

# Admissions Policy 2022-2023



## Change log

Version number	Changes description	Major changes? Y/N	Initiator	Rationale	Date of completion	New version number
V1	New accessible format	N	Ross Black		March 2023	V1

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## 1. INTRODUCTION

- 1.1. This Policy has been introduced to standardise how applicants are dealt with prior to their learning experience with Hopwood Hall College. This policy relates to all full-time and part-time provision offered at the college including FE, Apprenticeships and part-time Higher Education (HE). Full-time HE applications are submitted through the UCAS system. Applicants can apply for any course by attending an open event, or at either campus by speaking to a member of Student and College Services.
- 1.2. This policy and procedure will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, socio-economic status, gender identity, offending background or any other protected characteristic.

## 2. SCOPE

- 2.1. The scope of this policy applies to all activities following a full-time or part-time application through to enrolment (usually 1 September to 31 August in each academic year). Applications which do not require attendance to an information session or require Information, Advice and Guidance (IAG) will be invited to attend a reception where they can enrol straight away.
- 2.2. Hopwood Hall College welcomes applications from individuals from all backgrounds. The College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the College's Equality, Diversity and Inclusion Policy. Any reasonable adjustment or support required where identified will be put in place in line with college policy.

## 3. AIM

- 3.1. The College is committed to providing a high-quality experience for all applicants including providing professional Information, Advice and Guidance. We aim to ensure that applicants have access to accurate pre-entry information and support, to enable them to make informed decisions about applying for a course, which will provide them with the knowledge and skills they require for progression to further study or employment, this support is available through the Student & College Services team and the Careers team. Applicants are considered on an equal basis. The Policy will be published on the College website and communicated to all staff via Netconsent. This policy will be available to all applicants on ItsLearning and on the College website and will be updated as required.
- 3.2. This policy is in place to ensure that applications are:
  - Aware of the admissions process
  - Treated fairly and equally
  - Provided with information on entry requirements, fees and progression routes
  - Appropriately guided and supported through the admissions process
  - Provided with an opportunity to inform the college of their specific requirements
  - Aware of how to provide feedback and/or make and appeal

## 4. ROLES AND RESPONSIBILITIES

### All staff

- All staff have the responsibility to make a full and active contribution to the admissions process by ensuring that this policy is known, understood and implemented.

- All staff have responsibility for ensuring that potential students are signposted to the Student and College Services team (SCS) who will provide them with appropriate Information and Advice.
- All staff have responsibility for ensuring that potential students are signposted to the Careers team who will provide them with appropriate Information and Advice and Guidance (IAG)

### **Student & College Services Manager**

- Have full responsibility for the implementation of this policy.
- Will monitor, review and report on admissions activities on a regular basis.

### **Marketing Team**

- Liaise with schools and other providers to ensure they are up to date with the admissions policy and key admissions dates.
- Attend school events to provide course information and coordinate curriculum support for these events.
- Ensure that information about the College's courses are made available through various channels, including the prospectus, links with schools and College website and that it is updated throughout the academic year.
- Arrange for college visits, tasters and tours for applicants and schools.
- Plan, organise and facilitate the delivery of the annual New Starter Day.
- Create and share a standardised PowerPoint presentation for curriculum to deliver applicants at their information sessions.

### **Student and College Services Team**

- Record and monitor applications and provide relevant reports on a weekly basis.
- Provide information, advice and guidance on request, respond to course enquiries and assist customers.
- Record and monitor applications and provide reports weekly reports to the senior leadership team.
- Ensure that all applicants are set an information session date within 2 working days of receipt of their application
- Send reports to curriculum teams on a weekly basis to inform them of who to expect at the session.
- Respond to all outcome data returned to admissions@hopwood.ac.uk within 5 working days and applicants are made offers as indicated by the offering tutors.
- Ensure quality of data is maintained.

### **Student Support Team (Learning Support)**

- Discuss with the applicant how the College can make reasonable adjustment to support their needs.
- Liaise with schools regarding arrangements with Education, Health and Care Plans (EHCPs) including attending review meetings.
- Attend transition meetings with schools to discuss safeguarded, LAC and vulnerable students to support the transition process into further education
- Will screen all students as part of the enrolment process

### **Careers Team – Information, Advice & Guidance**

- The careers team will support in key recruitment activities throughout the year including open events and enrolment.
- The careers team will provide additional support to applicants by offering impartial information, advice and guidance (IAG) to any person who is deemed unsuitable or uncertain or upon request.
- Applicants may request IAG when they are completing their application. These requests are sent to the careers team on a weekly basis and interventions recorded.
- In such cases a guidance interview will be offered to the applicant within 10 working days after a referral has been made. Parents of 16-18 year olds will be invited to attend if they so wish.
- The careers team will liaise with Programme Managers and the Student College Services team when a suitable alternative course provision is identified to arrange a mutually convenient appointment.
- Conduct observations of curriculum information sessions on a termly basis.
- The careers team will participate in key recruitment activities throughout the year including open events and enrolment.
- The careers team will provide guidance and support during the enrolment period and discuss the work experience process to students and their parents.
- During the induction period the careers team will support learners who potentially have made the wrong choice through IAG sessions in the Careers Zones.

### **Curriculum Teams**

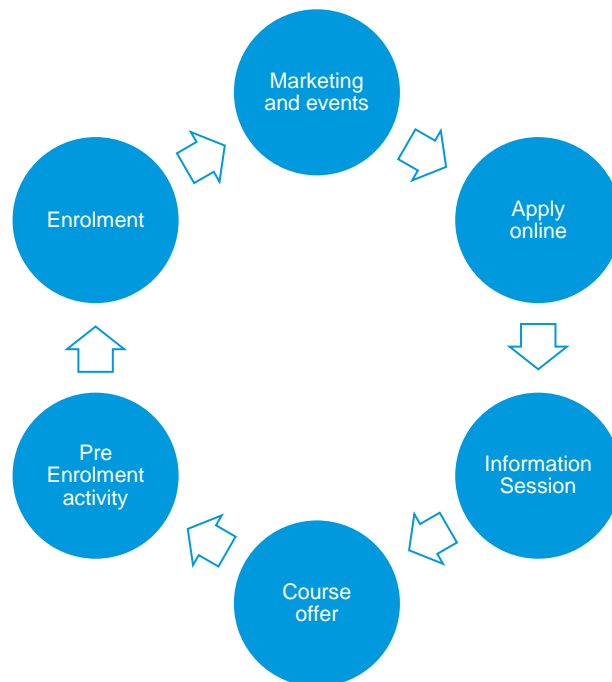
- Ensure that dates of information session dates are provided to the SCS team in a timely manner.
- Provide additional information session dates when required in order to meet customer needs.
- Be fully prepared to conduct sessions at the arranged times and provide an outstanding customer experience.
- Return outcomes of information sessions to [admissions@hopwood.ac.uk](mailto:admissions@hopwood.ac.uk) within 2 working days of the session taking place.
- Ensure appropriate offers are made within the agreed time scales.
- Ensure that an appropriate alternative offer is made to an applicant in the event that the criteria for entry are not met or appropriate referral to IAG is made.
- If another course is offered, the correct course code must be included on the outcome record.
- Ensure that any learning support needs disclosed are passed on to the Student Support Team (Learning Support) and that applicants are not disadvantaged by any disclosure.
- Consider the needs of applicants including any vulnerabilities or personal circumstances if disclosed e.g., Looked After Child or safeguarding concerns.

### **Applicant**

- Meet all pre-course requirements including, accurate completion of all forms, attending appointments, returning requested forms or checking communication from College as required.
- Where applicable, disclose a learning difficulty and/or disability. This information will be passed on to the Student Support Team who will attend session and discuss support needs.
- Bring in evidence of learning difficulty and/or disability e.g., Educational Health Care Plan, medical information.

- The applicant must attend an information session for a specific programme or course. If applicants apply for more than one course, then they must attend a session for each course choice.
- While we provide applicants with information and advice on course details, support services, fees, financial assistance and progression, applicants are responsible to follow processes and procedures for their specific requirements such as course fees, applying for a Student Loan, applying for financial support including the bursary, funding and course refund.

## 5. PROCEDURE



### **Marketing and events to raise awareness**

The College will provide a range of events for applicants to gather information, including open days and tasters in College, and attend activities such as careers days and parent evenings in schools.

### **Information, Advice and Guidance (IAG)**

Pre-entry IAG is available to applicants and potential students on request to enable them to make informed decisions. Applicants can book an appointment or speak to a careers advisor by telephone. Applicants can also submit an IAG request via the application form on the website. For general course enquiries, eligibility, funding and admissions, this will be dealt with by the SCS team. Where a prospective applicant is uncertain regarding their options or career path an appointment can be made with the College Careers Advisor. This can be in relation to both HE, FE, FT and PT provision.

### **Applicant submits an application**

Prospective students can apply online at [www.hopwood.ac.uk](http://www.hopwood.ac.uk). Paper applications are available on request for applicants who are unable to apply online.

## **Applicant invited for information sessions**

Student and College Services run a daily report that details all new applications received. All applicants are invited for an information session which they must attend (the admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed programme of study).

Admission onto their chosen programme will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances and professional and other course entry criteria and requirements. Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements.

## **Applicant's circumstances**

Applicants with criminal convictions will be treated equally and their application receive careful consideration as per college policy. Any disclosures should be sent onto to the Head of Student Support and Equality for consideration under college policy and to the College Principal if required.

## **Admissions decision**

The responsibility for the admission of prospective applicants onto a particular programme of study rests with the relevant curriculum area. The decision on an offer will be appropriate to both student and course entry requirements. In the event that the criteria for entry is not met, wherever possible an appropriate alternative offer will be made to the applicant.

## **Additional Support**

Applicants are actively encouraged to declare a learning difficulty/disability at the pre-entry stage and throughout their course. Identified support needs and consideration for reasonable adjustments will be put in place. Evidence will be required from the applicant in considering the most appropriate support needed to successfully reach the course requirements and learning outcomes. This could include discussions with the Local Authority (LA) in the case of potential high needs funded students.

## **Offer**

The SCS team will notify students of the outcome of their information session within 10 working days of the session. The offer will be conditional and based on the applicant meeting specific entry criteria.

## **Pre-Enrolment Communications**

The marketing team will communicate frequently with all applicants with 'offer' status, in line with College pre-enrolment activities.

## **Reference**

The College reserves the right to request references and/or school reports for a potential student depending upon the course that they are applying for. The college may also request further information in connection to previous conduct or behaviour e.g. criminal convictions or previous exclusions.

## **Unplanned College Closures**

If the College was closed for reasons outside of control this policy would continue to be implemented where possible. If the college was to close for a disclosed time, they would continue to accept applications through college website (or paper if required).

## Right to refuse an application

The College reserves the right to refuse admission to an applicant who:

- Do not meet the specific admissions criteria for the course.
- Has previously been permanently excluded from the College.
- Withholds information or provides false or misleading information on a DBS check.
- Has convictions that have not been spent.
- Has an outstanding financial debt to the College.
- Where reasonable adjustments cannot be made to accommodate a disability.
- Where the applicant poses a significant risk to themselves, another student/applicant or the College and the risk cannot be mitigated.
- If the applicant is deemed not fit for study in line with college policies.

## Appeals

If an applicant is not satisfied with the College's decision or the way in which their application has been handled, they should follow the College's Compliment and Complaints Policy (available on [www.hopwood.ac.uk](http://www.hopwood.ac.uk))

## 6. MONITORING AND EVALUATION

- 6.1. Admissions reports are available to all staff through EBS reports via the hub.  
Data sets are available at top level all the way down to application level.

## 7. DOCUMENTS ASSOCIATED WITH THIS POLICY

- CEIAG Policy
- Learning Support Policy
- Safeguarding & Child Protection Policy
- Equality, Diversity and Inclusion Policy