

# Admissions Policy for 16-19 year old students; 2023 entry



## 1.0 Policy Statement

- The College is committed to its mission statement of *“One HNC, a College where students love to learn and staff love to work. Where students earn life-changing qualifications. Where we develop the confidence to live authentically and the courage to shape a better future.”*
- This policy reflects the vision, mission and values of the College
- It summarises the applications process (via the website and the Calderdale & Kirklees Careers application portal) and interview process
- The College offers full time educational provision for 16-19 year old students; study programmes are offered at two levels; level 3 (A level, Blended A level and Applied and Applied) and level 2 (Pre-Applied- GCSE and BTEC Extended Certificate)
- The College’s intention is that all students are full-time and study an annual planned programme of 580 hours or more. This is to ensure that students have the greatest chance of successfully progressing to their chosen destination
- The College sets fair and transparent general and subject entry criteria that every applicant must satisfy. There are also high personal development expectations related to attendance, behaviour and commitment (ABC) and these are detailed on page 2 of this policy
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service and/or to the Calderdale and Kirklees Careers Service to explore all the opportunities available to them

## 2.0 Scope of Policy

This policy is designed to enable every potential student to understand the process and guidelines regarding their application to study at HNC

## 3.0 Aims

- To ensure prospective students are offered the most appropriate study programme. This is vital to students’ success, so we must be confident that we are offering prospective students a place at the College on courses which match their incoming grade profile and their aspirations for the future
- To enable students to realise their full potential, develop as responsible young adults, and progress successfully to further learning, training or employment
- To ensure a smooth transition into the College for each prospective student and ensure their individual needs are taken into consideration
- To engage with prospective students and, as appropriate, their parents and/or carers in a transparent way so that all involved parties understand the processes, requirements and outcomes
- To support the College in meeting target student numbers and curriculum course numbers, also ensuring that the College does not exceed maximum capacity

# Admissions Policy for 16-19 year old students; 2023 entry



## 4.0 Objectives

- To ensure that prospective students are given the highest quality, consistent and independent information, advice and guidance
- To give every prospective student the opportunity for a personal one-to-one interview with a trained admissions interviewer
- To offer to prospective students and their parents and/or carers, the opportunity through publicised liaison events, to visit the College and talk to staff
- To make reasonable adjustments to ensure that wherever possible and appropriate, prospective students with learning difficulties and/or disabilities are able to access HNC providing they are considered 'able to participate successfully in full-time mainstream education'
- To ensure that all documentation and practice complies with the College's Equal Opportunities Policy and Safeguarding Policy

## 5.0 Criteria and expectations

- Both our general and subject specific entry criteria for 2023 entry are available on our website and will be applied fairly and consistently
- We also apply admissions criteria (ABC expectations) to all prospective students. The student is responsible for providing this information, which may be a school/college reference or an employer reference, if not in school the previous year. The current or previous school/college would normally provide this information to prospective students and both previous and current information will be considered to inform admissions outcomes. In all cases, if a prospective student falls below the expected standards, we may make the professional judgement that their proposed study programme is not in their long-term best interest and consequently not be in a position to make them an offer. Commitment shown to the ABC principles is a genuine indicator of a student's future success on a full time study programme.

### **A = Attend**

- We expect attendance to be over 95% but if attendance falls between 90% and 95%, we may take into account the reasons behind the absence. If attendance is below 90% and there is an illness or disability disclosure made by the student relating to SEND, then the SEND appendix should be referred to and followed

### **B = Be Respectful**

- We expect exemplary behaviour and we will review the reference to ensure the prospective student meets our high standards and expectations, and has no behavioural concerns reported

### **C = Commit**

- We will review the reference to ensure the prospective student displays a very positive attitude to learning, their studies and their work submission

### **Study Programmes**

- All students must be on a study programme of above 580 planned programme hours per academic year
- Students who have not achieved a grade 4 in GCSE English or Maths must enrol onto a GCSE course in the relevant subject. This is a condition of funding and a mandatory element of the study programme

# Admissions Policy for 16-19 year old students; 2023 entry



## Associated documents

- Admissions Policy SEND appendix
- Fitness to Study Policy
- Student ABC charter of expectations
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Behaviour for Learning Policy

## 6.0 Process

The College welcomes applications from prospective students with learning disabilities or difficulties and we will ensure, where possible (with reasonable adjustment) that there is continuity and equal access to the opportunities and experiences on offer. Prospective students who have disclosed a special educational need (SEND), are not automatically exempt from our entry and admissions criteria (ABC expectations). Although we are mindful of any disclosure and are responsive to individual needs, students with a disclosed SEND must still be able to demonstrate that they can engage successfully in a full-time educational programme. Students with a disclosed SEND should still meet our entry criteria for the study programme to which they are applying. Please see the published Admissions appendix (SEN guidelines).

## Application

- Applications must be made before the deadline of Friday 10<sup>th</sup> February 2023 and we cannot accept applications after this date
- Within Kirklees, 11-16 schools use the Calderdale & Kirklees Careers application portal (First Media) to facilitate the application process. The application is completed with the support of school staff. This process should ensure that the prospective student receives relevant and independent information, advice and guidance (IAG) from the school. The school will provide predicted GCSE grades, attendance information and a reference detailing their current or previous performance and conduct
- Outside of Kirklees, (and Kirklees 11-18), schools use an online application form hosted on the College website. Prior to the interview stage, prospective students will have to provide copies of their predicted GCSE grades, attendance information and a reference detailing their current or previous performance and conduct
- All applications are acknowledged by the College to ensure the prospective student is aware that their application has been received and the College will also advise them of the next stage of the process

## Interview

- We will invite prospective students to attend interview events at the College and the College will communicate when and how this will take place
- Due to information contained within a prospective student's reference or attendance record, it may not always be possible to offer an applicant an interview. This decision will have been considered carefully, and will be based on individual circumstance. If this is the case, the final

# Admissions Policy for 16-19 year old students; 2023 entry



- decision of whether to offer an interview will rest with the Assistant Principal Student Development
- Interview outcomes
    1. Conditional offer of a place; offer made subject to achieving the required general and subject entry criteria and continuing to meet the admissions criteria (ABC expectations)
    2. Conditional Offer of a place plus Fitness to study requirement (as relevant); offer made subject to achieving the required general and subject entry criteria and meeting the admissions criteria (ABC expectations), and being professionally assessed during the admission process or enrolment as being fit and able to participate positively in full time education
    3. No offer of a place; does not meet published general and subject specific entry criteria or the admissions criteria (ABC expectations)

In all cases above, the interviewer will communicate the decision verbally and this will be followed by written communication confirming the interview outcome.

## **Fairness**

- The College will apply robust quality assurance procedures throughout the interview process to ensure consistency in offers of places

## **Accepting a place at College**

- The conditional offer of a place communication sent to the applicant will include guidance on how to accept a place by the deadline, Friday 31<sup>st</sup> March 2023. Acceptances after this date will not be honoured and the place will be released
- The acceptance process will also request that the prospective student declares their full legal name and two named next of kin. Information on how information is handled is published on our website *Student (applicant) Privacy Notice*
- On receipt of the acceptance, the prospective student's conditional place at the College for their offered study programme is reserved, and dependent on this still being available in the College's curriculum offer
- The prospective student will be invited to a Welcome Event to familiarise themselves with the College
- The College will invite the prospective student to a specific appointment for enrolment and if this appointment is missed without prior notification, then the reserved place is released
- The enrolment period is published on the College website and appointments are not available outside this period
- If the general and subject entry criteria are not met at enrolment, the College will attempt to place the prospective student on a relevant study programme appropriate to their GCSE profile, dependent on available places and the aspirations of the prospective student

## **7.0 Appeals**

When considering whether to submit an appeal about a non-offer of a place, prospective students must ensure that the following criteria are satisfied; there is new information available (evidenced) or there are mitigating circumstances not considered at the admissions interview, which can be supported e.g. medical reports.

# Admissions Policy for 16-19 year old students; 2023 entry



It is the responsibility of the prospective student and/or parent/carer to obtain relevant evidence from the school and agree any necessary corrections with the school, as relevant, before an appeal to the College.

Any third party references to support an appeal must be submitted via the prospective student, as we are unable to discuss individual cases with unregistered contacts.

## Appeal

- The College must receive the appeal, including all evidence to be considered, within 10 working days of the sending of the offer outcome response communication
- The appeal should be emailed to [studentservices@huddnewcoll.ac.uk](mailto:studentservices@huddnewcoll.ac.uk) and clearly state 'Appeal' in the subject line
- All appeals are assigned to the Head of Admissions for a review of the application and the outcome
- The College will communicate the outcome of the appeal to the applicant within 10 working days of the College receiving the appeal
- In cases of successful appeals, there is no guarantee that the original study programme applied for can be offered. This will be at the discretion of the College, based on information provided and spaces within curriculum areas

## Final Appeal

- If the appeal response is deemed by the prospective student to be evidentially incorrect, they can appeal in writing to the Assistant Principal Student Development (or Designate) who has overall responsibility for Admissions. They will consider the appeal and make the final ruling
- The College must receive the final appeal including all evidence to be considered, within 10 working days of the receipt of the initial appeal response communication
- The appeal should be emailed to [studentservices@huddnewcoll.ac.uk](mailto:studentservices@huddnewcoll.ac.uk) and clearly state "Final Appeal" in the subject line
- The College will communicate the outcome of the final appeal to the prospective student within 10 working days of the College receiving the appeal. The decision reached by the Assistant Principal Student Development (or Designate) is final. There are no further appeal options available following this decision

## 8.0 Access to the Policy

This policy is published on the College's website <http://www.huddnewcoll.ac.uk/about-us/our-policies>

## 9.0 Policy Review

The Senior Leadership Team will approve the policy before publication on the College website. This policy is the responsibility of the Senior Leadership Team and will be reviewed annually.

Document History					
v	Date	Author(s)	Comments	Authorised and date	Date of next review
			1-7 have been archived due to the data retention policy		

# Admissions Policy for 16-19 year old students; 2023 entry



Document History					
v	Date	Author(s)	Comments	Authorised and date	Date of next review
8	October 2020	Julie Thomas	Update of dates and changes to process due to the global pandemic	Approved by SLT 20 <sup>th</sup> November 2020	October 2021
9	September 2021	Julie Thomas, Catherine Cushnie	Update of dates and roles. Changes to process due to the continued global pandemic	Approved by SLT September 2021	October 2022
10	July 2022	Catherine Cushnie, Julie Thomas	Update of dates and roles. Changes to process and clarity with the ABC criteria	Approved by SLT June 2022	July 2023

# Admissions Policy for 16-19 year old students; 2023 entry



Question	Response
1. Name of policy being assessed	Admissions Policy for 16-19 year old students
2. Summary of aims and objectives of the policy	<p>The College is committed to ensuring students are offered the most appropriate study programme. This is vital to students' success, so we must be confident that we are offering students a place at the College on a study programme which match their incoming grade profile and their aspirations for the future. This enables students to realise their full potential, develop as responsible young adults, and progress successfully to further learning, training or employment.</p> <p>The College aims to provide applicants with the highest quality, consistent and independent advice and guidance.</p>
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	The policy has been reviewed and updated with current roles and responsibilities. The policy and any associated updates are based on collective learning from the previous year's admissions cycle, including feedback from schools, interviewers, parents/carers and students.
4. Who is affected by the policy?	HNC Stakeholders
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	Annually, in response to legislative changes. Data is analysed to identify trends and impact changes.

Protected Characteristic Group	Is there a potential for positive/negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
Gender reassignment	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A

# Admissions Policy for 16-19 year old students; 2023 entry



<b>Marriage or civil partnership</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Pregnancy and maternity</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Race</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Religion or belief</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Sexual orientation</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Sex (gender)</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A
<b>Age</b>	Neutral impact	The policy is compliant with all regulations and guidance and undergoes periodic review to ensure it remains up to date and fit for purpose.	N/A

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy ensures a transparent setting of expectations; no discrimination or disadvantage could be displayed	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed.	√	Intelligence related to stakeholders, FE best practice and guidance.



# Admissions Policy for 16-19 year old students; 2023 entry



		Experience of Admissions staff and SLT has a positive impact on this policy.
2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups		
3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

<b>Reviewed by (Author):</b>	Catherine Cushnie
<b>Date:</b>	24 <sup>th</sup> June 2022
<b>Review date (if applicable):</b>	June 2023
<b>Approval by SLT:</b>	Julie Thomas
<b>Date:</b>	24 <sup>th</sup> June 2022