



Palmer's
COLLEGE



Admissions and Enrolment Policy

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1. Statement of Intent

- 1.1** Seevic and Palmer's College Group (the College) intends to attract and recruit students in a way that is fair, consistent, transparent and confidential and are in the interests of the student. The College will:
- a. Ensure that potential students have access to impartial advice and guidance tailored to the needs of the individual.
 - b. Ensure that when applicants have accepted a place, the arrangements for the enrolment, registration, induction and orientation of new students are explained to them, and to ensure that these arrangements promote their efficient and effective integration as students.
 - c. Provide clear feedback to unsuccessful applicants on request.
 - d. Inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed, and advise them of the options available in the circumstances.

2. Introduction and purpose

- 2.1** All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of ability to meet the demands of the chosen course. In addition to academic qualifications the College will consider whether the applicant is suitably motivated to successfully complete their chosen course. The College considers the application, interview and any additional supporting information.
- 2.2** The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision regarding their application. The College's website and printed publications provide clear information and guidance on all academic entry requirements and where appropriate, desirable experience.
- 2.3** The admissions process for all courses commences when the College has received a completed application form. Application forms are available to be collected in person, by post and on the College website. Some Higher Education courses require applications via UCAS.
- 2.4** The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties and/or disabilities are contacted to arrange an interview with a specialist from the Learning Support team to discuss needs and agree the support required.
- 2.5** Where candidates with learning difficulties and/or disabilities apply for a place on specialist supported courses the Foundation Learning team will assess additional support needs as part of their assessment and interview process.
- 2.6** Applicants who are under 16 years can only access provision at Seevic and Palmer's College Group if they are referred and financially supported by the Local Authority or their School. These applications must be approved by the Vice Principal Curriculum.
- 2.7** The College will administer Disclosure and Barring Service (DBS) checks for applicants to courses where there is contact with children or vulnerable adults ensuring

compliance. The outcome of this process will be taken into consideration when making an admission decision.

- 2.8** Where an applicant has a relevant unspent criminal conviction, the College will take steps to ensure the safety of the student and all users of the College. This may involve an inclusive risk assessment process which is designed to protect students and staff at the College whilst leaving scope for those with criminal convictions to continue their education. As a result of this the College reserves the right to refuse admission to applicants who are deemed high risk.

3. Legislation and guidance - key legislation

- 3.1** Technical and Further Education Act 2017. Following agreement by both Houses on the text of the Bill it received Royal Assent on 27 April 2017. **The Bill** is now an Act of Parliament and this document complies with that bill.

4. General Principles

4.1 Full Time Courses

- a. All applicants to full time courses will be invited to an interview to discuss their course choice and access impartial advice and guidance; applicants will be advised of the outcome at the end of the interview. Applicants receive an offer in writing within 7 calendar days of their interview.
- b. Where applicants receive an offer conditional on a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis. In this instance, the College will endeavour to provide an alternative programme of study.
- c. All students applying from Partner Schools who meet the specified entry requirements, are recommended by their School for their chosen course and meet published deadlines are guaranteed a place at Seevic and Palmer's College Group.
- d. All full time students are required to enrol in person and bring evidence that they satisfy the eligibility criteria as defined by the Education and Skills Funding Agency. If a student is unable to provide such evidence they may become liable for the full amount of tuition fees as published on the college website.

4.2 Courses - Part Time

- a. Some courses have specific entry requirements and these, together with the method of enrolment, are published on the College website and in our printed course guides.
- b. Some courses have specific entry requirements and these, together with the method of enrolment, are published on the College website and in our printed course guides.
- c. All applicants for part time courses receive information, advice and guidance; this usually takes place at the College; however, for some courses this will be by telephone.
- d. Apprenticeship applicants will also be assessed for their suitability for employment; this may include an interview with an employer.

4.3 Higher Education

- a. Applications to Higher Education programmes and Higher Nationals follow the same procedure as all other college students. Applicants can also contact Student Services who will advise whether the application process is via UCAS or directly to the College.
- b. All HE appeals against actions/decisions taken in accordance with this policy and the Partnership University's policy must be made in writing and addressed to the Vice Principal Quality within 7 working days of the decision.

5. Procedures and timings

5.1 Students can expect:

- a. Acknowledgement of their application within 5 working days.
- b. To receive a letter of invitation minimum 14 calendar days prior to interview date, to attend a pre-course interview to discuss their course.
- c. To receive an Offer letter confirming a place at the college which outlines details of the conditions, within 7 days of the Interview.
- d. To receive an invitation to attend a Starting College Event.
- e. To receive an enrolment invitation.

6. Withdrawal of Courses

- 6.1** The College reserves the right to withdraw a course. For example, if there are insufficient numbers of students or unforeseen circumstances. The College also reserves the right to suspend applications for courses which are full. If this is the case the College will communicate with all affected learners as soon as the decision is made. The College will endeavour to support learners to find an alternative option.

7. Appeals procedure

- 7.1** Applicants who are not offered a place and feel that the above criteria have not been applied can appeal. Appeals must be in writing to the Principal & Chief Executive within 10 working days of the rejection. The Principal & Chief Executive will communicate their decision within 10 working days thereafter.