



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Admissions Policy 2019 Entry for Students Studying a Level 1-3 Programme

1.0 Policy Statement

- The College is committed to its mission statement of providing a high quality sixth form education for all, in a friendly, supportive and diverse learning environment
- This policy reflects the values and vision 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 high performance standards and expectations that must be met. These are listed on page 2 of 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

2.0 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

3.0 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 incoming grade profile and their progression aims
- To enable our students to realise their full potential, develop as responsible young adults, and progress successfully to further learning and to their future careers
- 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 involved parties understand the processes, outcomes and requirements
- To support the College in meeting target student numbers and the nature and balance of the cohort

4.0 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. Potential students should be considered 'able to participate successfully in full-time mainstream education'
- To ensure that all documentation and practice complies with the College's Equal Opportunities Policy and Safeguarding Policy

5.0 Criteria and expectations

- Both our general and subject specific entry criteria for 2019 entry are available in our prospectus (course leaflets) and on our website
- We also apply attendance and performance criteria to all applications. The student is responsible for providing this information via UCAS Progress or via a school report or employer reference (if not in school the previous year). This information will be provided by the applicants' current or previous school or college and both previous and current information will be used to inform admissions outcomes

Attendance and punctuality

- *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 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 reference to ensure the applicant meets our high standards and expectations*

Study Programmes

- *In order to maintain funding from the ESFA all students must be on a programme of above 540 planned learning hours per academic year*
- *Students who have not achieved a level 4 in GCSE English or Maths must enrol onto a GCSE course or at least be working towards GCSE on a suitable alternative qualification. This is now a condition of funding*

6.0 Process

The College welcomes applications from students with disabilities or learning difficulties and we will ensure, where possible (with reasonable adjustment) that there is continuity and equal access to the opportunities and experiences on offer. Students who have disclosed a special educational need (SEN), are not automatically exempt from standard or extra conditions being placed on their offers. Although we are mindful of any disclosure and responsive to individual needs, students

with a disclosed SEN must still be able to demonstrate that they can engage successfully in a full-time educational programme. Students with a disclosed SEN should still meet our entry criteria for the level of course to which they are applying. Please see the published Admissions Policy (SEN and conditional extra guidelines).

- 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 are also applied in relation to improving their attendance, punctuality, attitude to learning or behaviour
 - No offer of a place; based on applying all entry and performance standards criteria, the college are unable to make an offer of a place
 - The college will apply quality assurance procedures by a Senior Admissions Team 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 outcome of the interview
- 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 (or completed online) to the college by the 12th April 2019
 - This form will also ask for the applicant to declare their full legal name and their two named next of kin. Appropriate information regarding the applicant can only be shared with the next of kin (with the applicant's permission) or relevant educational body. Please see the Student (applicant) Privacy Notice for more information
 - On receipt of this, the applicant's place at the College on their offered courses becomes reserved (dependent on the course still being viable in the college curriculum offer)

- The applicant will be invited to a Welcome 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 the entry criteria are not met, the College will attempt to place the applicant on a relevant course appropriate to their GCSE profile (dependant on available places). This normally only applies during the first three days of enrolment

7.0 Appeals

When considering whether or not to submit an appeal, applicants must ensure that the following criteria are satisfied:

- There is new information (which can be evidenced)
- There are mitigating circumstances (which can be supported e.g. medical reports)

Please note:

- For new applicants, where attendance, punctuality or behaviour reports have been provided by schools following conditional extra review, applicants must obtain revised reports from the schools where the applicant believes the original reports were incorrect. It is the responsibility of the applicant and/or parent/carer to obtain these from the school and agree any necessary corrections with the School before re-submission to the college
- Any third party references to support an appeal must be submitted via the applicant as we are unable to discuss individual cases with unregistered contacts.

Appeal

- Any appeal must be received by the college within 10 days of the decision letter being sent
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state "Appeal" in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated "Appeal"
- Any appeal is initially referred to the Assistant Principal and Head of Admissions for a review of the application and the outcome. This may in some cases, include a referral to the Vice Principal
- The outcome of the appeal will be communicated in writing to the applicant. The response will be issued within 10 days of the appeal being received by the college.

Final Appeal

- If the appeal response is deemed by the applicant to be unreasonable, an applicant can formally appeal in writing to the Principal who will consider the appeal and rule on the matter
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state "Final Appeal" in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated "Final Appeal"
- The final appeal must be received by the college within 10 days of the initial appeal response letter being sent. The outcome of the appeal will be communicated in writing to the applicant. The decision reached by the Principal or Designate is the final point of appeal.

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 Senior Leadership Team will approve the policy before it is published on the College website. This policy is the responsibility of the Senior Leadership Team 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 Approved by the Corporation	14 th June 2011 6 th July 2011
3	September 2015	Nev Phillips and Julie Pryce	Re-write of policy	Approved by SLT	9 th October 2015
4	November 2016	Nev Phillips and Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT	9 th November 2016
5	July 2017	Nev Phillips and Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT Governing Corporation for information only	21 st June 2017 5 th July 2017
6	July 2018	Julie Pryce	Update (dates and minor changes) of policy	Approved by SLT Governing Corporation for information only	June 2018