

## Admissions Policy



**The purpose of this policy is to ensure that Bournemouth and Poole College meets the individual needs of applicants through a fair and consistent admissions and progression process, ensuring 'right student, right course' at all times.**

### Who does this Policy apply to?

- All applicants and progressing students for apprenticeships, further and higher education courses at Bournemouth and Poole College aged 16 and over. Separate arrangements apply for full cost courses, international students and applicants for KS4 provision.
- All College staff involved in the admissions and progression of students

### Policy Statement

It is the policy of Bournemouth and Poole College that our admissions and progression services are focussed firmly on enabling all prospective full-time students, part-time students and apprentices to select and enrol on a course that is most appropriate to their aspirations and career plans at the level that is most appropriate for them to succeed.

Our aim is to provide all potential students with the opportunity to study the programme of their choice providing they meet the entry criteria as outlined by the College.

### Why do we need this Policy?

The College wishes to ensure that all Admissions and progression offers are based on the outcome of the following activities and information:-

1. Attendance at interview and enrolment events
2. Entry Qualifications/experience
3. Academic judgement and discretion when assessing prior attainment
4. Assessment of portfolio (if required by entry criteria)
5. Audition (if required by entry criteria)
6. References (where requested)
7. Attendance and disciplinary records
8. Trade tests

The course and level of study will be decided at the final enrolment stage. The College reserves the right to limit the number of places on particular programmes. In such cases the places will be allocated to the applicants that the college believes will gain the greatest benefit from the programme. These decisions will be actioned in a fair and transparent way to ensure equal access to those who apply in a timely way.

The College reserves the right to refuse a place in some circumstances:-

1. Where a student does not meet the entry criteria for their chosen course and there is no suitable alternative
2. Where a student is unable to commit the required amount of time or effort to achieve
3. Where there are safeguarding issues that cannot be resolved or mitigated despite reasonable adjustment
4. Where the interests of the wider college community may be compromised

5. Where a student does not meet the requirements of the trades test
6. Where a student has previously been excluded from the College or has not met the conditions for a successful return
7. Where the College is unable to meet complex learner needs as identified through an Education Health and Care Plan and reasonable adjustments cannot meet this need

Where a course or study programme is not considered suitable to meet the applicant's needs, the College will do one of the following:-

1. Offer a place on a more suitable programme within the curriculum area
2. Arrange a further interview for a suitable alternative within the College
3. Offer a guidance interview with a member of the Careers Advice and Guidance Team to identify alternative options outside of the College

### **Roles and responsibilities**

Applicants are responsible for:-

1. Accurately completing a College application form
2. Demonstrating a strong commitment to further study, the ethos of the College and that they will benefit from further study
3. Providing evidence of their previous achievements and good conduct at their current or previous school or college
4. Providing details of any special requirements that they may require to support them in their chosen area of study
5. Undertaking further assessments or providing information as requested to all the College to support any additional learning support needs
6. Contacting the College admissions team if they are unable to attend an interview or enrolment session
7. Replying to any offer made within 2 weeks, stating whether the offer is accepted or declined

All staff are responsible for:-

1. Working in line with the College Admissions Policy

College interviewers are responsible for:-

1. Carrying out interviews in a fair and consistent manner, applying entry criteria in line with the College's Equality and Diversity policy
2. Treating all applicants with respect and in accordance with the College Equality and Diversity Policy
3. Following enrolment and interview procedures as set out by relevant College departments and the Management and Information Team

Learning Managers are responsible for:-

1. Ensuring that all staff interviewing applicants are aware of and follow the Admissions Policy
2. Maintaining clear communication with applicants, ensuring that all decisions are in a timely way and that are free from discriminatory judgements
3. Confirming non admission and/or non-progression decisions in line with the agreed Student at Risk process, liaising with parents and carers if informal complaints arise
4. Ensuring that progression requirements are in place, are communicated clearly and are in accordance with the entry criteria for new students

5. Ensuring any required referrals to Learning and Student Support for specialist intervention are made

The Careers Advice and Guidance Team are responsible for:-

1. Delivering an impartial careers advice and guidance service as required which meets the needs of the applicant and professional standards
2. Responding to all referrals made in line with this policy in a timely manner
3. Representing and promoting Bournemouth and Poole College through participation in careers events and to give advice and guidance on school premises to an agreed schedule
4. Promoting non-stereotypical careers choices both in group presentations and in guidance interviews

The BASE Team are responsible for:-

1. Liaising with applicants and employers to find a suitable match between apprentice and job
2. College interview of all apprentice applicants
3. Ensuring suitability of Employer including correct range of work
4. Ensuring apprenticeship applicants meet essential criteria for the apprenticeship post
5. Referring unsuccessful applicants (including those from NAS) for alternative interviews or re-guidance in a timely manner

The Management Information and Funding Team are responsible for:-

1. Processing applications in line with Service Level Agreements

Directors are responsible for:-

1. Overseeing the admissions process for their area and ensuring compliance with this Policy
2. Ensuring that all admissions and progression decisions are made fairly, transparently and in a timely manner in line with this Policy
3. Responding to formal complaints arising from Admissions/Progression decisions within their area

### **Liaison with external agencies**

Bournemouth and Poole College will liaise closely with a wide range of external partners to ensure that all admissions and progression decisions are made with the best interests of applicants and the wider college community, seeking specialist input and advice as required.

### **Links to other College policies**

*Equality and Diversity* - This policy will be applied consistently regardless of disability, gender, gender identity, sexual orientation, faith, background or personal circumstance. Through the application of this policy we wish to ensure that everyone feels valued and included in the College community and to achieve their full potential. The College is committed to promoting equality and celebrating diversity in every aspect of the work undertaken.

The College welcomes applications from students with additional learning or medical needs. Applicants who indicate that they have learning or medical difficulties/disabilities are

contacted to arrange an interview or discussion with a specialist to discuss and agree support needs.

*Safeguarding* - The Bournemouth and Poole College recognises its statutory and moral duty to provide a safe environment for everyone, implementing procedures and training to ensure support and protection of the well-being of the College Community. The College will take appropriate action where the safety of any person is at risk.

*Other related policies include the College Data Protection Policy and the Student Disciplinary Policy*

**Who needs to understand this policy and how will they know about it?**

The following training and awareness will be put in place:

<b>Who?</b>	<b>How?</b>
Applicants and Parents/carers	Policy available on the College website. Reference made to the Policy throughout the application and enrolment process – at College Open Events, during interview, in offer letters, invitation to enrol letter, at enrolment.
College managers	CLG/SLT/LM meetings
All teaching staff	Briefing/training by Learning Managers; 'College Wide' e-mail; visits to team meetings if requested; Team brief
BPC and WESS staff involved in Admissions and Progression activity	Briefing by line managers; copies of the policy to be distributed.

**Quality Assurance**

Regular quality reviews will take place to ensure that this policy is consistently applied

**Complaints and Appeals**

Any student who has been unsuccessful in gaining a place with the College is entitled to understand why they have not been admitted or permitted to progress.

If an applicant is unsatisfied with the reasons given for their refusal, they are encouraged to contact the Director of Learning in the first instance for an informal discussion. Should they remain dissatisfied the [Bournemouth and Poole Complaints policy](#) will be applied to achieve a resolution.

Policy approved by:

Date: