



## **Student Admissions Policy and Procedure**

Myerscough College aims to provide a fair, transparent and equitable system for all student admissions. It is therefore essential that the procedures relating to the application process are clear so that any applicant applying for a course is aware of the stages of the application process and the judgements that are made when selecting candidates for courses. This Policy also outlines the way in which appeals can be made against unsuccessful applications.

The Policy and Procedure applies to all applicants to courses at all Myerscough College Centres.

## **Procedure**

### **1. Equality of Opportunity**

The College welcomes applications from all candidates with the potential to succeed and protects candidates from discrimination in line with the Equality Act 2010. It is committed to equality of opportunity and aims to ensure everyone has the right to be treated fairly in accordance with the College's Equality, Diversity and Inclusion Policy. This policy is comprehensive and identifies positive steps to ensure that all applicants and students' needs are fully considered and reasonable adjustments are put in place to meet individual needs where appropriate. Myerscough College will continue to tackle barriers that discriminate against people on any grounds.

### **2. Information, Advice and Guidance to Applicants**

The College's courses are described on the Myerscough website, in the relevant prospectuses, through electronic and paper based Fact Sheets and for HE courses, through the UCAS Course Profiles.

Myerscough College aims to provide accurate and timely information, advice and guidance to prospective students about opportunities for study on offer to them. Applicants will be directed to the prospectus or College website in the first instance and to curriculum staff directly for more detailed course information.

Where more detailed information is required and a member of the curriculum team is unavailable, an e-mail containing the applicant's contact information will be sent to the relevant curriculum team who are expected to follow up enquiries promptly.

The College holds frequent weekend Course Advice Mornings at each campus and attends many careers events and UCAS fairs.

### **3. Safeguarding**

The College is committed to safeguarding all applicants, students, staff, volunteers and partners as covered by the College Safeguarding, Learner Protection and Prevent Policy and Procedure. Robust procedures are in place to protect and support any individual. For this reason, applicants and potential students are encouraged to declare any support requirements or issues. Appropriate confidentiality will be maintained and the College will do its utmost to ensure students are fully safeguarded.

### **4. Applications**

#### **4.1. Full Time Further Education Courses**

Applicants for all Further Education (FE) courses should complete the online or paper-based College application form and submit to the Admissions Team as soon as possible.

Internal applicants wishing to progress onto another FE course should complete the College internal application form and submit it to the Admissions Team by the end of May. Level 3 top-up applicants may also apply to progress to their top-up year via our online service using the internal application form.

The Admissions Team will assess whether the applicant meets the entry requirements for a particular course (as detailed in the College Prospectus and/or course fact sheets) and offer the most relevant course in relation to qualifications and aspirations.

Applicants for FE full time courses may be required to attend an interview to assess their suitability for the course. In cases where an interview is not appropriate, a telephone or video phone consultation may take place. All applicants that have indicated a Learning Support requirement on their application will be interviewed by the Study Programme Leader and a member of the Inclusive Learning Team. Interviews will be arranged by the Admissions Team and applicants will be informed in writing, normally within 10 working days of receipt of the application form and supporting documents.

Applicants will receive sign in details for the Myerscough virtual learning environment via their interview invitation. Access to this systems allows applicants to access important information about the College and how to prepare for their course of study and also allows applicants to apply for accommodation using our online service.

The Admissions Team will book the interview venue and advise the relevant Head of Area/Study Programme Leader and Inclusive Learning staff member (if required) of the date, time and venue.

Where offers are made without an interview, applicants will normally be invited to attend a taster day at a College centre or given the opportunity to speak with a Study Programme Leader on a designated date or Course Advice Morning.

The outcome of the interview will be notified in writing to the applicant within 10 working days of the interview date. If the applicant is accepted onto the study programme, an offer letter will be issued along with an acceptance form.

Where study programmes are over-subscribed or cancelled, applicants will be notified and offered an alternative programme where available or offered the opportunity to be entered onto a course waiting list. Where an appropriate alternative is not available then a consultation process will take place with the applicant to ensure an amicable outcome can be achieved.

Confirmation of acceptance and enrolment details are sent to all successful applicants prior to the commencement of the study programme.

Residential applications should be processed via MyPage and this facility will be accessible to applicants holding an offer from early in the academic year. Please refer to the Allocation of Student Residential Accommodation Policy and Procedure for more information.

At the discretion of the Admissions Supervisor, applications may be referred to the Admissions and Support Advisory Panel where disclosures have been made and these are felt to require further discussion and support. College staff may request that an application be reviewed by the panel at any point. It is a College requirement that applications from all applicants receiving High Needs funding are reviewed by the panel.

#### **4.2. Part Time Further Education**

Applicants for all part-time FE courses should complete an online or paper based College Application Form and submit it to the Admissions Team.

Applicants for part time FE courses are normally invited to an interview/information meeting. Applicants for on-line part time FE courses will normally have a telephone or face to face discussion with the Head of Area or Study Programme Leader.

The outcome of an application will be provided in writing together with details of the course dates and times.

Applicants will receive log-in details for the Myerscough virtual learning environment via their interview invitation or offer letter. Access to this system allows applicants to access important information about the College and how to prepare for their course.

At the discretion of the Admissions Supervisor, applications may be referred to the Admissions and Support Advisory Panel where disclosures have been made and these are felt to require further discussion and support. College staff may request that an application be reviewed by the panel at any point.

#### **4.3. Full Time Higher Education**

Applicants for all full time Higher Education course must complete the UCAS Application Form on-line in accordance with UCAS guidelines ([www.ucas.com](http://www.ucas.com)).

Applicants may be required to attend an interview to assess their suitability for their chosen course. Applicants who have indicated a Learning Support requirement on their application will be interviewed by the Course Tutor along with a member of the Inclusive Learning Team (if applicable). In cases where an interview is not appropriate, a telephone or video phone consultation may take place. Interviews will be arranged by the Admissions Team and the applicant will be informed via UCAS Track and email, normally within 10 working days of receipt of the application.

Applicants will receive log-in details for the Myerscough virtual learning environment via their interview invitation. Access to this system allows applicants to access important information about the College and how to prepare for their course of study as well as providing applicants with the facility to apply for accommodation via our online service.

The applicant will be notified in writing of the outcome of the interview within 10 working days of the interview date. If the applicant is accepted onto the course, a conditional or unconditional offer is also placed via the UCAS Track website together with information relating to visiting the College to view the facilities on Course Advice Morning. The applicant will also receive from the College written confirmation of the offer.

Residential applications should be processed via MyPage and this facility will be accessible to applicants holding an offer from early in the academic year. Please refer to the Allocation of Student Residential Accommodation Policy and Procedure for more information.

At the discretion of the Admissions Supervisor applications may be referred to the Admissions and Support Advisory Panel where disclosures have been made and these are felt to require further discussion and support. College staff may request that an application to be reviewed by the panel at any point.

#### **4.4. Part Time Higher Education**

Applicants for all part-time HE courses should complete an online or paper based College Application Form and submit this to the Admissions Team.

Applicants for part-time Higher Education courses may be invited to an interview/information meeting. Applicants for on-line part time Higher Education courses may have a telephone or face to face discussion with the Head of Area or Course Tutor.

The outcome of an application will be provided in writing together with details of the course dates and times.

Applicants will receive log-in details for the Myerscough virtual learning environment via their interview invitation or offer letter. Access to this system allows applicants to access important information about the College and how to prepare for their course.

#### **4.5. Part Time / Block / Day Release (Non Apprentice) Work-Based Training Courses**

Applicants should complete the appropriate application form and return this to the Admissions Team. Applications may arise via a number of routes such as contact with an employer, from the Careers Services, or from direct contact with the College.

Myerscough Training applications are reviewed by the Functional Skills/Inclusive Learning Mentor and then forwarded to an appropriate Work-based Assessor who will make contact with the applicant to explain the course requirements and relevant entry criteria.

If an applicant meets the entry criteria the College will confirm if a place is available and an appropriate Work-based Assessor will make contact with the applicant to arrange an induction with their employer in attendance.

Where appropriate, advice may be offered on an alternative programme of study at Myerscough College.

At the discretion of the Admissions Supervisor applications may be referred to the Admissions and Support Advisory Panel where disclosures have been made and these are felt to require further discussion and support. College staff may request that an application to be reviewed by the panel at any point.

#### **4.6. 14-16 Courses**

Students require permission from their School (or parent/guardian if Home Educated) in order to submit an application. They should then complete the online application form. Parents of Home Educated students or Schools will be provided with a 14-16 Application Form Part B to submit which will finalise the application. Applications missing the online submission of Part B will be considered incomplete and not processed.

All disclosures of criminal convictions or severe learning difficulties will be submitted for consideration by the Admissions and Support Advisory Panel. All applications from Home Educated students will also be submitted to the panel to allow appropriate tracking of this group.



All applications are processed by the 14-16 Team based at the College's Preston centre, the deadline for these being the last working day in April. Late applications will be accepted where the course is not full.

**At the Preston Centre** - Applicants will be invited to one interview day in May. Schools will also receive copies of the invitation to interview. Applicants, and through them their home schools, will be provided with access to a 14-16 Applicant Bloom site. Upon interview, applicants will receive a welcome and brief in respect of Myerscough College and the objectives of the day from the 14-16 Co-ordinator. Applicants will then register with each Study Programme Leader and will remain under their supervision for the day. The Study Programme Leader will escort the group on a campus tour/talk, before the day then becomes a 'taster' day for applicants where they will undertake small practical activities and one to one interviews. All Level One applicants will complete a basic literacy assessment. The Study Programme Leader will then complete standard interview documentation in respect of each applicant.

**At other Centres** - Once applications close, applicants will be invited to interview for the programme and provided with access to the applicant Bloom site.

After interview, Conditional Offers only will be made. In the case of a rejection, the School will be contacted in the first instance so that any options may be explored or recommendations of alternative courses discussed. If the applicant is accepted onto the course, an offer letter will be issued within 10 working days, this will contain details of MyPage where applicants should accept offers and complete medical and Consent and Indemnity Forms. Unconditional offers will not be made until this information has been completed, signed Consent and Indemnity forms have been received and, if appropriate, support arrangements have been confirmed with the home school. Home Educated students must also return their confirmation of Home Education form.

Where courses are oversubscribed then waiting lists will be created and schools notified of this. Applicants may only join from the waiting list during the first six weeks (and this also requires confirmation by the 14-16 tutors).

#### **4.7 Short Courses**

Applicants should complete the Short Course Application process either by application form or via the telephone hotline. Applications for Short Courses delivered on-line may also be made via the College website. Applications may arise through a number of routes such as from an employer or direct contact with the College. Employer sponsored applications should be made using the Short Course Employers Booking and Confirmation Form.

Applications are processed by the Recruitment and Admissions Team and successful applicants or their employers are normally notified by letter. Generally there is no entry criteria for Short Courses but tutors may ask the applicant to attend an information meeting to assess ability to complete the course.

### **5. International Admissions**

For non EU applicants or any applicant who requires a visa to study in the UK, please refer to Myerscough College's International Admissions Policy and Procedure.

## 6. The Interview Process

Where applicants are invited to an interview the purpose is to:

- Enable tutors to decide on an applicant's ability to complete the course successfully, establish their motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
- Enable prospective students/trainees to gain an understanding of the course they are interested in and to form a view on how it will meet their requirements.
- Enable tutors to provide more detailed information about the course and facilities including residential accommodation (if relevant).
- Enable Inclusive Learning staff to assess any learning support requirements.

Interviews and information meetings are designed to be a two-way process and applicants are encouraged to ask questions.

In the majority of cases there will be one interview. However, sometimes it may be necessary to request further meetings, for example if applicants have chosen a vocational course and need to demonstrate practical skills. It is the intention of the College to keep interviews to a minimum and only ask candidates to return where considered absolutely necessary. If applicants decide to choose another course after initial interview, a further interview may be required, particularly if it is in a different subject area.

Following an interview or information meeting the Study Programme Leader (and Inclusive Learning staff member, if relevant) will make one of the following recommendations:

- Offer an unconditional place
- Offer a conditional place
- Offer an alternative course
- Refer to the Admissions and Support Advisory Panel (in complex/exceptional cases)
- Unable to make an offer

In most cases offers will be made subject to conditions such as achievement of the course entry requirements, acceptable references or some evidence of work experience. In some cases applicants will be asked to submit a personal statement or provide a summary of completed work experience or the provision of a work placement to support their future studies.

Where applicants do not meet the standard entry requirements, exceptional entry may be considered. Under these circumstances applicants may be asked to produce evidence of work experience, training courses and similar work related activities. In some cases pre entry assignments may be set to assist in determining the appropriate course offer for an individual applicant.

It is important that applicants receiving conditional offers meet those conditions prior to commencement of the course so they can receive an unconditional offer of a place in good time. The submission of an application does not guarantee a place on any course of study.

## 7. Criteria for Entry

The main principles involved in determining the offer of a place on a course are as follows:

- That the applicant is clear that the course meets their aims and aspirations
- That the applicant has the necessary general education to have a good chance of fulfilling the learning outcomes of the course therefore being successful

Applicants should normally have obtained or expect to obtain the entry requirements specified to study.

If after examination results have been received, the applicant has not received the grades needed for entry, an alternative course may be offered. Where applicants do not have the qualification needed other factors may be taken into account such as work experience or career history.

The College's standard entry requirements for all Higher Education courses are detailed in the relevant Course Definitive Document (Programme Specification).

The College's standard entry requirements for all Further Education courses are detailed on the relevant Course Fact Sheet.

## 8. Exceptional Entry

Where applicants do not meet the standard entry requirements, exceptional entry may be considered. Under these circumstances applicants may be asked to provide evidence of completed work experience, training courses and similar work related activities. In some cases, pre-entry assignments may be set to assist in determining the appropriate course offer for an individual applicant.

Myerscough College has an Equality, Diversity and Inclusion Policy that encourages applications from students with non-standard entry requirements. All students will be recruited with integrity and should be capable of satisfactorily completing the course upon which they are enrolled.

Standard entry requirements for Higher Education and Further Education courses are in accordance with those specified and listed on the programme specifications and course fact sheets.

Each student is considered on his/her own individual merit. Applicants will be identified as exceptional entrants at the time of application.

### 8.1 Higher Education

The College will follow the exceptional entry guidance and Academic Regulations of the relevant University and the relevant sections of the Quality Assurance Agency (QAA) Quality Code, particularly section B2 (Admissions). In line with the university Academic Regulations, the College will not normally make unconditional offers to Higher Education applicants after only one year of post-16 study.



## 8.2 Further Education

The Further Education curriculum at Myerscough College is structured such that courses are offered at all levels. Consequently all applicants for Further Education courses may be made an offer of a place on a course at a level commensurate with the applicant's qualifications.

Where an individual wishes to pursue an application for a Further Education course at a level above that for which his / her qualifications are appropriate – exceptional entry may be considered.

## 8.3 Assessment of Exceptional Entry

Tutors will interview exceptional entry applicants and make recommendations to the Head of Area. The relevant Assistant Principal will approve all exceptional entrants. The following selection criteria may be used:

- written application
- pre-entry assignment
- reports / references
- study skills/access course
- individual interview(s) of both a formal and informal nature
- written tests and/or assignments

This is not an exhaustive list and other evidence may be considered such as:

- age and maturity
- students' needs, aspirations and potential, and how these are compatible with the course
- Record of Achievement
- employer references
- College reports
- range of work experience
- range of qualifications already achieved (including grades)
- level of numeracy and literacy

If the applicant is applying for a part-time course of study, employer support may also be an important factor for consideration.

When approval is given, the standard admissions procedure is then followed.

## 9. Offer of Admission

Each applicant who is successful will receive a formal offer from the Admissions Team setting out the course of study, and any conditions which need to be met. Applicants will be asked to sign a form or reply to a UCAS offer indicating that they accept or reject the place.

## 10. Failure to Disclose

The College reserves the right to withdraw any offer made, where an applicant has failed to disclose information or who discloses at a late stage information which might influence the admissions process and/or decision of an offer.

## 11. Appeals and Complaints

Applicants who wish to appeal or complain about an aspect of the College's admissions process should write to the Corporate Services Manager within 10 working days of notification of the decision and clearly indicate the grounds on which the complaint or appeal is based. The Corporate Services Manager will record and acknowledge receipt of the complaint or appeal within 5 working days.

A complaint is a specific concern related to a procedural error, irregularity or maladministration in the admissions process will be dealt with in accordance with the College's Complaints Policy and Procedure.

An appeal is a request for a formal review of an admissions decision or condition of offer and will be presented to the Admissions and Support Advisory Panel for their deliberation and decision.

Where an appeal is against a decision made by the Admissions and Support Advisory Panel it will be heard by the Vice Principal.

The Corporate Services Manager will be responsible for informing the applicant of the outcome of the Appeal.

The decision of the Vice Principal is final.

Appeals will not be considered:

- about matters of academic judgement regarding an applicant's ability to study a programme
- about an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular programme (eg criminal records checks)

### Documents Associated with this Policy:

- Myerscough College Application Form (FE Full-time, FE Part-time, HE Part-time)
- UCAS Application ([www.ucas.com](http://www.ucas.com))
- HE Programme Specifications
- UK Quality Code for Higher Education: [Section B2 \(Admissions\)](#)
- Myerscough College Internal Application Form
- Myerscough Training Application Form
- Myerscough College Short Course Application Form
- Myerscough College Short Course Employers Booking and Confirmation Form
- Admissions and Support Advisory Panel Constitution and Terms of Reference
- Complaints Policy and Procedure
- Allocation of Student Residential Accommodation Policy and Procedure
- Equality, Diversity and Inclusion Policy and Procedure

Document History			
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Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Common Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>		QAA UK Quality Code for Higher Education - <a href="#">Chapter B2: Admissions</a>	
<b>QIA</b>			
<b>SFA</b>			

### **All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.