





**Further Education Admissions Policy**

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| **Document title:** | **FE Admissions Policy** |
| **Audience:** | **Students, Staff, Governors** |
| **Version:** | **3** |
| **Approved by:** | **Quality & Standards Committee** |
| **Date approved:** | **1.12.22** |
| **Date of next review:** | **October 2023** |
| **Document Owner** | **Vice Principal Data & Funding** |
| **Equality Impact Assessment** | **Completed** |
| **Student Friendly Version** | **To be completed** |

## **Revision history**

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| **Version** | **Type**  **(e.g. replacement, revision etc)** | **Date** | **History (reason for changes)** |
| 1. | Revision | 08/01/2020 |  |
| 2. | Revision | 01/05/2020 |  |
| 3. | Revision | 01/10/2021 | Annual Update |
| 4. | Revision | 07/11/2022 | Annual Update |
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## **Monitoring and review**

This policy will be reviewed annually by the Quality & Standards Committee.

# **Policy Name – FE Admissions Policy**

## **Purpose of the Policy**

The College’s Further Education Admissions Policy and Procedures adheres to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support staff involved at all levels of recruitment and selection of students to ensure that those admitted are competent to succeed in their chosen course.

**The College will:**

* Provide effective, accurate information, advice and guidance (IAG) on educational and training

opportunities.

* Provide accurate and up to date information on employment opportunities available following programme achievement.
* Make suitable arrangements for admitting students to their chosen course / programme.
* Ensure that all students are enrolled on appropriate programmes of study, which are compatible with their abilities and aspirations.
* Ensure the selection procedures are followed fairly, courteously, consistently and swiftly.
* Ensure that the admissions criteria allow for widening participation by those sectors which are

currently under-represented within the College’s Further Education cohort.

* Ensure effective information and advice is given to applicants about the availability of sources of

funding and other forms of support to assist the student to successfully complete their course of

study.

* Ensure that all students admitted to the College are done so ensuring we meet conditions that are legislative, compliant and within the rules of funding agencies and other statutory bodies.
* Ensure that students with a Disability Statement have their support requirements assessed.
* Use our student data for the purposes of monitoring equal opportunities.
* Provide appropriate staff development for all staff involved in the admissions process.
* Not retain data outside of the purposes it is intended for in line with General Data Protection

Regulation (GDPR) regulations.

* Support any student to dispute or appeal against an admissions decision using the colleges

complaints or appeals policy.

**Related Policies:**

• Disclosure and Barring Service Policy Disclosure (DBS) Policy.

• Data Protection (GDPR) Policy.

• FE Fees Policy.

• Complaints Policy.

• Appeals Policy.

**Related Procedures and Guidelines:**

• Further Education Admissions Procedures.