

2019-20 Further Education Admissions Policy

Version: 1.0

Date: 1st November 2018

Originator: Danielle de Tourtoulon, Learner Recruitment & Admissions Manager

Date for review: September 2019

1.0 Description

- 1.1 The purpose of this policy is to ensure that all further education applicants:
- are treated fairly in their application via an open and transparent process
 - have access to information, advice and guidance at all stages throughout the student journey including clear entry criteria for all courses
 - are provided with information about the likely career or employment outcomes of the course to assist in their choice
 - are provided with a timely and efficient application process
 - have the opportunity to disclose any learning difficulty and/or disability so that support can be put in place
 - are offered, where appropriate, a place on a course best suited to their ability and aspirations
- 1.2 This process supports South Essex College's commitment to equality and diversity. It also supports the College's duty of care to ensure that all those seeking to study are placed on an appropriate level of course that will enable them to succeed.
- 1.3 This policy is applicable to all applicants applying for a further education programme starting in the academic year 2019-20.

2.0 Contacts

- 2.1 Danielle de Tourtoulon, Learner Recruitment & Admissions Manager
Shameem Allen-Barrington, Admissions Team Co-ordinator

3.0 Applications

- 3.1 The on-time application deadline to the College for September 2019 entry is Friday 24th May 2019.
- 3.2 By meeting the appropriate application deadline, we guarantee, where appropriate, an invitation to an interview, assessment event or transition day. This does not guarantee a place on the course.
- 3.3 Applications received after the relevant application deadline will be considered, however, you may be invited to the College's main enrolment sessions, with places offered on a first come, first served basis.
- 3.4 The College accepts applications via our application form, which is available online via the College website – www.southessex.ac.uk. We also accept paper forms.

4.0 Applications from 16-18 year olds

- 4.1 Applicants will be invited to the College for an interview event where you will speak with tutors to find out more about the course and check whether it is suitable. Your interview letter may include a briefing sheet on what to bring and a structure for the event, for example, courses where audition pieces take place at interview. Entry and level one applicants will be invited to a transition day event in the summer. The offer will be conditional on any entry requirements, such as GCSE results, which are specified on the South Essex College website – www.southessex.ac.uk.

5.0 Applications from adults

- 5.1 Applicants will be invited to the College for either an interview or an assessment in Maths and English. Following the interview or result of the computer-based assessment, you will be given an offer for an appropriate course. The offer may be conditional on any entry requirements specified on the South Essex College website – www.southessex.ac.uk.
- 5.2 16-18 study programmes:
- 5.2.1 Applicants for 16-18 study programmes will be considered up to the age of 21 at the discretion of the academic head of department. No applicants over the age of 21 will be taken forward to course offer, unless the applicant holds an Education, Health and Care Plan (EHCP). In this case, applicants up to the age of 25 will be considered.

6.0 Accessing information, advice and guidance

- 6.1 We will offer all applicants information, advice and guidance at all stages throughout their application process. This may be with an Applicant Adviser, a Course Adviser, Student Services, or course tutor as part of the interview event.
- 6.2 The College works in partnership with other agencies – including the careers service, local authorities, schools and other education providers – to manage appropriate information sharing and referral processes. We will ensure that the information and advice provided to potential students is accurate.

7.0 Entry requirements

- 7.1 We set our entry criteria at a level that ensures you are placed on a course that matches your academic ability and, therefore, gives you the best chance to succeed. It supports progression through levels of learning for those applicants who are academically able to advance.
- 7.2 Government legislation states that all 16 to 18 year olds must continue to study Maths and English as part of their studies until they achieve a GCSE grade 4/5/C, or above/equivalent. For this reason all courses now have a minimum Maths and English entry criteria. Students who do not achieve this grade must participate in Maths and English lessons as part of the study programme.
- 7.3 We will clearly publish the entry criteria for courses both in our printed materials and online. The criteria reflects the minimum entry criteria that applicants must meet.
- 7.4 For some courses, as well as meeting the minimum entry criteria for that level of study, we may ask you to meet additional entry criteria relevant to that particular subject area. This may be specific subject-related testing or activities, for example a

Disclosure and Barring Service (DBS) check for childcare or the production of an art portfolio for art & design courses.

- 7.5 You are required to provide evidence of your qualifications in order to show that you meet the course entry requirements. This evidence must identify the institution, for example your previous school, and/or the awarding body as well as the qualification and level achieved.

8.0 Supporting applicants with additional learning support needs

- 8.1 We welcome applications from learners with learning difficulties and/or disabilities. We encourage you to let us know about any needs at the application and enrolment stages. The additional learning support team will agree reasonable adjustments and support programmes on an individual basis to meet your needs.
- 8.2 If you have an Education, Health and Care Plan (EHCP), a medical letter or any other documentation relating to a learning difficulty or disability, you need to notify the admissions team as soon as possible. You will have the opportunity to disclose this information at any stage throughout the application process.
- 8.4 Any applicants with EHCPs confirmed or in progress may not be able to enrol until the required internal assessments have been carried out. These assessments will be essential in ensuring the correct support is provided. We reserve the right to refuse a place to an applicant if the individual is assessed as a risk to others or if the College is unable to meet their specific requirements for a safe or controlled environment.

9.0 Criminal convictions

- 9.1 In accordance with the College's safeguarding requirements, all students or prospective students are asked to disclose all criminal convictions to study at South Essex College. This includes enrolled students who receive a criminal conviction whilst on a programme of study.
- 9.2 If the programme of study requires a DBS check, you are required to declare all convictions – including warnings, cautions, reprimands – which are spent and unspent due to certain professions being exempt from the Rehabilitation of Offenders Act 1974. Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at the College.

10.0 Course offers

- 10.1 An applicant will be made an 'unconditional offer' if there is a place on the course and you can show that you:
- have already achieved the entry criteria for the course
 - have successfully completed any testing required
- 10.2 All other offers to the College will be conditional. We will ask you to present evidence that you have met all the conditions of entry before you will be able to enrol on a course.
- 10.3 If you attend an open event at the College you may receive a fast-track offer from an academic member of staff. This offer means you can bypass the interview event stage of the process, as you will have received sufficient information, advice and guidance to make an informed decision. The use of fast-track offers is strictly at the discretion of the academic teams.

- 10.4 If we believe the course you have applied to is not suitable, we will advise you from the following options:
- if the subject area is an appropriate choice, but the course level is not, then we will offer you a conditional place on a lower or higher level course within that same subject area
 - we may refer you to a suggested alternative course in another academic department
- 10.5 You must accept your course offer in order to guarantee a place on the course. Where demand is high for a course, you may not be able to claim your place without taking this step.
- 10.6 You will only hold one course offer with the College. Where you have applied for two courses, you will be asked to select one. This is to make sure that the maximum number of applicants have the opportunity to join the College.

12.0 Appeals process

- 12.1 Appeals may be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied. Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria is being met, or provides any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required.
- 12.2 Appeals must be submitted in writing to the Learner Recruitment & Admissions Manager

13.0 Course closures

- 13.1 There are occasions when we may have to close a course or move it to a different location. This can be due to a number of reasons including low numbers of students, that could impact on class dynamics, or changes to funding. In the rare cases this occurs, the following steps will be taken:
- we will let applicants and appropriate organisations know about the changes as soon as possible
 - where the course runs at more than one campus and there are still places available, we will offer the applicant a place at an alternative campus
 - as a priority we will arrange a meeting with our Course Advisers for any affected applicants
 - we will make information available about any alternative options within the College with priority offers made for interested applicants

14.0 Complaints process

- 14.1 If you wish to make a complaint or raise a concern about the application process, you should write to the Learner Recruitment & Admissions Manager. If the complaint remains unresolved, then this can be escalated utilising the College's formal complaints process.