



Admissions Policy and Procedure 2020-21

VERSION: November 2019

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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 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 who are required to attend an interview, 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.
- 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 Applicants with no previous qualifications or discernible way of showing at what level they are currently studying will need to complete an online English and mathematics assessment. The result along with an interview will inform a college decision on the appropriate level of course.

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 2020.
- 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. This will usually take place on a Wednesday afternoon between October and August. Alternative times can be made available in special circumstances.
- 6.1.6 On occasion applicants may be considered for an offer based on their application without having to attend an interview.
- 6.1.7 The Enquiries, Advice and Guidance Team will book the information/interview session and send invitations usually within 10 working days of receiving an application.
- 6.1.8 Where an applicant does not have any formal qualifications in English and mathematics, they may be required to take an initial assessment. This will be an online assessment that will help establish the level of course most suitable for the applicant.
- 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.

- Enable a prospective student to discuss and ask questions of any support teams present

Enquiries, Advice and Guidance Team – General information about courses at College, amending applications and next steps.

Learning Support Team – what support can be accessed at College for any learning need, disability or health requirement.

6.1.10 An offer will be made at the end of an interview by the tutor (and Learning Support 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 and Student Services Team 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
- Complete an initial assessment in English and mathematics
- 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 letter will include conditions if there are any, next steps and an 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 an 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

Commented [LH1]: What about wait lists in here – should we add the protocol?

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 from the Student Records Team.

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 should complete the Plumpton College Apprenticeship application form available electronically on the College website

6.4.2 Applicants who do not already have an employer will receive IAG from the Careers Leader and Account Managers with regards vacancies at College and on the Find an Apprentice website.

6.4.3 The admission procedures for an apprenticeship are as follows:

- An employer expresses an interest in recruiting an apprentice either by an incoming enquiry or outbound sales activity
- The relevant Account Manager goes to meet with potential employer to explain Apprenticeships programme
- A vacancy is created on the National 'Find an Apprenticeship' website and advertised on the Apprenticeship section of the College website
- Applications are received through the Find an Apprenticeship or College website and candidates are shortlisted based on the quality of the application
- The employer interviews shortlisted candidates and makes offers if a suitable candidate for the job is found. At this stage an employer can decide to withdraw the vacancy if they have not found a suitable candidate, or extend the recruitment window
- Each applicant will be required to attend an assessment day where they will be required to complete an English and Mathematics assessment and a skills scan. Results from the assessment event will be passed to the Employer.
- The successful applicant is offered an Apprenticeship with the employer

6.4.4 If appropriate, advice may be offered on an alternative programme of study.

6.4.5 Once an employer is matched with an applicant arrangements will be made to visit and complete enrolment with both the applicant and employer. All applicants will need to sit an initial English and mathematics assessment.

Commented [LH2]: Add something about the assessment day

6.5 Higher Education

- 6.5.1 Applicants for full time Higher Education 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 courses should apply via the College application form online.
- 6.5.3 Applicants may be required to attend an Information afternoon, consisting of a welcome presentation, group activity and interview to assess their suitability for their chosen course. Where applicants are invited to an applicant afternoon 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 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).
- Information afternoons will be arranged by the HE Team and the applicant will be informed via UCAS track (Full time applications) and/or email and College letter usually within 10 working days of receipt of the application.
- 6.5.4 Applicants for the Foundation Degree in Veterinary Nursing will need to complete an assessment essay, provide references from work experience and attend an interview.
- 6.5.5 In some cases, decisions will be made without interview taking into consideration previous qualifications and supporting statements.
- 6.5.6 The applicant will be notified in writing 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 applications) and /or a formal letter of offer from 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 (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 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 Head of Faculty 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.

8.6 Attendance on a course will be denied if the fee remains unpaid.

9. Additional Learning Support

9.1 The College welcomes applications from applicants who declare a disability or support requirement.

9.2 Staff from the Learning Support Team will be available during the whole admissions process to help with advice and guidance and can provide a specialist interview to applicants that identify themselves as 'needing support', 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 funding from the relevant local authority has been confirmed.

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 International applicants are asked to complete an application and submit it with scanned copies of their qualifications (including English language e.g. IELTS) and a copy of their passport. Once the application is received, it is recorded and sent to the Programme Leader to make a decision (offer/reject). Overseas applicants can only apply for courses which are QCF level 3 and over.

10.2 Once a decision has been made it is sent back to the Enquiries, Advice and Guidance Team, the decision is recorded and the applicant is notified by email. The applicant is advised to confirm the acceptance/decline within 3 weeks by email. If the applicant accepts the offer they are sent further information on fees and how to pay the deposit, and the UKBA link to Tier 4 visa guidance so they understand the policy and regulation regarding a Tier 4 Student Visa.

10.3 Once the applicant has paid the International Student deposit (non-refundable), a CAS (certificate of acceptance of studies) is requested from UKBA Sponsor Management System which generates the CAS number which is unique to the student. The College is expected to make an online payment for each CAS. The College will need to provide the applicant's address, qualifications, IELTS results and explanation of how the applicant was assessed to be suitable for the course. This information comes from the Programme Leader. Everything recorded on CAS is emailed to the applicant. They are required to submit their CAS number at the time of Tier 4 visa application.

10.4 The applicant will notify the College by email if they have been granted or declined a Tier 4 student visa. If they have been granted a Tier 4 student visa they will be invited for enrolment. All correspondence is done through email to avoid letters getting lost in the post.

10.5 Applicants are given a two-week period to ensure that their visa is in place and they must be in the UK within the given time.

10.6 Applicants are enrolled once they are in the UK and all original documents are checked, copied, signed and filed. A file is created for each international student and their attendance is monitored throughout the course.

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.

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 and Quality, 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 and Quality is final.