HOPWOOD HALL COLLEGE

Admissions Policy - HE

DRIVING GROWTH
CHANGING LIVES

Policy Cover Sheet

Please fill in the following details:

Policy Name	Admissions Policy - HE
Version Number	2026.02
Policy Owner	Katie Allen
Release Date	05/08/2024
Policy valid for	1 year

Documents included:

Completed Checklist (below)	X
Policy text	X
Filled in EIA	X

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

The HUB	X
Net Consent	X
Website	X

Policy Checklist

Have you completed the following tasks:

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

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

	Name	Date
SLT	Executive Director: Planning, Performance and Information	05.08.24
Corporation (if required)		
Trade Union		
EIA	Adam Carney	05.08.24

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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 provisions offered at the college including Further Education (FE), Apprenticeships, and part-time Higher Education (HE). Full-time HE applications are submitted through the UCAS system; therefore, the application process detailed in section 5 does not apply to those applicants. 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, in line with the Equality Act 2010.

2. SCOPE

2.1. The scope of this policy applies to all activities following a full-time or part-time application through enrolment (usually 1 September to 31 August in each academic year). Applications which do not require attendance to an information session, where information about the course is provided and an informal interview is conducted, or require Information, Advice and Guidance (IAG) will be invited to attend 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 HE 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 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 and College Services (SCS) Team and the Careers Team. Applicants are considered on an equal basis. This Policy will be published on the College website and communicated to all staff via Netconsent. This policy will be available to all applicants on Teams and on the College website and will be updated as required.

3.2. This policy is in place to ensure that applicants are:

3.2.1. Aware of the admissions process

3.2.2. Treated fairly and equally

3.2.3. Provided with information on entry requirements, fees and progression routes

3.2.4. Appropriately guided and supported through the admissions process

3.2.5. Provided with an opportunity to inform the college of their specific requirements

3.2.6. 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.

4.1.2. All staff have responsibility for ensuring that potential students are signposted to the Student and College Services team who will provide them with appropriate Information and Advice.

4.1.3. All staff have responsibility for ensuring that potential students are signposted to the Careers team who will provide them with appropriate IAG.

4.2. **Student and College Services Manager**

4.2.1. Have full responsibility for the implementation of this policy.

4.2.2. Will monitor, review and report on admissions activities on a regular basis.

4.3. **Marketing Team**

4.3.1. Liaise with schools and other providers to ensure they are up to date with the admissions policy and key admissions dates.

4.3.2. Attend school events to provide course information and coordinate curriculum support for these events.

4.3.3. 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**.**

4.3.4. Arrange for college visits, tasters and tours for applicants and schools.

4.3.5. Create and share a standardised PowerPoint presentation for curriculum to deliver applicants at their information sessions.

4.4. **Student and College Services Team**

4.4.1. Record and monitor applications and provide relevant reports on a weekly basis.

4.4.2. Provide information, advice and guidance on request, respond to course enquiries, and assist customers.

4.4.3. Record and monitor applications and provide weekly reports to the senior leadership team.

4.4.4. Ensure that all applicants are set an information session date within 2 working days of receipt of their application.

4.4.5. Send reports to curriculum teams on a weekly basis to inform them of who to expect at the session.

4.4.6. 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.

4.4.7. Ensure quality of data is maintained.

4.5. **Student Support Team (Learning Support)**

4.5.1. Discuss with the applicant how the College can make reasonable adjustment to support their needs.

4.5.2. Liaise with learners regarding arrangements with Education, Health and Care Plans (EHCPs) to advise on application for Disabled Students Allowance (DSA) .

4.5.3. Attend transition meetings with schools to discuss safeguarded, LAC and vulnerable students to support the transition process into further education.

4.5.4. Will screen all students as part of the enrolment process to ascertain if any additional support is required and offer this as appropriate.

4.6. **Careers Team – Information, Advice & Guidance**

4.6.1. The careers team will support key recruitment activities throughout the year including open events and enrolment.

4.6.2. The careers team will provide additional support to applicants by offering IAG to any person who is deemed unsuitable or uncertain or upon request.

4.6.3. Applicants may request IAG when they are completing their application. These requests are sent to the careers team on a weekly basis and interventions are recorded.

4.6.4. 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 wish.

4.6.5. The careers team will liaise with Curriculum Managers and the Student College Services team when a suitable alternative course provision is identified to arrange a mutually convenient appointment.

4.6.6. Conduct observations of curriculum information sessions on a termly basis.

4.6.7. The careers team will participate in key recruitment activities throughout the year including open events and enrolment.

4.6.8. The careers team will provide guidance and support during the enrolment period and discuss the work experience process to students and their parents.

4.6.9. During the induction period the careers team will support learners who potentially have made the wrong choice through IAG sessions in Careers.

Curriculum Teams

4.6.10. Ensure that dates of information session dates are provided to the SCS team in a timely manner.

4.6.11. Provide additional information session dates when required to meet customer needs.

4.6.12. Be fully prepared to conduct sessions at the arranged times and provide an outstanding customer experience.

4.6.13. Return outcomes of information sessions to admissions@hopwood.ac.uk within 2 working days of the session taking place.

4.6.14. Ensure appropriate offers are made within the agreed time scales.

4.6.15. 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.

4.6.16. If another course is offered, the correct course code must be included on the outcome record.

4.6.17. 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.

4.6.18. Consider the needs of applicants including any vulnerabilities or personal circumstances if disclosed e.g., Looked After Child or safeguarding concerns.

4.7. **Applicant**

4.7.1. Meet all pre-course requirements including, accurate completion of all forms, attending appointments, returning requested forms or checking communication from College as required.

4.7.2. Applicants are encouraged to disclose any learning difficulty and/or disability, so that the college can put appropriate support in place to support students to achieve. This information will be passed on to the Student Support Team who will attend session and discuss support needs.

4.7.3. If additional support is needed to engage with the admissions process, applicants are encouraged to discuss their needs with the Admissions team

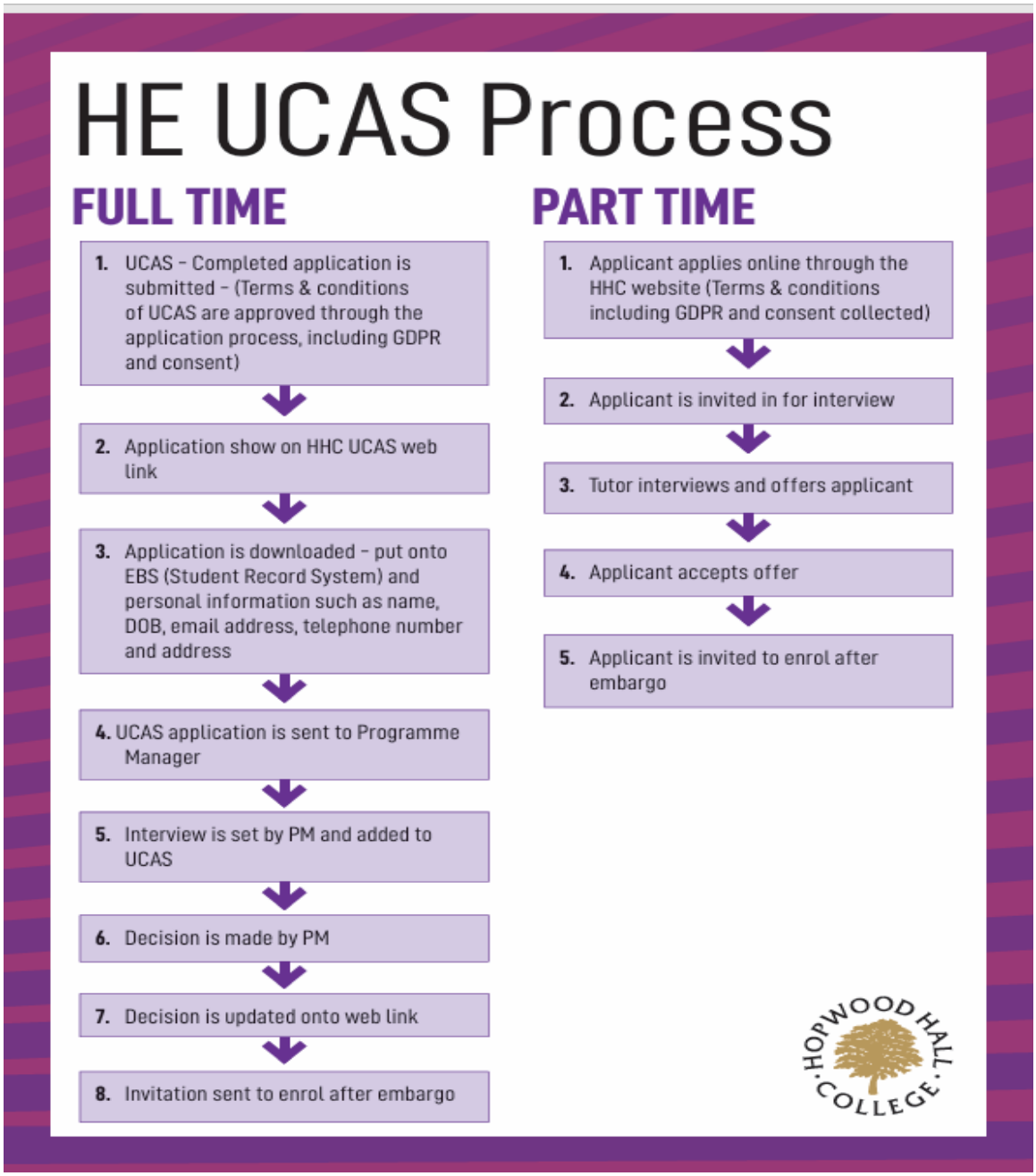
either **by phone on 0161 643 7560 or by emailing admissions@hopwood.ac.uk**.

4.7.4. Bring in evidence of learning difficulty and/or disability, e.g., Educational Health Care Plan, medical information.

4.7.5. The applicant must attend an information session for the specific programme or course applied for. If applicants apply for more than one course, then they must attend a session for each course choice.

4.7.6. For applicants to Higher Education courses, all applicants must have sufficient competency in English language and relevant IT skills to study successfully for the chosen course.

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 in college, and attend careers days 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 arrange to speak to a career's advisor by telephone by emailing careers@hopwood.ac.uk (www.hopwood.ac.uk). 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, Full time, and Part-time provision.

5.2.2. Any information regarding entry requirements can be found on the relevant course's page on the website (www.hopwood.ac.uk) or in the college's course guide (www.hopwood.ac.uk).

5.2.3. **Applicant submits an application**

5.2.3.1. Prospective students can apply online at www.hopwood.ac.uk. Paper applications are available on request for applicants who are unable to apply online. These can be requested by emailing admissions@hopwood.ac.uk or calling the Admissions team on 0161 643 7560

5.2.4. **Applicant invited for information sessions**

5.2.4.1. 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). Students will be notified of their interview date and time in advance and will have the option to request an alternative date or time if the initially suggested appointment is not appropriate. Applicants who require any reasonable

adjustments to be made to access their interview should notify the College to request this as soon as reasonably possible after receiving their invitation to interview.

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5.3.4.2. 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. Personal circumstances can include any circumstances that would affect an applicant's study, such as location, parental or caring responsibilities, ability to attend campus for timetabled sessions. Any assessment regarding personal circumstances will be made in a supportive manner collaboratively with the applicant.

5.3.4.3. Information sessions involve an informative presentation and an informal interview. Applicants are invited to select which information session they would prefer to attend from options that are scheduled throughout the year. The content of the interview portion of the session will vary depending on the requirements of the curriculum area and the course being applied for, and can include, but is not limited to, information such as expected grades, current progression aspirations, and details of any information that might be flagged on DBS searches where relevant. If an applicant needs to prepare anything for the interview portion of the information session, this will be communicated ahead of time.

5.3.4.4. 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.

5.3.5. **Applicants with criminal convictions**

5.3.5.1. Applicants with criminal convictions will be treated equally and their application will receive the same consideration as any other applicant, in line with the Rehabilitation of Offenders Act.

5.3.5.2. Any disclosures should be sent to the Head of Safeguarding and Designated Safeguarding Lead for consideration and to the College Principal if required.

5.3.5.3. A risk assessment may be required in certain circumstances for such applicants.

5.3.5.4. Any information regarding spent or unspent criminal convictions will only be shared with such people as is strictly necessary, and this information will be stored in line with our Data Protection Policy.

5.3.6. **Admissions decision**

5.3.6.1. 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. If the criteria for entry are not met, wherever possible an appropriate alternative offer will be made to the applicant

5.3.7. **Additional Support**

5.3.7.1. 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 may be required from the applicant in considering the most appropriate support needed to successfully reach the course requirements and learning outcomes. Where appropriate, this could include discussions with the Local Authority (LA) in the case of potential high needs funded students.

5.3.8. **Offer**

5.3.8.1. The SCS team will notify students of the outcome of their information session within 10 working days of the session, in writing (typically by email). The offer will usually be conditional and based on the applicant meeting specific entry criteria.

5.3.8.2. Unconditional offers may be made in some circumstances where any entry criteria have already been met.

5.3.8.3. If the applicant receives a conditional or unconditional offer, they will be invited to enroll in person at the college campus where study will take place. Applicants will be advised which campus their study is due to take place. Applicants will be assumed to have accepted the offer upon enrolment with the college.

5.3.8.4. If the applicant is invited to enroll but does not do so before the listed start date of the course, they will deemed to have declined the offer.

5.3.9. **Pre-Enrolment Communications**

5.3.9.1. The marketing team will communicate at least once with all applicants with 'offer' status, in line with college pre-enrolment activities.

5.3.10. **References**

5.3.10.1. The College reserves the right to request references and/or school reports for a potential student depending upon the course 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.

5.3.10.2. If a reference is received that indicates the applicant would not be suitable for the study programme or the college, this may result in a withdrawal of any offer. This can include, but is not limited to, disclosures relating to academic ability, behaviour and conduct, or any safeguarding concerns, including where an applicant has misled the college to the above.

5.3.11. **Recognition of Prior Learning**

5.3.11.1. Applicants wishing to be considered for admission part way through the duration of the course or wishing to import credits or evidence of prior learning into the course for which they are applying will be considered in accordance with the awarding Higher Education Institution and their procedures. Applicants must be able to provide evidence of credits and awards achieved. The process of reviewing prior learning against course requirements can take up to two months, depending on

the qualifications and prior learning in question. Applicants should be aware of this when planning their start date.

5.3.12. **Unplanned College Closures**

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

5.3.13. **Right to refuse an application**

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

5.3.13.1.1. Do not meet the specific admissions criteria for the course.

5.2.13.1.2. Has previously been permanently excluded from the College.

5.2.13.1.3. Withholds information or provides false or misleading information on a DBS check.

5.2.13.1.4. Has convictions that have not been spent.

5.2.13.1.5. Has an outstanding financial debt to the College as referred to in the Fees Policy.

5.2.13.1.6. Where reasonable adjustments cannot be made to accommodate a disability, which is looked at on a case by case basis.

5.2.13.1.7. Where the applicant poses a significant risk to themselves, another student/applicant or the College and the risk cannot be mitigated, in line with the HE Safeguarding Policy.

5.2.13.1.8. If the applicant is deemed not fit for study in line with the Fitness to Study Policy.

5.3.13.2. The college is unable to accept applications from prospective students who are classed as international students or applicants due to the current funding regulations and the status of the college.

5.3.14. **Application Windows**

5.3.14.1. Start dates for courses are listed on the college website and in the college course guides. Applicants should apply for courses in advance of the start date listed, and if they will be funding their course through Student Finance, to be aware of the additional timeframes that may apply. For HE full time study, Student Finance typically opens for applications in March, and for part time in April/May.

5.3.14.2. Late admissions after the start date of the course may be permitted at the discretion of the Curriculum Manager for that curriculum area. If the Curriculum Manager decides that it would not be appropriate to allow a late admission, they can look to defer the application to the next start date for that course.

5.3.15. **Appeals**

5.3.15.1. 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.

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.

6.2. These reports are reviewed and monitored termly by the senior leadership team and the relevant managers so there is a clear understanding of the demographic of the college.

6.3. Only such information as is necessary is obtained throughout the admissions process and all information obtained is treated with confidentiality and retained in line with the General Data Protection Regulations as per the Data Protection Act 2018.

7. DOCUMENTS ASSOCIATED WITH THIS POLICY

Available at our University Centre Policy page:

7.1. CEIAG Policy

7.2. HE Learning Support Policy

7.3. HE Safeguarding Policy

7.4. Equality, Diversity and Inclusion (EDI) Policy

If this document is required in an alternative format, please contact enquiries@hopwood.ac.uk

7.5.