



South Gloucestershire and Stroud College

**Applications, Admissions & Enrolments
Policy and Procedure**

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Please contact the Human Resources Department**

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Job Title/Role:	Head of Marketing & Head of Enrolment Centres SGS
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Approved by:	Head of Marketing
Date:	22 nd August 2014

<p>Have you consulted on this policy? Details:</p> <p>What evidence has been used for this assessment?</p>	<p>Yes. The Head of Learning Support has been consulted with regards current arrangements with the Local Authority and potential issues that could arise. Local Authority ALS Funding Guidelines.</p>		
<p>Could a particular group be affected (negatively or positively)?</p>	<p>Positive Impact Indicate Y where applicable</p>	<p>Negative Impact Indicate Y where appropriate</p>	<p>Evidence</p>
<p>Characteristics protected by the Equality Act 2010</p>			
Age	N/A	N/A	N/A
Disability		Y	Any perceived negative impact as a result of the policy is linked with Local Authority funding decisions, which is out of SGS College's control.
Gender Reassignment (inc. Transgender)	N/A	N/A	N/A
Race (inc. Gypsy & Traveller)	N/A	N/A	N/A
Religion and Belief	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A
Marriage & Civil Partnership	N/A	N/A	N/A
Pregnancy & Maternity	N/A	N/A	N/A
<p>Characteristics designated by SGS as requiring due regard</p>			
Carers and Care Givers	N/A	N/A	N/A
Persons in Care and Care Leavers	N/A	N/A	N/A
<p>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? Yes</p> <p>If yes, please detail: A clear strategy is in place with regards managing ALS applications and the communication of the process and how decisions are reached.</p>			
<p>Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? No</p>			
<p><i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required.</i></p> <p><i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment.</i></p> <p>Completed by: <i>Liam Evans</i> Position: <i>Head of Marketing</i> Date: <i>22-8-14</i></p> <p>Checked by: Position: Date:</p>			

Applications, Admissions and Enrolments Policy & Procedure

1. Introduction

- 1.1. South Gloucestershire and Stroud College (SGS) will ensure applicants receive an effective introduction to their studies and their safety and interests are taken into account via the SGS Total Support Guarantee. This Policy states the College's commitment to consider applications from prospective students consistently and without prejudice. Where appropriate, applicants will receive timely interviews. This Policy also includes student transfers, internal progression and course cancellation
- 1.2. The Policy is informed by, and reflects, the College's Single Equality Policy.

2. Statement

- 2.1. SGS College has three general conditions for Application and Admission:
 - 2.1.1. The potential of an applicant to benefit from, and succeed in, one of the programmes of study that the College offers;
 - 2.1.2. The understanding and willingness of an applicant to adopt a responsive attitude to all of his/her College commitments; and
 - 2.1.3. The ability for high needs learners with support needs to have the funding from their Local Authority.
- 2.2. Pre 16 applicants studying part time courses must pay full fees.
- 2.3. An offer of a place is not a guarantee that the course will run.
- 2.4. Where an applicant is not offered a place, the reasons will be recorded and explained clearly on request. Reasons for not offering a place could be:
 - 2.4.1. if the College has reason to believe that the applicant's presence is likely to endanger him/herself, other students and/or staff in the College; information, advice and guidance (IAG) will be provided to source a suitable alternative to studying at SGS College;
 - 2.4.2. the applicant has applied for a course that is oversubscribed. In these circumstances applicants will be offered further information, advice and guidance on the availability of suitable, alternative programmes of study;

- 2.4.3. the applicant has provided false or misleading information;
 - 2.4.4. if following a full investigation (including Disclosure & Barring Service checks where appropriate – e.g. teaching, nursing, childcare), the applicant is found to be unsuitable to work with any relevant groups; or
 - 2.4.5. the applicant has not met the entry criteria as outlined in the full time prospectus or the part time prospectus; information, advice and guidance will be provided in this instance to source a suitable alternative to studying at SGS College.
- 2.5. There are no automatic refunds should applicants cancel their enrolment or fail to attend their chosen course. Refunds are given at the discretion of the Vice Principal (Curriculum).
 - 2.6. If a member of the academic/vocational team responsible for delivery of a course rejects an applicant, their fees will be refunded in full, if already paid.
 - 2.7. Course cancellations can only be authorised by a Head of Faculty and ideally must be cancelled at least 7 working days before commencement. Where the first session of a course is run as a taster a decision to cancel the course must be made by the Head of Faculty within 48 hours of the start date of the course.
 - 2.8. If the College cancels a course prior to the second session, applicants are informed promptly and their fees are refunded in full. However, if a course is cancelled after the second session, but before completion the applicant will only receive a refund of an appropriate proportion of their fees.
 - 2.9. Students continuing from Year 10 in school to Year 11 studies in College are admitted following Gloucestershire County Council's or South Gloucestershire referral policy.
 - 2.10. For H.E. enrolments, the College will be registered with UCAS as SGS College and will adhere to standard UCAS regulations and procedures for those courses offered through the UCAS system.

3. Objectives

- 3.1. To ensure that current and prospective students are enabled to make a clear and informed choice, they (and where relevant and with the consent of learners, their employers, carers, guardians, etc.) will be provided with timely, clear, consistent and accurate information about:
 - 3.1.1. course entry criteria, content, progression opportunities and methods of assessment; including transfers;

- 3.1.2. course target qualifications and grades;
 - 3.1.3. student support services including opportunities to attend Learner Voice forums and be part of the Student Union;
 - 3.1.4. tuition, examination and material fees, plus any other financial charges associated with a course which a student will have to incur during that course;
 - 3.1.5. bursaries, grants, loans, subsidies and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees;
 - 3.1.6. levels of additional learning support provided;
 - 3.1.7. opportunities to visit the College and meet with specialist tutors and guidance staff;
 - 3.1.8. opportunities to receive impartial information, advice and guidance from a qualified Careers Advisor;
 - 3.1.9. course cancellations; and
 - 3.1.10. when and where books and materials are required to be purchased by the applicant. (Purchases are not recommended before the first session in case of course cancellation).
- 3.2. To ensure that existing students who wish to continue their studies at SGS College receive comprehensive information, advice and a standard introduction to their new course/s.
- 3.3. To ensure an applicant is treated consistently, impartially, with dignity and respect, they can expect :
- 3.3.1. a structured, responsive central applications and admissions procedure (see Section 7 of this policy);
 - 3.3.2. that the College will comply with the Data Protection Act in respect of details given on any application form and during the application process with regards to communications to external parties; and
 - 3.3.3. any application related interview will be explorative, informative and friendly.
- 3.4. Application forms include clear statements about the College's Consent to Process information under the Data Protection Act and the College's

requirement for students dealing with vulnerable children or adults to comply with the Disclosure & Barring Service procedures.

4. Implementation

- 4.1. Through normal application/admissions/enrolment processes to ensure that all students are placed on courses or programmes which are appropriate to their needs and will enable them to achieve their full potential.
- 4.2. Through normal finance processes.
- 4.3. Through normal learner service processes.
- 4.4. Through normal additional learning support processes to ensure the College makes reasonable adjustments in teaching, learning and assessment so that programmes are free from artificial barriers that restrict access and progression.

5. Responsibilities

5.1. Students and Parents/Guardians/Carers

- 5.1.1. Pre 16 students in their final year of statutory education may attend classes on their own but we strongly advise parents/guardians/carers that they escort students to and from the venues doors. SGS College and its associated centres are adult education environments and we cannot screen all who use the service.
- 5.1.2. All students must wear current SGS College lanyards at all times whilst on college premises.
- 5.1.3. All students adhere to the SGS College code of conduct.

5.2. Managers and Staff

- 5.2.1. Enrolment Centre Staff
- 5.2.2. Head of Enrolment Centres SGS
- 5.2.3. Head of Finance
- 5.2.4. Head of Marketing
- 5.2.5. Head of Learner Services
- 5.2.6. Head of Learning Support

6. Related Policies, Procedures, Regulations and Legislation

- 6.1. Fees Policy & Charges
- 6.2. Single Equality Policy
- 6.3. Data Protection Act
- 6.4. UCAS Regulations and Procedures

7. Procedures

7.1. Generic, FE and HE Application Procedure

- 7.1.1. All application procedures include (Additional specific procedures for Pre-16, International and HE Applicants are listed from 7.2 below):
 - 7.1.1.1. On receipt, application forms are checked in the Enrolment Centres to ensure they are correct. Any omissions or problems are referred back to the applicant. If all information is correct, an acknowledgement is despatched within 2 working days of receipt of the application form
 - 7.1.1.2. Applicants born or resident outside the UK and EC are referred to the International Officer to determine their status
 - 7.1.1.3. Applicants who are aged under 16 on the 31st August on the year of entry, are referred to the pre-16 Co-ordinator to arrange a pre-interview appointment
 - 7.1.1.4. A letter will be despatched within 2-4 weeks of receipt of an application, inviting the applicant for interview/s where applicable
 - 7.1.1.5. A clear line of enquiry for those who wish to track the progress of their application
 - 7.1.1.6. Applicants are automatically placed on a waiting list if the number of people wishing to enrol on a course exceeds the number of places available. They are informed if a second course is run, or if anyone cancels, they will be contacted by the Enrolment Centre to see if they still wish to enrol

- 7.1.1.7. Applicants are / will be required to disclose information about any additional learning support needs they may have. These applicants will receive a questionnaire to complete and return to the college. HE applicants will receive help with their application for the Disabled Students Allowance (DSA) if applicable. High needs learners are supported by their Local Authority and approval of funding must be agreed prior to confirmation of a place at SGS College.
- 7.1.1.8. An applicant who has provided false or misleading information on the application form will be rejected from the process
- 7.1.1.9. If applicable, an interview which provides the interviewee with the opportunity of exploring with a subject specialist their reasons for application, career plans, qualifications and personal circumstances so that they are able to make a decision as to whether the course is right for them
- 7.1.1.10. Where an applicant is not offered a place on a course, his/her application may be reviewed if the applicant is able to present new information relevant to their application, which was unavailable at the time the decision was taken not to offer them a place. Such information should be submitted in writing to the Head of Enrolment Centres SGS
- 7.1.1.11. A letter notifying the applicant of the result of their interview and offer of a place where appropriate, within 2 weeks of the interview
- 7.1.1.12. Acceptance forms outlining the conditions of the offer, if applicable, are issued at interview and returned to the Enrolment Centre with other relevant documentation
- 7.1.1.13. After interview, files and records are updated to show the outcomes and to ensure that an offer has been made
- 7.1.1.14. An initial assessment and/or taster day to ensure that the applicants chosen programme of study closely matches their needs and abilities
- 7.1.1.15. An offer of a place on a course, which may be conditional or unconditional. If the place is conditional, the conditions will be clear and

consistent with published entry criteria or as discussed at interview. If an applicant does not accept the offer within 30 days, the College reserves the right to offer the place to another applicant. Exceptionally, this will not apply in the case of late applications, where the course starts in less than 30 days, the College will withdraw an offer if an applicant submits false or misleading information that was instrumental in securing an offer of a place

- 7.1.1.16. Generally clear, informative enrolment instructions will be sent out at least 4 weeks before the beginning of the course to applicants who have applied more than 6 weeks before the start of that course
- 7.1.1.17. An opportunity to review and, where necessary, re-negotiate application to an appropriate course, after the publication of GCSE, A-level or other results, with Enrolment Centre staff, a Careers Advisor or Programme Leader
- 7.1.1.18. If an applicant is rejected by a member of the academic team responsible for delivery, their fees will be refunded in full. If this occurs, the Enrolment Centre Manager will provide the Finance Department with a completed and signed learner record amendment sheet requesting the refund/s
- 7.1.1.19. The Enrolment Centre must inform, via e-mail, reception, finance and exams of all course cancellations as soon as possible
- 7.1.1.20. References are sought from the students' existing personal tutor for internal progression
- 7.1.1.21. Due to funding constraints no learner with ALS needs will be enrolled until agreement to funding has been has been confirmed by the local authority and Head of Learning Support
- 7.1.1.22. Should applicants apply to join a full-year 16-18 study programme after the end of the initial six week probation period, then admittance to the programme is at the discretion of the Head of Faculty. However, given that a substantial proportion of the learning will already have taken place by this point, admittance will only be agreed under exceptional circumstances; a start in the following academic year will probably prove to be more successful.

7.2. Specific Pre-16 Application Procedure points

- 7.2.1. A pre-interview application form will be provided to the relevant school or educational institution which:
 - 7.2.1.1. Provides an opportunity to supply information about the applicant that is relevant to their application and the course of study
 - 7.2.1.2. Provides the opportunity to reveal learning support needs and disabilities and full information about the applicant's needs. In some cases, admission onto a programme of study will include a commitment from the applicant to engage with additional learning support

7.3. Specific International Application Procedure points

- 7.3.1. In the case of applications from international applicants (i.e. the applicant has indicated that they have had a period of residence outside of the UK or have indicated a Nationality other than British), where an interview is not normally possible the College will:
 - 7.3.1.1. Establish qualification equivalence, including use of English
 - 7.3.1.2. Offer a place, conditional on standard entry criteria (or equivalent qualifications)
 - 7.3.1.3. Require evidence of the applicant's right to stay and study in the UK for the duration of the course
 - 7.3.1.4. Require evidence of ability to pay tuition fees in full prior to enrolment
 - 7.3.1.5. Require overseas applicants to pay tuition fees in full prior to entry to the UK and/or enrolment, as appropriate
 - 7.3.1.6. Require to see and copy the applicant's passport and any other Home Office documentation
 - 7.3.1.7. Ask the International applicant to complete a non EU International application which will be managed by the International Officer

7.4. Specific HE Application Procedure points

- 7.4.1. For any applicant required to be interviewed, an interview date

will be offered within 2-4 weeks of receipt of their application. A decision on whether to offer a place will be conveyed to the applicant and UCAS or franchising HE provider within 14 working days of an interview

- 7.4.2. SGS College complies with published UCAS deadlines for decisions on applications for courses offered through the UCAS system
- 7.4.3. Heads of Department will manage the decision-making process, liaising with Heads of Faculty and the Enrolment Centre
- 7.4.4. For any applicant not being interviewed, the decision about whether to offer them a place will be conveyed to UCAS, to the franchising HE provider or direct to the applicant if appropriate, within 10 working days of receipt of their application
- 7.4.5. Offers of places on a course will be standardised, with any stated conditions being clear and consistent with published entry criteria
- 7.4.6. Late applicants will receive enrolment instructions in advance when the timescale permits, or at time of interview