



Name of policy or procedure:	Admissions Policy
Created:	02/2017
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Responsibility for review:	AQSC
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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Application Forms Tuition Fee Policy Safeguarding Adults at Risk
Document owner:	Academic registrar
Equality impact Assessment undertaken:	DD/MM/YYYY

Version	Changes
V 1.0	Previous version.
V 1.1	Draft policy revised to act as an over-arching College-wide policy for admissions.

1.0 External reference points:

1.1 QAA Quality Code Part B Chapter B2: Recruitment, Selection and Admission to Higher Education. (<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b>)

AIM Awards (<http://www.aimawards.org.uk/resources/centre-handbook-and-forms/>)

Data Protection Act 1998

Competition and Markets Authority (CMA) UK higher education providers - advice on consumer protection law.

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf)

Open University regulations for Validated Awards

Newman University Collaborative Provision Handbook

2.0 Introduction

2.1 The College's Mission is 'To provide the best level of education and inclusion opportunities to adults - particularly those who may be excluded or disadvantaged - and to transform the individuals concerned along with the communities, groups and societies from which they came'.

2.2 Ruskin College is committed to considering applications from all potential learners. This will be done consistently, without prejudice and in ways that will enable learners to make an appropriate and informed course choice.

3.0 Scope

3.1 This policy relates to all potential learners, applying to any course regardless of gender, religion, belief, race, gender identity, disability or age.

3.2 Ruskin College is committed to ensuring that:

- There is equality for all and no applicant is disadvantaged for any reason, including race, gender, age or disability
- it gives impartial guidance that will lead all prospective learners to be placed on programmes where they will have the best chance of success and will be able to progress towards their declared goals
- the admissions process is consistent and that staff receive appropriate training
- the requirements of the Data Protection Act 1998 is complied with at all times during the Admissions process.

Equality and Diversity

3.3 Ruskin College is committed to promoting equality of opportunity for all students. In order to do this we will work towards eliminating all discrimination and harassment against all students. At all times the college will promote positive attitudes towards all students and take steps to meet their needs, as applicable.

Data Collection

3.4 Data will be collected from the application form and held securely on the College Information System in accordance with the Data Protection Act 1998.

4.0 Definitions Responsibilities

4.1 The Academic Registrar and the Head of Student Experience have overall responsibility for Admissions and will:

- work with the marketing team to ensure that clear and consistent information is available for applications
- enable staff involved in admissions staff to be trained
- work with admissions staff to arrange interviews in good time and ensure the interviewing staff are available
- work with the admissions staff to offer places appropriately to applicants
- ensure any decision not to offer a place is fair and in the interests of the applicant and/or other learners
- work with any students who have applied for a programme that has been closed or deferred for a to find them a suitable alternative if applicable

4.2 The admissions staff will work with the Academic Registrar and the Head of Student Experience to organise the process by:

- planning student interviews
- organising Admissions events
- keeping accurate data
- answering day to day queries.

Information, Advice and Guidance (IAG)

4.3 Ruskin College is committed to ensuring that all potential learners have the right to expect free, independent and accurate information about all available programmes and routes to their chosen careers. The College enables this by:

- providing accurate and detailed information on the courses offered on its website (www.ruskin.ac.uk), in its prospectuses, and courses leaflets to cover the qualifications they lead to and the following information:
 - entry grades or other entry criteria
 - how the course is organised
 - indicative times and days on which the course takes place and where it is held
 - teaching and assessment requirements
 - support available for learners with disabilities, learning difficulties and/or medical conditions
 - arrangements and costs for work experience, if appropriate
 - approximate costs of studying and the financial help available
 - access to 24+ Advanced Learning Loans and Higher Education Loans available through the Student Loan Company, if appropriate.
- running open days and taster days for any external prospective students wishing to talk to staff who can provide information, advice and guidance
- teaching and learning facilities including, workshops, information technology, the library and other resources
- in partnership with the National Careers Service we provide impartial careers advice to help support our learners with their next steps

5.0 Procedure

The Interview

5.1 All applicants for long courses will be offered an interview with a tutor/s who has knowledge of their area of interest. Applicants may be required to do a free-writing task/exercise or other initial assessments. The interviewer has the authority to offer a place at the College.

5.2 All applicants for short courses will be offered the opportunity of talking to and sitting down face-to-face with appropriate staff from the Marketing or Short Course Team.

Entry requirements

5.3 Entry requirements will be clear and unambiguous and can vary from course to course and programme to programme. They will be published in the promotional literature such as the prospectus and on course pages on the website. The applicant will be made aware of any additional requirements at the Admissions Interview and/or in the offer letter.

Additional Needs and Additional Support requirements

5.4 All applicants will be given every opportunity to declare any additional needs. It will be made clear to applicants that this information will be used to put in place any support they may need whilst at College.

5.4 The Student Services Officer will work closely with the Admissions Team to ensure that the support provided for applicants is appropriate for their needs and will enable them to succeed at College.

5.6 Applicants will be given the opportunity to declare any additional needs on the application form. Applicants will be asked again during the interview process to ensure they have every opportunity to disclose any additional needs of which they are aware. If appropriate the College will make contact with a previous school or other agency to ask for information which will help us put in place this support.

5.7 Applicants who are living in supported housing will be required to meet with the Safeguarding Officer before a decision is made as to whether they will be offered a residential place at the College.

5.18 Applicants who have suffered from alcohol or drug dependency problems are required to disclose this at interview. If a dependency subsequently comes to light the student may be asked to vacate College residence (if applicable) and/or maybe referred to Suitability Procedures. The College will not allow students to enrol who are alcohol or drug dependent.

Late Admissions

5.9 New applications for full time courses received after the 31st May annually will be added to a waiting list. Applications will be acknowledged in the usual manner and applicants invited into college for an interview. It may not, however, be possible to offer applicants a place on their chosen course until the Induction period has begun and the

number of applicants converting to enrolments is clear. Applicants will be informed of this at interview.

Previous Convictions

5.10 If an applicant has a previous criminal conviction this will be considered on an individual basis. Outcomes of this consideration may vary and will depend on the offence and the course applied for. DBS checks and Safeguarding rules will be adhered to prevent unsuitable people from working with vulnerable groups, including children. Certain convictions will lead to a refusal of a place on some courses. Other convictions will be carefully considered before a decision about an offer of a place is made and may limit placement opportunities.

5.11 If a conviction is not disclosed, which subsequently comes to light the College may withdraw an offer of a place or refer the applicant to Suitability Procedures.

Exclusion from the College

5.12 The College reserves the right to reject the application of an individual who has previously been excluded from Ruskin College or another educational institution.

6.0 Outcomes

6.1 For all applicants for long courses an email will be sent, usually within five working days. Detailed information about keeping in touch with the College in between the offer of a place at the College and enrolment will be emailed after the offer has been accepted. This information ensures prospective students are kept up to date with College developments.

6.2 Long course offers (10 weeks plus) will usually be based on:

- The applicant reaching the required entry standards for the programme
- The applicant having a satisfactory reference (in the case of school or college leavers this will normally be someone at their most recent educational establishment. References will be used to inform decisions and to put in place any support needs).
- Health check (for relevant programmes and residential students).
- Disclosure and Barring Service checks (DBS) (for relevant programmes)
- The applicant being able to demonstrate funding being in place prior to enrolment.

7. Refusal of an offer

7.1 The Admissions Team are entitled to refuse an applicant a place if they feel that it is not in the interest of the applicant or of other members of the course. The team will always seek to place an applicant on a course which will give them a realistic chance to succeed and achieve.

7.2 An applicant who is refused a place because the level and content of the course does not match their needs will either be advised of another course in College that is more suitable for them or advised of another institution that may have a course that more closely matches the applicant's needs.

7.3 It will always be made clear to the applicant why a place is not being offered.

8.0 The Right of Appeal

8.1 The refused applicant will have the right of appeal, in the first instance to the Academic Registrar, within two weeks of the date of the decision.