



Further Education Admissions Policy

Document title:	FE Admissions Policy
Audience:	Students, Staff
Version:	2
Approved by:	Quality and Standards Committee
Date approved:	02/12/21
Date of next review:	October 2022
Document Owner	VP Curriculum
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
1	Revision	8 January 2020	
2	Revision	May 2020	
3	Revision	October 2021	Annual update

Monitoring and review

This policy will be reviewed by the Quality and Standards Committee every year.

Policy Summary:

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.

Aim of the Policy

The College will:

- Provide effective, accurate information, advice and guidance (IAG) on educational and training opportunities.
- 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. All information concerning applications will be confidential between designated parties, including funding bodies as stated on the College's application form.
- 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.
- 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
- Confidentiality Policy.
- General Data Protection Regulation (GDPR) Policy
- FE Fees Policy
- Complaints Policy
- Appeals Policy

Related Procedures and Guidelines:

- Further Education Admission Procedures.