



# Admissions Policy

Policy Area: Student Services

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Policy Lead: Assistant Principal Student Experience

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Approval By: Executive

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## 1. Scope

This policy relates to all applicants who seek admission as students of East Sussex College for full time and part time courses, including existing students who wish to progress from one programme of study to another. Separate arrangements apply for applicants for higher education courses – please refer to the HE Admissions Policy for further information.

## 2. Key principles

East Sussex College is committed to processing course applications in line with the [Public Sector Equality Duty](#), the [Quality Standards for Young People's Information, Advice and Guidance](#) (DCSF 2008 and its updates), and the [National Careers Service](#). The college is committed to transparency in its admissions processes.

The college will work through partnerships with schools, other organisations and local authorities to enable young people and adults to be placed in education, employment or training so that they can progress within further education to higher education or employment/training when they are ready.

The college will work with employers, government bodies and other organisations to guide young people and adults into appropriate programmes that will enable them to develop their skills and support them to choose opportunities for personal and professional advancement.

All applications will be assessed against the college's entry criteria and applicants may be requested to supply information that is additional to the application form.

The college is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable treatment by virtue of age, sex, marriage and civil partnership, gender reassignment, race, disability, sexual orientation, religion or belief, pregnancy and maternity. East Sussex College recognises that discrimination may occur due to other non-protected characteristics, such as a person's socio-economic status, which are not explicitly protected by the Equality Act 2010 but to which the college will also take a zero-tolerance approach. Please refer to the Diversity, Equity & Inclusion Policy for further information.

East Sussex College aims to be an exemplar of best practice with regard to international recruitment, admissions and guidance and holds a Student Route Visa Licence (Tier 4) to sponsor international students.

## 3. Information, advice & guidance

East Sussex College provides information, advice and guidance for all its students and offers pre-entry interviews, as appropriate. The college is committed to providing impartial guidance in the admissions process to help applicants choose the course or programme that is right for them.

The college will liaise with partner schools, key community stakeholders and other organisations to support effective transition. It will publish a prospectus both as a physical copy and in downloadable form on the website. It will offer a range of information events and opportunities to explore the provision offered for all stakeholders. Information about financial and other support that is provided to enable students to access education and training will be published on the college's website and available through Student Services. Please refer to the Tuition & Other Fees Policy and the Student Support Funds Policy for further information.

## 4. Additional learning support

Additional learning support is available for students with learning difficulties or disabilities. The college is committed to ensuring that people with Special Educational Needs and Disabilities (SEND) are treated fairly. The college will use its best endeavours to make reasonable adjustments to provision to ensure that individuals with disabilities are not disadvantaged and to provide appropriate support to enable all students to achieve their potential.

All applicants are given the opportunity to declare their learning difficulties or disabilities within the admissions process so that appropriate provision can be planned. Please refer to the Additional Learning Support Policy and the SEND Policy for further information.

## 5. Entry criteria

Entry criteria to East Sussex College learning programmes are published in the college's prospectus and on the website. These criteria are intended to be fair, clear and sufficiently flexible to allow for special circumstances. Entry requirements will vary between programmes of study. However, each course will have a clear statement on entry requirements, and this will be displayed in the course information provided in the prospectus or on the website.

The college will request a current academic reference from schools and other providers to inform the admissions process. A character reference may also be requested for mature applicants.

Where appropriate, a diagnostic profile may be undertaken at interview before the offer of a place is confirmed. This might take the form of an audition or an assessment of an applicant's literacy and/or numeracy skills. In some cases, including 19+ students on funded programmes, the required assessment will be online (computer-based.)

There are times when it is educationally beneficial for young people aged under 16 years or adults aged 19 and over to join 16-19 programmes and vice versa, and this will be facilitated as far as is reasonable.

## 6. Interviews

Applicants will be required to attend an interview and/or other relevant selection procedure (such as an audition) prior to acceptance on the course. In some cases, group interviews/auditions will be held rather than individual ones.

Applicants with non-standard entry requirements may be referred to a member of the Senior Leadership Team who will consider the appropriateness of a placement within the college.

## 7. Offers

Offers will normally be confirmed in writing. Any conditions laid down in the offer must be met before the start of the course.

16-19 students are normally expected to maintain full-time status except where there are special circumstances, when the college may agree a reduced programme.

Applicants may be referred for guidance and alternative programmes of study in cases where the programme applied for is considered to be full or unsuitable, or when the applicant does not meet the entry criteria.

Applicants who are not offered a place will be informed of the reason for this decision and appropriate guidance will be offered.

Reasons for not making an offer on a first choice of course may include:

- The applicant does not have the predicted grades required for entry to the course.
- The applicant is not able to complete entry tests or diagnostic profile at the required level.
- The applicant is not able to show an appropriate level of skill, competence or commitment where these are tested.
- The applicant is not able to meet specific work placement requirements for the course.

The college reserves the right to refuse an application on the grounds of a previous exclusion of an applicant or if an applicant is deemed to represent a risk to other students. A risk assessment will always be carried out in the latter case.

## 8. Appeals and complaints

Appeals about a decision made by the college must be made in writing and will be managed through the college's complaints procedure. The applicant will be informed of the outcome in a timely fashion.

## 9. Risk assessments

The college has a duty of care to all its staff and students to carry out a risk assessment following disclosures of specific criminal convictions or where the college believes there to be a risk associated with protection of the public, children or vulnerable adults.

## 10. Course closure

The college reserves the right to withdraw, close or change the timing of a class or course.

## 11. Fees and financial assistance

Full-time students who are over 16 and under 19 years of age on 31 August in the year in which they start their course do not pay tuition or examination fees (except for re-sit examinations) for further education. However, course costs may be payable for items such as uniforms, materials, kits or educational visits.

The college invites students to pay an additional fee to support a range of enrichment. This is a voluntary payment.

Students who are over 19 years of age are normally required to pay tuition, examination/registration fees and any essential costs related to the course, e.g. uniforms, materials, equipment and educational visits.

Details of fee subsidies and financial assistance available to students will be published on the college website. Please refer to the Tuition & Other Fees Policy and the Student Support Funds Policy for further information.

Students who have not been permanent residents of the United Kingdom or EU in the three years before entry will normally be required to pay full fees. The status of such students must be verified before their applications are accepted.

## 12. Monitoring admissions policies and procedures

The college will keep its admissions procedures under constant review and will use admissions data, student/parent/employer feedback, and complaints to monitor the effect of procedures and policies on student satisfaction. Data will be monitored to ensure that identified groups of applicants are not disadvantaged.

Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection. Please refer to the General Data Protection Regulation Policy for further information.

## Appendix 1: Admission Statement for Applicants with Declared Criminal Convictions

East Sussex College is keen to support students with criminal convictions to help them succeed.

Prospective students are required to disclose to the Safeguarding Manager if they have any unspent relevant criminal convictions. Failure to disclose a conviction, reprimand or final warning from the police may put a student's place at college at risk. Convictions that are spent under the [Rehabilitation of Offenders Act 1974](#) are not considered to be relevant.

Relevant convictions are considered as follows:

- Offences against the person, whether of a violent or sexual nature;
- Arson;
- Any offence related to extremism;
- Offences involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

However, if the application is for a course in teaching, health, social work, sport, childcare or involving work with children / vulnerable adults, all convictions including spent convictions should be disclosed.

The college will seek further information before making a decision about the perceived level of risk that a prospective offence poses. Where an ex offender is offered a place at the college, the college is committed to providing support so that they can enjoy and achieve.

### Procedure

1. Self-referral declaration letter sent to Designated Safeguarding Lead.
2. Disclosure initially screened for relevancy by Designated Safeguarding Lead.
3. If required, further details of the offence/ sentence will be requested from applicant and /or external agency support worker.
4. Application put on hold until risk assessment completed – decision made to continue with enrolment or not. The Senior Leadership Team consulted in decision making process.
5. Application process continues if risk is low or if unsuccessful, applicant invited in for meeting with Designated Safeguarding Lead to discuss options.
6. Risk assessments and declarations held in a locked confidential filing cabinet.
7. The college will destroy all information about ex-offenders who do not obtain a place at the college and at the end of an enrolled student's time at college.

## Appendix 2: Disclosure and Barring Service (DBS) checks

Students applying for courses in teaching, health, social work, sport, childcare or involving work with children/vulnerable adults will need to undergo a DBS check in order to confirm the self-disclosure and suitability for the course. DBS checks will also be made where work experience providers have this as a requirement. A DBS check will reveal details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC) and may also search:

- Information held by local police forces.
- List of people barred from working with children and vulnerable adults which are kept by the Independent Safeguarding Authority (ISA).

The college will follow the latest government guidance on the disposal of submitted disclosure documentation.