



PLUMPTON

COLLEGE

GROUP

Admissions Policy and Procedure 2021-22

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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

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1. Admissions statement and principles

- 1.1 Plumpton College's vision is to be an innovative and inspirational College delivering excellent education, training and research that enables our students and employers to play a leading role in future industry growth and development. This is underpinned by our values which are to be:
- Ambitious
 - Progressive
 - Enterprising
 - Professional
 - Supportive
 - Passionate about everything we do
- 1.2 The College admissions policy is consistent with this vision and with the Equal Opportunities Policy aims to provide a fair, transparent and equitable system for all student admissions.
- 1.3 The procedures relating to the application process are clear so that any applicant is aware of the stages and the judgements that are made when admitting candidates for courses.

2. Scope

- 2.1 This policy applies to all College courses.
- 2.2 This policy applies to admissions for:
- Full and part time Further Education courses for young people (16-18) and adults at all levels
 - Apprenticeships
 - Higher Education programmes (full and part time)
 - Full cost recovery courses
 - Employer-related provision other than apprenticeships
 - 14-16 Provision

3. Information, Advice and Guidance

- 3.1 Plumpton College will ensure that information about courses is made available through various media channels, including its website.
- 3.2 Requests for information are welcomed via dedicated phone lines and email address and are logged and responded to usually within 2 working days. All applicants are entitled to discuss their application in detail and are entitled to receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme. The College holds MATRIX accreditation to confirm the quality of its impartial information, advice and guidance and has a process to meet the Gastby Benchmarks set out in the national careers strategy by the national deadline.
- 3.3 On submission of an application form, applicants can at any time request information about the progress of their application. Each applicant will receive a response to any correspondence, usually within 2 working days of its receipt.
- 3.4 Taster Days and information events, virtual or live events (as dictated by current Government Directives), are offered and advertised at various stages of the application process to enable an interactive and fully rounded comprehension of the college offer, facilities, student cohort and

ethos prior to the commencement of a course allowing for an informed choice to be made by the applicant.

- 3.5 Applicants are required to attend an interview, these may be conducted remotely, will leave the interview with a clear statement of what happens next and the outcome of the current interview. Any applicant that does not meet the entry criteria at interview will be offered a referral interview and guidance.

4. Entry Criteria

- 4.1 The College publishes on the website and prospectus, entry criteria for all of its courses.
- 4.2 Learners of compulsory school age (under 16) must produce evidence that their education authority/head teacher and parents/guardians support them studying at the College. A statement from the Local Education Authority or Head Teacher agreeing to fund the cost of tuition must also accompany this permission. Applicants must be 14 years of age or older by 31st August 2020 to qualify.
- Learners applying for the Home Educated courses must provide evidence of being withdrawn from the state educational system for a minimum of six months.
- 4.3 In deciding whether to accept an application (or to enrol an individual on any course) account may need to be taken of any overriding health and safety concerns, barriers relating to professional requirements or the College's ability to make reasonable adjustments.
- 4.4 Where an applicant does not have any formal qualifications in English and mathematics, the student is enrolled on a stepping stone qualification and given the opportunity to fast-track to GCSE in October and December.

5. Reservations

- 5.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required and this may affect the College's decision on whether to offer a place. The College aims to reserve the right to:
- refuse admission to an applicant who has previously been excluded from this or any other educational institution. Applicants previously excluded will be interviewed by a member of the Senior Management Team prior to acceptance
 - review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, the College will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place
 - review and refuse admission to an applicant/learner who has any outstanding debt to the College, until it's cleared in full.
 - make changes and cancel any course or offer without notice should this be necessary. In such cases the College will make every effort to find alternative provision
 - seek further detail from applicants who declare a criminal conviction on an application form and hold their application for consideration by the Deputy Principal under the College Criminal Conviction Procedure.

- reject any application or later terminate registration from an individual who is subsequently found to have omitted or falsified information in relation to his/her application.
- decline to accept a student who requires High Needs Support where the Local Authority has not provided assurance of paying associated cost of the support required within the applicants Educational Health and Care Plan.

6. Application procedures

6.1 Full time Further Education courses

6.1.1 Applicants for all full time Further Education courses should complete the online College application.

6.1.2 Applicants from schools that are part of eProspectus should apply through the eProspectus administrative system on the associated website <https://careerseastsussex.co.uk/login>.

6.1.3 Priority Applications

Applications received by the 31st January will be considered as a priority application.

Applications will be processed and priority interview date offered within 10 working days.

Applications can be received after this time and should be received by the college before 31st March. The applications received at this time will not be guaranteed a place on the first choice course selected. If a student's first choice is not available the student will be offered Advice and Guidance to find another suitable course. For all applications received by 31 March interviews and courses offers will be made by 3 July 2021.

6.1.4 Late Applications

Applications received after the 31 March will be considered as a late application. The following will apply:

- Application process may be delayed due to exams/summer break.
- In some cases this may mean that interview and course offers will not be completed until late August/ early September.
- New starter events may be missed.
- No guarantee can be made that places will still be available on chosen course.

6.1.5 Applicants will be required to attend an information/interview session. The interview session will either be conducted on site or remotely. Where it is deemed necessary an applicant may be invited to a second interview with the Additional Learning Support Team.

6.1.6 The Enquiries, Advice and Guidance Team will book the information/interview session and send invitations usually within 10 working days of receiving an application.

6.1.7 Where an applicant does not have any formal qualifications in English and mathematics, the student is enrolled on a stepping stone qualification and given the opportunity to fast-track to GCSE in October and December.

6.1.8 All 14-16 year olds will be enrolled on to an English and maths stepping stone qualification on starting with us aged 14. Once they have met the required standard they will progress onto to the

next level and /or GCSEs. No student will sit or be entered for the GCSE exam before the age of 15 years.

6.1.9 Where applicants are invited to an information/interview session the purpose is to:

- Enable tutors to decide on the applicant's ability to complete the course successfully, establish motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
- Enable prospective students 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/support staff to provide more detailed information about the course and facilities including residential accommodation (if relevant).
- Enable the Learning Support team to assess any learning support requirements.

6.1.10 An offer will be made at the end of an interview by the tutor (and Inclusive Learning and Development staff member if relevant) who will make one of the following recommendations:

- Offer an unconditional offer
- Offer a conditional place
- Offer an alternative course
- Unable to make an offer – referral to the Enquiries, Advice and Guidance for IAG
- Offer on Hold – further investigation may need to be made (e.g. Waiting for an Educational Health Care Plan or Criminal Conviction details)

6.1.11 Conditional offers will usually be given to full time-applicants. Conditions will vary between the courses but will normally include the following:

- Meet entry criteria
- Provide at least 1 supportive reference
- Actively take part in keep-warm events i.e. Taster Days, Student Welcome Days
- If an applicant is eligible for an Educational Health and Care Plan, we cannot confirm an offer of a place until funding from the relevant local authority has been confirmed

6.1.12 Formal offer email will be sent from the Enquiries, Advice and Guidance Team usually within 48 hours of the interview taking place. The email will include conditions if there are any, next steps and any acceptance instructions.

6.1.13 Places should not be considered 'secured' until acceptance of the offer is sent via email to enquiries@plumpton.ac.uk.

6.1.14 Applications for residency should be made to the Student Services Team via the College website. Reference and information regarding residential stay is given during the information/interview session and on offer letters. Applications for residency cannot be confirmed until the course acceptance has been received.

6.2 Part-time courses

6.2.1 Applicants for funded part-time courses should complete the online College application form.

6.2.2 Applications are processed by the Enquiries, Advice and Guidance Team who will send a receipt of application.

6.2.3 Applicants will be invited to a remote interview if required.

6.2.4 An offer will be made by the tutor following interview or application review, who will make one of the following recommendations:

- Offer an unconditional offer
- Offer a conditional place
- Offer an alternative course

6.2.5 If an offer is conditional, places are not deemed 'secure' until the applicant has met the conditions or payment terms of the course.

6.2.6 Once an applicant is accepted, enrolment details are sent via email.

6.3 Full cost courses

6.3 Full cost courses can be booked and paid for via the College on-line shop without having to follow the process above.

6.4 Apprenticeships

6.4.1 Applicants with an employer should contact the Business Services team on 01273 892127. Details will be taken and contact made with the employer to qualify the application. Once confirmed by the employer the college's apprenticeship application form will be emailed to the employer and potential apprentice for completion and returned to begin the onboarding process (ensuring the desired apprenticeship programme is the most appropriate).

6.4.2 Applicants who do not already have an employer will receive IAG from the Careers Leader and/or directed by the Business Service team to the college website for information on current apprenticeship vacancies, tips on finding an employer/apprenticeship opportunity or to register with the college's Talent Bank service.

6.4.3 The admission procedures for an apprenticeship are as follows:

- An employer expresses an interest in recruiting an apprentice or training an existing employee via an apprenticeship scheme either by an incoming enquiry to the Business Services Team or outbound business development activity
- Business Account Manager provides IAG on the incentives and obligations to the employer on training an employee via an apprenticeship scheme and/or information on the college's Apprenticeship Recruitment Service as well as relevant information the most appropriate college offered apprenticeship programme.
- If an employer is looking to recruit the college will work with them to produce a vacancy advert based on their available job role which will be advertised on the government's 'Recruit An Apprentice' website, the college's apprenticeship vacancy page, certain external job boards e.g Indeed, the college's social media channels and directly to potential applicants who are registered with the college's Talent Bank service.
- Applications are either received via the different recruitment channels or directly to the recruiting employer depending on their choice. The college will support shortlisting based on key evidential criteria (e.g academic grades) if requested.
- The employer completes shortlisting of applicants and conducts interviews etc based on their standard business recruitment process. Once an applicant has been identified then a provisional offer of employment will be given based on the applicant completing the college's apprenticeship

onboarding process. If the employer has not found a suitable candidate they will either withdraw the apprenticeship opportunity or extend the recruitment window.

- The successful applicant and/or the existing employee will be required to complete the college's apprenticeship onboarding process to ensure that they are eligible and the identified apprenticeship programme is the most appropriate. The onboarding process consists of the completion of the apprenticeship application form, the applicant to undertake an online maths and English assessment, a professional discussion with the relevant apprenticeship delivery team to identify the applicant's existing skills and knowledge, submission of evidence of prior attainment and personal identification.

6.4.4 On successful completion of the onboarding process the relevant apprenticeship delivery team will complete the apprenticeship enrolment paperwork/pack with the employer and their apprentice and first day of learning is set. If unsuccessful, appropriate advice and guidance will be provided for an alternative programme of study or level e.g sign post to level 1-2 functional skills classes.

6.5 Higher Education

- 6.5.1 Applicants for full time undergraduate Higher Education programmes must complete the UCAS Application Form on-line in accordance with UCAS guidelines (www.ucas.com)
- 6.5.2 Applicants for part time or postgraduate Higher Education programmes should apply via the College application form online.
- 6.5.3 Applicants for the Foundation Degree in Veterinary Nursing will need to complete an assessment essay, provide references from work experience and attend an interview.
- 6.5.4 In some cases, decisions will be made without interview taking into consideration previous qualifications and supporting statements.
- 6.5.5 The applicant will be notified by email of the outcome of the interview/decision within 5 working days of the interview or within 18 working days of the application received (for those with no interview). If the applicant is accepted onto the course, a conditional or unconditional offer is placed via the UCAS Track website (for full time undergraduate applications) and /or an email offer from the College.
- 6.5.6 Applicants must note that full time study is not compatible with full time work. However, the College recognises that many students may wish to combine their studies with part-time work, including voluntary work. Work commitments will not normally be accepted as a reason for a student not being able to meet their academic commitments.
- 6.5.7 Plumpton College degrees are validated by the Royal Agricultural University (RAU). The Academic Regulations of the RAU apply to all students studying for a degree at the College.

6.6 14-16 Provision (School day release)

- 6.6.1 Applicants under 16 years old or compulsory school age on school roll must produce evidence that their head teacher or head of year agree to them studying at the College.
- 6.6.2 A statement from the head teacher or head of year agreeing to fund the cost of tuition must also accompany this permission.
- 6.6.3 Applicants must be 14 years of age or older by 31st August to qualify.

- 6.6.4 All applications will be screened by the Enquiries, Advice and Guidance team and 14+ teams to ensure that the correct consent and agreements are in place with the relevant school.
- 6.6.5 Applicants will be required to attend an information/interview session. This will usually take place on a Wednesday afternoon between October and August. Alternative times can be made available in special circumstances.
- 6.6.6 A parent would be expected to attend the information/interview session with the applicant, a support worker from the school may also attend if required.
- 6.6.7 Provision for any additional support requirements must be supplied by the participating school and confirmation must be provided by the school.
- 6.6.8 All correspondence will be sent via the designated lead/contact at the School.
- 6.6.9 Secondary Schools that agree to release students to attend day provision will be invoiced the agreed rate.
- 6.6.10 A service level agreement must be agreed and signed between the College and participating School before learners can be enrolled.

6.7 14-16 Provision (Electively Home Educated)

- 6.7.1 Applicants under 16 years old and who are of compulsory school age that are electively Home Educated must produce evidence that their parent/guardian agree to them studying at the College. Applicants must be 14 years of age or older by 31st August to qualify.
- 6.7.2 All applications will be screened by the Enquiries, Advice and Guidance team and 14+ teams to ensure that the correct consent and agreements are in place with Parent/guardians.
- 6.7.3 Learners applying for the Electively Home Educated courses must provide evidence of being withdrawn from the state educational system for a minimum of six months.
- 6.7.4 Home educated learners will be enrolled on Government funded course(s) and will be required to comply with the relevant regulations in force at the time of enrolment.

7. Exceptional Entry

- 7.1 In exceptional circumstances a Curriculum Manager or an Assistant Principal can authorise exceptional entry onto a programme of study if the applicant has not fulfilled all the entry criteria for a programme of study.

8. Tuition Fees and Financial Support

- 8.1 Where a tuition fee is payable, entry to a course can only be confirmed once the fee (or the deposit of an agreed payment plan) has been paid in full. Please refer to the Fees Policy for further information.
- 8.2 Where an applicant has applied for a course that is eligible for an Advanced Learning Loan (applicants aged 19+ only) the Learning and Funding Information letter will be sent to the applicant to inform them of their options. For applicants that choose to fund a course through an Advanced Learning Loan evidence will be required to prove application and or acceptance before enrolment can be completed.

- 8.3 Where a HE applicant has applied for a Student Loan via Student Finance England evidence will be required to prove application and or acceptance before enrolment can be completed.
- 8.4 Information and Guidance is offered throughout the admissions process to signpost and inform the applicant about financial support that may be available. This includes Bursaries, discounted travel, loans (Higher Education and Advanced Learning Loan) and charitable trusts.
- 8.5 Where the applicant owes the College money all debts must be paid in full before an applicant can be admitted onto another course or progress to the next year of study.
- 8.6 Attendance on a course will be denied if the fee remains unpaid.

A copy of the full Plumpton College Fees Policy can be found on the Plumpton College website.

9. Inclusive Learning and Development

- 9.1 The College welcomes applications from applicants who declare a disability or support requirement.
- 9.2 Staff from the Inclusive Learning and Development Team will be available during the admissions process to help with advice and guidance and can provide an interview to applicants that identify themselves as requiring support with learning at application.
- 9.3 Decisions on suitability for a course will be made on academic competence. The College will consider any reasonable adjustment at an individual level to ensure that appropriate support is provided for applicants.
- 9.4 If an applicant is eligible for an Educational Health and Care Plan, we cannot confirm an offer of a place until Plumpton College has been consulted by the relevant Local authority.
- 9.5 Applicants with an Educational Health and Care Plan must provide an up to date copy of their plan.

10. International students

- 10.1 The College welcomes enquires from international applicants.
- 10.2 Applicants for full time undergraduate Higher Education courses must complete the UCAS Application Form on-line in accordance with UCAS guidelines (www.ucas.com)
- 10.3 Applicants for postgraduate Higher Education courses should apply via the College application form.
- 10.4 Applicants requiring a Tier 4 visa to study in the UK will be contacted by the Enquiries Advice and Guidance Team to discuss the application process – please refer to the Tier 4 – Student Guide.
- 10.5 International students for whom English is not their first language must provide evidence of English language competence such as an International English Language Testing System (IELTS) qualification. Undergraduate courses require a minimum IELTS score of 6.0 overall with no element less than 5.5. Postgraduate courses require a minimum IELTS score of 6.5 overall with no element less than 6.0.

11. Course closure

- 11.1 If a course becomes over-subscribed or is 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 an advice and guidance consultation will be offered to provide guidance.

- 11.2 For Higher Education courses, the College, in collaboration with its validating partner, reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission, if such action is reasonably considered necessary. In the event that, prior to the student commencing their studies, the College discontinues the programme, the student may either withdraw from the College without any liability for fees, or transfer to another programme offered by the College, for which the student is qualified. If in these circumstances the student wishes to withdraw and to enrol on a course elsewhere, the College shall use its reasonable endeavours to assist the student.

12. Appeals

- 12.1 Applicants who want to appeal against a decision made at any stage of the admissions process should do so in writing (either letter or email) indicating the grounds and particulars on which the appeal is based to the Enquiries Advice and Guidance Manager within 10 working days from the decision being communicated.

All evidence will be gathered and considered by a panel consisting of the Vice Principal for Curriculum, Enquiries, Advice and Guidance Manager and relevant Head of Faculty.

Notification of any outcome will be confirmed in a letter as soon as reasonably practicable and no later than 20 working days.

The decision of the Vice Principal for Curriculum is final.