="checkbox"/> Governors X Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers