



<b>ADMISSIONS &amp; PROGRESSIONS POLICY 2021/22</b>
Approved by: Coulsdon and Croydon Learning & Quality Committees
<b>Date approved:</b>
Strategy/Policy Responsibility: Vice Principal Training, Skills & Higher Education
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## ADMISSIONS AND PROGRESSIONS POLICY

Location:  
The Hub\Policies (PDF)  
Policies & Procedures Sharedrive (PDF & Word document)



## **1. PURPOSE**

- 1.1 The College is committed to delivering high quality Teaching & Learning and providing support to students as their needs may reasonably require. The purpose of this Policy is to define the College's position on admissions to all courses or specialist curriculum provision for all prospective students. The Policy includes overriding principles, entry criteria and details of applicant entitlement. The term 'applicant' in this Policy refers both to an external applicant and to an existing student seeking to progress to another course of study with the College.
- 1.2 The aim of the Admissions & Progressions Policy is to ensure that throughout the admissions process:
- applicants are treated fairly and reasonably;
  - applicants are appropriately guided and supported;
  - clear and informed decision making by applicant and interviewer is enabled;
  - applicants are offered the correct level of course based on their prior attainment or experience;
  - information regarding entry criteria is up to date, accurate and accessible to applicants and College interviewers; and
  - In the event an applicant's choice of programme is unsuitable, every effort will be made to offer a place on the most suitable alternative.
  - an applicant's support needs are sensitively discussed and identified to ensure that reasonable adjustments and appropriate support can be planned and put in place
- 1.3 The College welcomes applications from motivated individuals from all backgrounds. The College recognises that a suitable application is not always demonstrated by formal academic qualifications and can consider practical skills and wider experience as appropriate for some courses.
- 1.4 In accordance with the College's commitment to a fair admissions process, selection is made on the basis of a range of criteria. A judgment will be made based on the evidence of suitability for study includes academic achievement, personal and professional experience and demonstration of the potential to succeed on the intended programme of study.
- 1.5 The College works with other agencies, such as schools, other FE providers and partner agencies to develop appropriate links that will enhance the transition arrangements between the College and the referring organisation.

## **2. SCOPE**

- 2.1 The Admissions and Progression Policy and its associated procedures apply to all prospective students, whether new entrants or current students progressing to new courses. This also includes students currently engaged in programmes within the workplace (apprenticeships) or where delivery is through a partner organisation.
- 2.2 Parents, guardians and key workers of students aged under 18, together with appropriate external agencies for all students, may be involved with the implementation of the Policy, as appropriate.

## **3. PRINCIPLES**

- 3.1 The College recognises the value of the diverse community and is committed to widening participation. The College seeks to encourage a broad range of applicants and to ensure all applicants have the opportunity to present their achievements or life experiences and potential during the admissions process.

- 3.2 The prime focus of the College is on student learning and achievement, together with the collective responsibility to provide a safe and secure environment for every student with the available resources.
- 3.3 Students are expected to be 'fit to study'. This means that the applicant's physical and/or mental health, taking into account such adjustments as the College may reasonably agree to make, enables the applicant, if enrolled, to participate fully and successfully in their chosen course of study without significant adverse effect on themselves, other students and/or the College. All applicants must provide details if requested of any medical documentation that is necessary to ensure the applicant is 'fit to study'.
- 3.4 Applications from applicants with criminal convictions will receive careful consideration. All applicants must provide details on request of any convictions they may have. Failure to disclose something which we later become aware of could result in disciplinary action or your enrolment being cancelled.

#### **4. ADMISSIONS AND PROGRESSIONS ENTRY CRITERIA**

- 4.1 Each programme of study will have a statement on entry requirements which will identify specific qualifications required (including grades where applicable) and the relevant skills and aptitude needed. Entry criteria will vary between programmes of study and may be different for programmes at the two Colleges (Croydon College site and Coulsdon College site).

However, where it may reasonably be considered that an applicant's experience is equivalent to certain qualifications, or if the applicant is required to demonstrate an equivalent standard in order to gain entry on a course (such as taking a test) then the relevant curriculum manager may make the decision that entry criteria have been met via prior learning and skills.

- 4.2 The College reserves the right to refuse an application at any stage during the application process whether the applicant is an external applicant or an existing student progressing to another course of study, for reasons such as academic or behavioural misconduct or unreasonable expectations on the College. The College reserves the right to refuse entry to applicants who are supported by an Education Health and Care plan if the College does not have, or is unable to gain, the expertise needed to provide the necessary support. These decisions will be made on a case by case basis. These reasons are not intended to be exhaustive.
- 4.3 The following list provides examples of the circumstances when an application may be refused, but it is not intended to be exhaustive:
- If the applicant's chosen course is not academically or vocationally suitable for them as defined in the individual entry criteria, an alternative course of study may be suggested or additional advice and guidance given to the applicant;
  - If the applicant is not able to demonstrate, through initial assessment, or other means, his or her capability or suitability for the chosen course, an alternative course of study may be suggested or additional advice and guidance given to the applicant;
  - If a reference indicates that the applicant's attendance, punctuality, behaviour or progress is a concern and/or that he or she has not demonstrated the capacity to improve to a satisfactory standard within a reasonable timescale, further advice and guidance may be given;
  - If funding is not available to pay for the applicant to study the course;
  - If during enrolment or induction the applicant exhibits behaviour below the standard expected of any member of the College community as set out in the Student Code of Conduct and where reasonable adjustments have already been put in place, additional advice and guidance may be given;
  - If the applicant has previously been permanently excluded from the College or if there is a past disciplinary record that is relevant;

- If the applicant has an unspent criminal conviction in a relevant area that the College considers renders the applicant unsuitable and/or is considered to pose an unacceptable level of risk;
- If it is a condition of admission onto a programme that the applicant provides a satisfactory Disclosure and Barring Service (DBS) check, then an applicant who is unable to do so may be refused admission or, if admitted prior to the check being received, may not be able to continue on the programme;
- If the applicant does not provide on request a valid visa, passport or other relevant documentation permitting them to study within the UK;
- If the applicant does not appear to be fit to study; and/or
- If a reference has been requested but not supplied within the stated time frame, it is the applicant's responsibility to provide a reference considered to be satisfactory by the College. Failure to produce a satisfactory reference within the required time frame, may result in the termination of the applicant's enrolment.

4.4 In the case of an application being deemed unsuccessful, the College reserves the right to refuse admission and to exercise its discretion in this regard as it sees fit.

## **5. PROCEDURE**

5.1 The College will interview the applicant to discuss his or her application and provide relevant information, advice and guidance at pre-entry, enrolment and whilst on the programme.

5.2 In circumstances where further information is required, or is made available to determine the suitability of an applicant or progressing student, or where additional concerns have been raised in connection with one of the principles of the Policy, the College will reconsider any offer already made in line with the general principles of the Policy.

5.3 If the College becomes aware that an applicant has a health concern or disability that could have the potential to adversely affect the academic progress either of the applicant and/or others then the circumstances should be explored with the applicant. This will form part of the normal admissions process to establish the effect of the condition on the applicant's fitness to study and whether he or she can be appropriately supported or adjustments reasonably made to enable the applicant to participate fully and successfully in their chosen course. Any decision taken will be communicated to the applicant under this Policy.

5.4 The admissions process for applicants with additional learning support requirements will usually include advice and guidance given by the College. The College is committed to make adjustments where necessary and reasonably practicable to accommodate applicants with support needs. However, if the College is unable reasonably to meet these additional support needs or by doing so may compromise the learning experience, the College will inform the applicant giving its reasons and, where possible, further advice and guidance.

5.5 The outcome of the decision may result in the acceptance of the applicant on the chosen programme or an alternative more suitable programme, the rejection of an application, or a specific learning contract which includes the provision of appropriate, regularly monitored support (whether external and/or internal support), or another decision that is considered appropriate in each applicant's individual circumstances.

5.6 The College will provide a right of appeal to an applicant against a decision to refuse entry to a course or to the College – see Appeals Procedure at Appendix 1.

5.7 The College will work with the relevant local authorities to ensure that appropriate funding and support is in place for students with Education Health and Care Plans where a consultation has taken place and where the College has assessed that it is able to meet needs

**6. EQUALITY AND DIVERSITY IMPACT**

6.1 Applicants are actively encouraged to discuss any learning difficulty or disability during the admission process or later whilst on programme, to enable the provision of appropriate support where possible and reasonable. Students with identified additional support needs will be required to engage with the support offered.

6.2 Applicants who have significant caring responsibilities should disclose these as soon as possible during the application process. The College will consider such adjustments where reasonably practicable, and within the constraints of the course. Where arrangements are not possible, the College will inform the applicant with the reasons, and may give further advice and guidance.

**7. EXECUTIVE RESPONSIBILITY**

7.1 Responsibility for this Policy lies with the Vice Principal, Training, Skills & Higher Education

## **Appendix 1 – APPEALS PROCEDURE**

### **1. PROCEDURE FOR APPLICANTS APPEALING AN ADMISSIONS DECISION**

- 1.1 An unsuccessful applicant may request feedback on an admissions decision which may be provided informally and is separate from an appeal, which may be made on the grounds outlined below.
- 1.2 An appeal is defined as a request for the reconsideration of an admissions decision on an application. This is a separate process from the College Complaints Procedure, which does not apply in cases of an appeal against an admissions decision.
- 1.3 The grounds for appeal may be made on the basis of:
  - procedural irregularity, where the applicant believes the College has not adhered to its own stated procedures;
  - where there is evidence of improper conduct;
  - the emergence of substantial new information which may have affected the decision and which was not available at the time the original decision was made; and/or
  - where the admissions decision can be shown to be so unreasonable in the circumstances that it cannot be justified in light of the information available at the time the decision was made.
- 1.4 These are the only grounds for appeal; unsuccessful applicants may not appeal on the basis of academic judgement exercised by staff in line with published criteria and policies.
- 1.5 Appellants who have valid grounds on which to appeal against an admissions decision should raise the appeal in writing within 10 working days of the date of notification of the original admission decision. Appeals received after 10 working days will only be considered in exceptional circumstances.
- 1.6 The appeal should be submitted to Vice Principal, Training, Skills & Higher Education, Croydon College, College Road, CR9 1DX. Please call 020 8686 5700 for any additional contact information required.
- 1.7 The appeal should state clearly:
  - the grounds for appeal (see Section 1.3 above);
  - the appellant's name and address, and College or UCAS Number (if appropriate);
  - the programme for which the appellant has applied; and
  - any supplementary information and/or evidence to support the appeal which the appellant considers is relevant.
- 1.8 All relevant information should be submitted with the appeal and it should be noted that it may not be possible to consider information which is submitted later in the process without good reason.
- 1.9 If the required grounds for appeal are not met, the appeal will be rejected. The Vice Principal, Training, Skills & Higher Education will write to the appellant within 10 working days of receipt of the appeal with a decision and giving the grounds on which, it had been made.
- 1.10 If the grounds for appeal are met, the Vice Principal, Training, Skills & Higher Education will respond within 10 working days of receipt of the appeal to advise the appellant of the appeals process and the time-scale for considering the appeal. If additional information is required, the appellant will be informed and provided with an appropriate deadline by which to submit the information.

- 1.11 The College Admissions Appeal Panel has responsibility for consideration of all appeals and will normally comprise three managers. A decision maker at an earlier stage will not usually be a member of the appeal panel.
- 1.12 After giving consideration to all the evidence presented, unless there are exceptional circumstances, one of two decisions will be reached:
  - a) appeal upheld; or
  - b) appeal not upheld, and the original admissions decision stands.
- 1.13 The College reserves the right to make such decisions as it considers as reasonable in all the circumstances. Appellants will be informed in writing of the outcome and the grounds on which the decision was reached. The College's decision is final and there is no further right to appeal.