

AWARD-WINNING EDUCATION

HOPWOOD HALL COLLEGE **ADMISSIONS POLICY**

2025-2028



Policy Cover Sheet

Please fill in the following details:

Policy Name	Admissions Policy
Version Number	V1
Policy Owner	Ross Black
Release Date	
Policy valid for	3 years

Documents included:

Completed Checklist (below)	
Policy text	x
Filled in EIA	

Where should this policy be shared? All policies will be shared on the HUB.

The HUB	
Net Consent	x
Website	x

Policy Checklist

Have you completed the following tasks:

Used the Microsoft Accessibility Checker	
Used formatted headings	
Used Arial 12pt font	x
Included numbered paragraphs	
Included page numbers	
Included alternative text for all images which accurately describe what's in the picture	
Checked for gender neutral language e.g. remove dinner ladies, workmen, he/she and replaced with servers, contractors, they.	
Used the full phrase instead of the acronym at least the first time	
Used the spelling and grammar check	
Gained feedback from colleagues to ensure the policy is clear and accurate	
Included any legal, social or organisational changes since the last policy review	
Reviewed the connected policies to ensure they are still active	
Filled in the change log	
Listened to the policy using the accessible reader	
Reviewed the policy flowchart	
Informed the EDI Manager of upcoming policy deadlines	

Sign Off: To be filled in by the named person only

	Name	Date
SLT	Matthew Taylor	10/10/2025
Corporation (if required)		
Trade Union		
EIA		

Change log

Version number	Changes description	Major changes? Y/N	Initiator	Rationale	Date of completion	New version number

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1. INTRODUCTION

- 1.1. This policy has been introduced to outline how applicant applications are dealt with prior to their learning experience at 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 are encouraged to apply through the college website however they can do so by attending an open event at either campus by speaking to a member of Student and College Services or using a paper based application form.
- 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, part-time and apprenticeship applications through to enrolment (usually October to September 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 enroll 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 the College website and will be updated as required.

3.2. This policy is in place to ensure that applicants are aware of the admissions process, treated fairly and equally, provided with information on entry requirements, fees and progression routes, ensuring they are appropriately guided and supported through the admissions process, provided with an opportunity to inform the college of their specific requirements and aware of how to provide feedback and/or make and appeal.

4. ROLES AND RESPONSIBILITIES

4.1. All Staff

4.1.1. 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. They 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. They also 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)

4.2. The Student & College Services Manager and the Admissions and Enrolment Lead

4.2.1. The Student & College Services (SCS) Manager and the Admissions and Enrolment Lead have full responsibility of the implementation of this policy and will monitor, review and report on admissions activities on a regular basis. The SCS Manager and Admissions & Enrolment Lead manage the admissions team on a day to day basis

4.3. Careers Team

- 4.3.1. The careers team will support in key recruitment activities throughout the year including open events and enrolment.
- 4.3.2. 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.
- 4.3.3. Applicants may request IAG when they are completing their application. These requests are sent to the careers team on a regular basis and interventions recorded.
- 4.3.4. 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.
- 4.3.5. 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.
- 4.3.6. Conduct observations of curriculum information sessions on a termly basis.
- 4.3.7. The careers team will participate in key recruitment activities throughout the year including open events and enrolment.
- 4.3.8. The careers team will provide guidance and support during the enrolment period and discuss the work experience process to students and their parents.
- 4.3.9. During the induction period the careers team will support learners who potentially have made the wrong choice through IAG sessions in the Careers Zones.

4.4. Curriculum Teams

- 4.4.1. Ensure that dates of information session dates are provided to the Admissions team in a timely manner.
- 4.4.2. Provide additional information session dates when required in order to meet customer needs.

- 4.4.3. Be fully prepared to conduct sessions at the arranged times and provide an outstanding customer experience.
- 4.4.4. Return outcomes of information sessions to admissions@hopwood.ac.uk within 2 working days of the session taking place.
- 4.4.5. Ensure appropriate offers are made within the agreed time scales.
- 4.4.6. 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.
- 4.4.7. If another course is offered, the correct course code must be included on the outcome record.
- 4.4.8. Ensure that any learning support needs disclosed are recorded on in house systems that applicants are not disadvantaged by any disclosure.
- 4.4.9. Consider the needs of applicants including any vulnerabilities or personal circumstances if disclosed e.g., Looked After Child or safeguarding concerns

4.5. Applicant

- 4.5.1. Meet all pre-course requirements including, accurate completion of all forms, attending appointments, returning requested forms or checking communication from College as required.
- 4.5.2. Where applicable, disclose a learning difficulty and/or disability on the application. This information will be passed on to the Learning Support Team and curriculum teams ready for the information session.
- 4.5.3. Bring in evidence of learning difficulty and/or disability e.g., Education Health & Care Plan, medical information., exam arrangements eg: extra time
- 4.5.4. 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.
- 4.5.5. 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



5.1. Marketing and events to raise awareness

5.1.1. 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.

5.2. Information, Advice and Guidance (IAG)

5.2.1. 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

5.3. Admission for School Leavers

5.3.1. A 'School Leaver' is defined as a learner under the age of 19 on the 31st August and can enrol on any full-time programme or apprenticeship.

5.4. Admission for Adult Learners

5.4.1. An 'Adult learner' is defined as a learner 19 and over on the 31st August. Adult learners can only apply for Access to Higher Education, Apprenticeships and part time programs. They are not eligible to apply for full-time study programme courses.

5.4.2. Exceptions to 5.4.1 of the policy may include;

5.4.2.1. Learners aged 19 and over with an Educational Health Care Plan (EHCP), who can apply for full-time courses if under 25 years of age on the 31st of August prior to starting their course

5.4.2.2. Care leavers aged 19 and over who can apply for full-time courses if under 25 years of age on the 31st of August prior to starting their course.

5.5. Applicant submits an application

5.5.1. Prospective students can apply online at www.hopwood.ac.uk. Paper applications are available on request for applicants who are unable to apply online.

5.6. Applicant invited for information sessions

5.6.1. When an applicant applies, they are offered a date and time of information sessions. 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).

5.6.2. 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.

5.7. Applicant's circumstances

5.7.1. 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 Safeguarding & Designated Safeguarding Lead for consideration under college policy and to the College Principal if required.

5.8. Admissions decision

5.8.1. 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.

5.9. Learning Support

5.9.1. 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. Learning Support Transition Co-Ordinator's will work with applicants throughout their transition, from application, enrolment and beyond.

5.10. Offer

- 5.10.1. The Admissions 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.

5.11. Pre-Enrolment Communications

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

5.12. References

- 5.12.1. 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.

5.13. Unplanned College Closures

- 5.13.1. 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).

5.14. Right to refuse an application

- 5.14.1. The College reserves the right to refuse admission to an applicant
 - 5.14.1.1. Do not meet the specific admissions criteria for the course.
 - 5.14.1.2. Has previously been permanently excluded from the College.
 - 5.14.1.3. Withholds information or provides false or misleading information on a DBS check.
 - 5.14.1.4. Where convictions have not been spent.
 - 5.14.1.5. Has an outstanding financial debt to the College.

- 5.14.1.6. Where reasonable adjustments cannot be made or accommodated.
- 5.14.1.7. Where the applicant poses a significant risk to themselves, another student/applicant or the College and the risk cannot be mitigated.
- 5.14.1.8. If the applicant is deemed not fit for study in line with college policies.

5.15. Appeals

- 5.15.1. 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)

5.16. Apprenticeship Admissions Process & Eligibility

- 5.16.1. All apprenticeships are subject to having a suitable employer. If you are interested in starting an apprenticeship, you will need to find a vacancy with an employer and submit your application through them in the first instance. If you are already in a job and interested in an apprenticeship, you can send an enquiry by clicking on the enquiry now button in our website, where you will need to enter all the information about you and your employer.

5.16.2. Eligibility Criteria:

- 5.16.2.1. Be aged 16 or over.
- 5.16.2.2. Be employed in a job with duties aligned with the apprenticeship standard.
- 5.16.2.3. Have the right to work in England.
- 5.16.2.4. Meet residency criteria in line with Department for Education funding rules.

5.16.2.5. Hold GCSE grade 4 or above or level 2 qualifications in English and Maths or be willing to work towards them (this may vary by programme).

5.16.2.6. Have the necessary commitment and motivation to complete the apprenticeship.

5.16.3. Application Process

5.16.3.1. When there is a suitable employer, applicants may apply directly to the college or be referred by an employer. The application process includes:

5.16.3.1.1. Submit an enquiry through the college website

5.16.3.1.2. Completion of an application form and submission of supporting documents (eg: ID, qualifications).

5.16.3.1.3. Initial advice and guidance

5.16.3.1.4. Review of job role to ensure it aligns with the selected apprenticeship standard.

5.16.3.1.5. Employer confirmation of support, including release for off the job training.

5.16.3.1.6. Applicants who do not currently have an employer, we encourage applicants regularly check the college website www.hopwood.ac.uk or the Apprenticeship Service at www.gov.uk/apply-apprenticeship

5.16.3.2. Initial Assessment and Suitability

5.16.3.2.1. All applicants must undertake an initial assessment to determine:

5.16.3.2.1.1. Existing knowledge, skills and behaviours (Skills Scan).

5.16.3.2.1.2. Current working level in English and Maths.

5.16.3.2.1.3. Learning Support needs, if any

5.16.3.2.1.4. Recognition of Prior Learning (RPL), which may reduce the programme duration.

5.16.3.2.1.5. The college reserves the right to recommend a more suitable course or learning pathway if the apprenticeship is not appropriate.

5.16.3.3. Employer Engagement Requirements

5.16.3.3.1. Employers must

5.16.3.3.1.1. Hold a valid Apprenticeship Service account.

5.16.3.3.1.2. Sign an Apprenticeship Agreement and Training Plan.

5.16.3.3.1.3. Provide the apprentice with time off the job training (a minimum of 6 hours per week).

5.16.3.3.1.4. Pay at least the National Minimum Wage for Apprentices or above.

6. MONITORING AND EVALUATION

6.1. Admissions and Enrolment Reports can be accessed by all staff through the college hub pages. Reports are available at top level down to application level.

7. DOCUMENTS ASSOCIATED WITH THIS POLICY

7.1. IAG Policy

7.2. Learning Support Policy

7.3. Safeguarding & Child Protection Policy

7.4. Equality, Diversity and Inclusion Policy

7.5. Exam Arrangements Policy

8. APPENDIX

8.1. Add any extra information that might be useful for people to have in conjunction with this policy such as datasets, glossaries, external resources, forms to be completed.

Changes

Change log:

Version number	Changes description and page number	Major changes? Y/N	Initiator	Rationale	Date active from	New version number