

## Admissions Policy



<b>OWNED BY:</b>	<b>VP, Student Experience and External Relations</b>
<b>DATE OF LAST REVIEW</b>	<b>May 2021</b>
<b>PLANNED NEXT REVIEW:</b>	<b>May 2023</b>
<b>APPROVAL</b>	<b>SLT</b>

The following legislation applies to this policy

- The Rehabilitation of Offenders Act 1974
- College Single Equality Scheme and Action Plan 2011
- Data Protection Act 1998
- Keeping Children Safe in Education

Cirencester College is an inclusive College and has curriculum provision for levels of ability ranging from Level 1 to Level 3

### Applications

We actively seek to recruit, promote and celebrate a diverse student body and to challenge stereotypes, particularly with regard to gender. Information about ethnic origin, disability and learning difficulties, requested on the application form and at admission, is also used to monitor equality and diversity. The College does not discriminate on the grounds of religion or sexual orientation and ensures that our diversity is celebrated in marketing activities and in College events. It actively promotes applications from learners with disability and learning difficulties and, whenever reasonable, will make arrangements for appropriate support to enable learners to access the College and its curriculum.

The College is not selective but does have entry requirements, based on research linked to outstanding achievement, monitoring of progress and support for students.

All candidates are entitled to withdraw their applications to the College; we request that they notify us as soon as they have come to this decision, if they change their mind we will we will reinstate their application providing there are places left on those courses.

There is no published date for guaranteed places, all applications are subject to meeting College entry requirements and the courses fitting on the College final timetable. Once an application has been made applicants can still request to change their chosen courses subject to meeting entry requirements. All requests should be made to the Admissions Team.

## **Interviews and Offers**

All applications are reviewed by the Admissions Team and followed up with an Admissions Interview, either by phone or in person, where their chosen programme of study is confirmed and Information, Advice and Guidance (IAG) is provided from a member of the central team or academic staff, if offered a place, applicants can still change their courses. Opportunities for enrichment will be discussed at IAG/Admissions meeting. Applicants can request a further interview if necessary. Parents are encouraged to be involved in the IAG/Admission process and participate in the meeting. IAG/Admissions interviews will be arranged with the applicant by the Admissions team. Admissions interviews are scheduled to commence after the first Open Day for the following year's September intake.

## **Learning Support**

Information about disability, learning support and medical conditions is collected and discussed at IAG/Admission meeting. Students and their parents enter information about disability, medical conditions and support needs on the application and via the Applicant's electronic profile. Any information provided is recorded and registered onto the central College Information Systems and, where necessary, passed to the Academic Support Department. In such cases, they will arrange an assessment of need and put in place a liaison/support programme, which may include a further meeting. The College has services to support students with High Needs and EHCPs; our ability to meet these needs is assessed by our Head of Learning Support.

## **The College Curriculum offer**

The College offers a well-established level 3 curriculum designed to provide a basis in skills and knowledge for those going on to HE nationally or apprenticeships and for those going directly into employment. This includes a wide range of A-Levels, T Levels and Applied Generals/Technical subjects. The College is also able to offer combined Vocational and A-level study programmes.

The Access to A-level is designed specifically for those who have just missed out on A-Levels but want a second chance to qualify. It is made up of a combination of level 3 and level 2 elements which prepare learners for academic learning and leads onto A-level or vocational/technical study at Level 3.

The College also offers a level 2 curriculum. The Transition programme allows applicants to start courses which support them on their intended career path and are designed to prepare them progression to T-Level or L3 vocational programmes. Successful students may also apply for apprenticeships or move into employment locally.

In addition, our Upgrade programme focusses on students who need to work on their English and maths to access Level 2 or an apprenticeship. Numbers are strictly limited and include a smaller subset of around four students on supported internships.

The offer for all students enrolled at College includes pastoral support, tutorials, Education for Life, enrichment, careers and work experience in order to build their skills for employment and develop them both personally and as citizens.

## **Enrolment**

The College reserves the right of admission but would always give a full explanation if admission was refused. The College will enrol students on to a programme of study appropriate for their current level of achievement, unless there are exceptional circumstances and appropriate for

their intended destination. Whenever possible, the College will make an alternative offer if an applicant has not met the entry requirements for their original choice of course or programme.

All full-time students, except in exceptional circumstances, will have substantial Study Programmes of a minimum of 540 hours; most students are expected to do above 600 planned learning hours; please see Study Programmes Policy. Some courses will have costs attached, and these are detailed on our website or will be discussed at IAG/Admissions meeting, or at their enrolment appointment. In the case of financial hardship, the College does have funds to support learners in appropriate cases.

All students not holding a Level 2 qualification in English or Maths will be required to take Functional Maths or English or GCSE Maths or English according to their entry standard.

All applicants who have accepted their offer of a place will be offered an enrolment appointment. The importance of attending Enrolment appointments, or informing the Admissions Team if attendance is not possible, is highlighted on the Offer Letter.

In the case of all students, failure to disclose information that could affect their safety, that of staff and other students, may result in them being refused admission or asked to leave. The College considers the safety and welfare of all students its utmost priority, while at the same time trying to offer a fresh start to those deemed suitable for our College environment.

### **Transfers from another institution**

Applications to transfer from another institution are dealt with on a case by case basis and will involve the Examinations Team to check compatibility of examination boards.

### **Pre-16 Applicants**

The College is primarily a post 16 institution and as such its ground and services are not always compatible with the needs of Pre-16 students. Students aged 14 – 16 years, are only accepted in exceptional circumstances and where the College is sure they can keep the student safe and on track. After an initial discussion, a letter is sent to the parent/guardian setting out what the College can do for pre-16s and those things that we can offer. Any offer will be integrated with Post 16 students as there is not a discreet provision for Pre-16 students at the college.

### **Data Protection**

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy and within the general data protection regulations (GDPR). Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

**Supporting documentation:**

- The application form
- Application Portal documentation
- The Curriculum Document
- The Prospectus
- The website