



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Admissions Policy 2016/17 Entry

Policy Statement

- The College is committed to its mission statement of remaining an inclusive sixth form college.
- This policy reflects the college values and the inclusive nature of the college. It summarises the applications process (online and UCAS progress), partner and non-partner school interviews.
- The College offers educational provision for full-time 16-18 year old students. Courses are offered at three levels; level 3 (academic and vocational), level 2 (GCSE and vocational GCSE equivalent) and Level 1 (Introductory Diploma).
- The College sets fair and transparent general and subject specific entry criteria that every applicant must satisfy in order to be considered for a place. There are also performance standards that are equitably applied.
- If SEND regulations apply to an applicant, the college will invoke the 'Admissions SEN and conditional extra guidelines 2016/17'. This is included as an appendix to this policy.
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service and/or to the Calderdale and Kirklees Careers Service to explore all the opportunities available to them.

Scope of Policy

- This policy is designed to enable every potential student to understand the process and guidelines that are applied to their application to study at Huddersfield New College.

Aims

- To ensure students access the most appropriate course(s). This is vital to students' success, so we must be confident that we are offering students a place at the college on courses which match their predicted GCSE grade profile.
- To enable our students to develop fully academically and personally, and to progress with confidence to higher education and employment and to offer them the best opportunity for positive progression to higher education or employment.
- To ensure a smooth transition into the College for each student and ensure their individual needs are taken into consideration.
- To engage with students and, as appropriate, their parents and/or carers in a transparent way so that all understand the processes, outcomes and requirements.
- To support the college in meeting target student numbers.

Objectives

- To ensure that applicants are consistently given highest quality, consistent advice and guidance.
- To give every applicant the opportunity for a personal one-to-one interview with an experienced, specialist admissions interviewer.
- To offer the opportunity to prospective students and their parents and/or carers to visit the College and talk to staff and students.
- To make reasonable adjustments to ensure that wherever possible and appropriate, applicants with learning difficulties and/or disabilities are able to access Huddersfield New College.
- To ensure that all documentation and practice complies with the college's Equal Opportunities Policy and Safeguarding Policy.

Criteria

- Both our general and subject specific entry criteria for 2016/17 entry are available in our prospectus and on our website <http://www.huddnewcoll.ac.uk/apply-courses/entry-requirements>
- We also apply some attendance and performance criteria to all applications. This information will be provided by the applicants' current or previous school or college.
 - *Attendance*
 - *We expect over 95% attendance, if an applicant falls between 90% and 95%, we will place the applicant on an improvement contract (conditional extra). The applicant's attendance will be re-checked in May and must be over 95% from the point of interview to the point of review.*
 - *If there is evidence of **regular** lateness, then the above review process will take place.*
 - *Attitude to learning*
 - *We will review the school reference to ensure the applicant displays a positive attitude to learning, their studies and work submission.*
 - *Behaviour*
 - *We expect exemplary behaviour and we will review the school reference to ensure the applicant meets our standards.*

Process

- Application
 - Within Kirklees, 11-16 schools use the UCAS Progress website to facilitate the application process. This application is made with the support of school staff. This should ensure that the applicant receives relevant information, advice and guidance (IAG) from the school. The school provide online predicted GCSE grades, attendance information and a reference detailing their current or previous performance.
 - Outside of Kirklees (and Kirklees 11-18) schools use an online application form hosted on the college website. At the interview stage, these applicants will have to provide copies of their predicted GCSE grades, attendance information and a reference detailing the applicant's current or previous performance.
 - Both forms of applications are acknowledged by the college via letter or email so the applicant is aware that their application has been received and is being dealt with. The college will also advise the applicant of the next stage of the process.
- Interview

- Within Kirklees (11-16 schools), the college will interview applicants at their current school. A letter will be sent to the applicant advising them of the time and place of their interview. As stated in the objectives above, this interview will be with an experienced, specialist admissions interviewer.
- Outside of Kirklees (and Kirklees 11-18) schools, we will invite applicants to attend interview events at the college. A letter will be sent to the applicant advising them of the time and place of their interview. As stated in the objectives above, this interview will be with an experienced, specialist admissions interviewer.
- Interview outcome
 - Conditional offer; offer made subject to the applicant achieving the required general and subject specific entry criteria.
 - Conditional extra offer; offer made subject to the applicant achieving the required general and subject specific entry criteria. Extra conditions also applied in relation to improving their attendance, attitude to learning or behaviour.
 - No offer of a place; based on applying all entry and performance criteria, the college are unable to make an offer of a place.
 - The college will apply quality assurance procedures by senior admission interviewers throughout the interview process.
 - In all three cases above, the interviewer will communicate the decision verbally and in writing at the time of interview. This will be followed up with a formal confirmation of the status of the application.
- Accepting a place at college
 - With the conditional offer letter that is sent to the applicant, we will include an acceptance form that needs to be completed by the applicant and returned to the college.
 - On receipt of this, the applicant's place at the college on their offered becomes reserved (dependent on the course still being viable in the college curriculum offer).
 - The applicant will be invited to a Welcome Day event to familiarise themselves with the college, facilities and staff.
 - The college will invite the applicant to a specific appointment for the enrolment process to begin. If this appointment is not attended (without prior notification) then the reserved place is released.
 - If entry criteria are not met, the college will attempt to place the applicant on a relevant course appropriate to their GCSE profile. This normally only applies during the first three days of enrolment.

7.0 Appeals

- The decision to offer a place is taken by the Associate Assistant Principal (Admissions and Progression), supported by the Director of MIS, Planning and Student Services.
- The first point of appeal is referral by the staff named above to the Deputy Principal. All decisions will be appropriately communicated.
- If this response is deemed by the applicant to be unsatisfactory, an applicant can appeal in writing to the Principal who will consider the appeal and rule on the matter. The decision reached by the Principal is the final point of appeal. The outcome of the appeal will be communicated in writing to the applicant and their parent and/or carer if requested.

8.0 Access to the Policy

This policy is available to anybody on our <http://www.huddnewcoll.ac.uk/about-us/our-policies>. There is also a section which details the application process in more detail.

9.0 Policy Review

The college Senior Leadership Team will provisionally approve the policy before it is presented to the Governing Corporation for final approval.

This policy is the responsibility of the Corporation and will be reviewed annually.

<u>Document History</u>					
Version	Date	Author(s)	Comments	Authorised by	Date
2	June 2011	Claire Coupland	Revision to existing policy	Recommended by the Quality & Standards Committee	14 th June 2011
				Approved by the Corporation	6 th July 2011
3	September 2015	Nev Phillips and Julie Pryce	Re-write of policy	Approved by SLT Approval by the Corporation	9 th October 2015