



# FE Admissions Policy 2022-2023

## Department of Management Information Services

Policy Owner	Danielle de Tourtoulon Learner Recruitment & Admissions Manager
Policy Version	Version 1
Approved By	Senior Management Team
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Related Policies	Compliments and Complaints Policy Disability Confident Committed Equality and Diversity Policy GDPR Data Protection Statement & Data privacy statement Fee Policy Safeguarding Policy
Distribution	DAVE (Intranet) College Website

## SIGNIFICANT CHANGES FOLLOWING REVIEW

Page Number or Heading Name	Details of significant change	Changes made by
Page 3 4.2 and 5.2	Amended to reflect the application process in the event of any changes to COVID-19 restrictions	Danielle de Tourtoulon
Page 4 and 5 8.3 to 8.5	Further detail added relating to EHCPs and HNS learners	Karen Fox
Page 5 9.0 to 9.3	New section 'Supporting applicants with safeguarding support needs'	Jane Belcher
Page 5 10.0 to 10.4	New section 'Complex Applicant Panel'	Jane Belcher
Page 7 16.1	Microsoft Teams added to the enquiry services list	Danielle de Tourtoulon

### 1.0 Description

- 1.1 The purpose of this policy is to ensure that all further education applicants:
- are treated fairly in their application via an open and transparent process
  - have access to information, advice, and guidance at all stages throughout the learner journey including clear entry criteria for all courses
  - are provided with information about the likely career or employment outcomes of the course to assist in their choice
  - are provided with a timely and efficient application process
  - have the opportunity to disclose any learning difficulty and/or disability so that support can be put in place
  - are offered, where appropriate, a place on a course best suited to their ability and aspirations
- 1.2 This process supports South Essex College's commitment to equality and diversity. It also supports the College's duty of care to ensure that all those seeking to study are placed on an appropriate level of course that will enable them to succeed.
- 1.3 This policy is applicable to all applicants applying for a further education programme starting in the academic year 2022-2023.

### 2.0 Contacts

- 2.1 Danielle de Tourtoulon, Learner Recruitment & Admissions Manager  
[Danielle.deTourtoulon@southessex.ac.uk](mailto:Danielle.deTourtoulon@southessex.ac.uk)  
 Ansar Mahmood, Director of Management Information Systems  
[Ansar.Mahmood@southessex.ac.uk](mailto:Ansar.Mahmood@southessex.ac.uk)

### 3.0 Applications

- 3.1 The on-time application deadline to the College for September 2022 entry is 31<sup>st</sup> May 2022.
- 3.2 By meeting the on-time application deadline we will, where possible and appropriate, give you a conditional offer of a place on a suitable course. This does not guarantee

a place on the course. You will be required accept the offer and meet the conditions of your offer.

- 3.3 Applications received after the on-time application deadline will be accepted however, applicants may be invited to the College's main enrolment sessions with places offered on a first come, first served basis, subject to availability.
- 3.4 The College accepts applications via our application form, which is available online via the College website – [www.southessex.ac.uk](http://www.southessex.ac.uk). We also accept paper application forms which can be found at the back of our prospectus.

#### **4.0 Applications from learners aged 16-18**

- 4.1 Applicants will be invited to the College for an interview event where they will speak with tutors to find out more about the course and check whether it is suitable. The interview invite may include a briefing sheet for example, courses where auditions take place at interview. All offers will be conditional of meeting any entry requirements, such as GCSE results, which are specified on the South Essex College website – [www.southessex.ac.uk](http://www.southessex.ac.uk).
- 4.2 In the event of any changes to COVID-19 guidance and/or restrictions, we may have to adapt our application process to temporarily exclude recruitment events such as interviews. In this situation, applicants will be made conditional offers subject to meeting the specific course entry requirements, will be set subject specific tasks to complete at home along and/or invited to virtual information events.
- 4.3 Applicants aged 16-18 applying for adult programmes will not be taken forward to course offer. Applicants will be guided towards enrolment on to a 16-18 study programme.

#### **5.0 Applications from adults**

- 5.1 Applicants will be invited to the College for either an interview with a course tutor, or an assessment for Maths and English. Following the interview or result of the computer-based assessment, the applicant will be given an offer for an appropriate course. The offer may be conditional on any entry requirements specified on the South Essex College website – [www.southessex.ac.uk](http://www.southessex.ac.uk).
- 5.2 In the event of any changes to COVID-19 guidance and/or restrictions, we may have to adapt our application process to temporarily exclude recruitment events such as interviews. In this situation, applicants will be made conditional offers subject to meeting the specific course entry requirements, will be set subject specific tasks to complete at home along and/or invited to virtual information events.
- 5.3 Applicants for 16-18 study programmes may be considered up to the age of 21 at the discretion of the academic head of department. No applicants over the age of 21 will be taken forward to course offer, unless the applicant holds an Education, Health and Care Plan (EHCP). In this case, applicants up to the age of 25 will be considered.

#### **6.0 Accessing information, advice, and guidance**

- 6.1 We will offer all applicants access to information, advice, and guidance at all stages throughout their application process using a range of platforms. This may be with an Applicant Adviser, a Course Adviser, Student Services, or course tutor.

- 6.2 The College works in partnership with other agencies including careers service, local authorities, schools, and other education providers, to manage appropriate information sharing and referral processes. We will ensure that the information and advice provided to potential learners is accurate.

## **7.0 Entry requirements**

- 7.1 We set our entry criteria at a level that ensures applicants are placed on a course that matches their academic ability and, therefore, gives them best chance to succeed. It supports progression through levels of learning for those applicants who are academically able to advance.
- 7.2 Government legislation states that all 16 to 18's must continue to study Maths and English as part of their studies until they achieve a GCSE grade 9-4/A\*-C, or equivalent. For this reason, all courses now have a minimum Maths and English entry criteria. Learners who do not achieve this grade must participate in Maths and English qualifications as part of the study programme. Learners who have achieved the above grades will be required to enrol onto additional elements of the study programme.
- 7.3 We will clearly publish the entry criteria for courses both in our printed materials and online. The criteria reflects the minimum entry criteria that applicants must meet. We regularly review our entry criteria, and we may at times need to amend them to ensure it is appropriate and provides access for suitable learners
- 7.4 For some courses, as well as meeting the minimum entry criteria for that level of study, we may ask the applicant to meet additional entry criteria relevant to that subject area. This may be specific subject-related testing or activities, for example a Disclosure and Barring Service (DBS) check for childcare or the production of an art portfolio for art & design courses.
- 7.5 The applicant is required to provide evidence of their qualifications to show they meet the course entry requirements. This evidence must identify the institution, for example previous school, and/or the awarding body as well as the qualification and level achieved.

## **8.0 Supporting applicants with additional learning support needs**

- 8.1 We welcome applications from learners with learning difficulties and/or disabilities. We encourage the applicant to let us know about any needs at the application and enrolment stages. The Additional Learning Support team will agree reasonable adjustments and support programmes on an individual basis to meet the applicant needs.
- 8.2 If the applicant has an Education, Health and Care Plan (EHCP), a medical letter or any other documentation relating to a learning difficulty or disability, they must notify the admissions team as soon as possible. The applicant will have the opportunity to disclose this information at any stage throughout the application process.
- 8.3 Any applicants with Education Health Care Plans confirmed or in progress may not be able to enrol until the required internal assessments and formal consultation with Local Authority (naming South Essex College) have been completed. carried out. These assessments and consultation process will be essential in ensuring that appropriate funding or resources are in place to support the EHCP Outcomes and the correct support is provided. During the EHCP consultation process with the LA

we may respond to say we are unable to meet the applicants needs if we consider that we are unsuitable for the young person's age, ability, aptitude, or SEN, or that to place the young person at South Essex College would be incompatible with the efficient use of resources or the efficient education of others. In line with the Children and Families Act 2014, we will admit an applicant with an EHCP if we are the named institution.

- 8.4 Any applicant whose support needs are assessed as requiring additional Local Authority funding to support their more complex needs, will need to be approved prior to enrolment to enable South Essex College to make the appropriate level of reasonable adjustments to meet those needs.
- 8.5 We reserve the right to refuse a place to an applicant if the individual is assessed as a risk to others or if the College is unable to meet their specific requirements for a safe or controlled environment.

## **9.0 Supporting applicants with safeguarding support needs**

- 9.1 We welcome applications from learners from all backgrounds and with safeguarding needs. We encourage the applicant to let us know about any needs at the application and enrolment stages. The Safeguarding & Pastoral team will agree safety & risk management measures and support programmes on an individual basis to meet the applicant needs.
- 9.2 If the applicant is a Looked After Child, known to Youth Offending/probation, in-patient due to mental health, they must notify the admissions team as soon as possible. The applicant will have the opportunity to disclose this information at any stage throughout the application process.
- 9.3 Any applicants with high risk safeguarding needs may not be able to enrol until the required internal assessments have been carried out alongside relevant agencies. These assessments will be essential in ensuring the correct support is provided. We reserve the right to refuse or withdraw a place to an applicant if the individual is assessed as a risk to others or if the College is unable to meet their specific requirements for a safe or controlled environment.

## **10.0 Complex Applicant Panel**

- 10.1 The College will hold regular Complex Applicant Panels throughout the academic year to assess high need and risk applications from the Additional Learning Support team and the Safeguarding Team.
- 10.2 Cases will be presented and heard by the Assistant Principal Student Experience, Head of Additional Learning Support and Head of Safeguarding with an additional quorum of 3 Managers/Officers from ALS and Safeguarding.
- 10.3 Complex Applicant Panels will be confidential, and all information shared will be treated sensitively. Outcomes and rationale for the decision will be held by the Assistant Principal Student Experience.
- 10.4 Appeals against decisions made by the Complex Applicant Panel must be made to the Assistant Principal Student Experience within 10 working days.

## **11.0 Criminal convictions**

- 11.1 In accordance with the College's safeguarding requirements, all learners or prospective learners are asked to disclose all criminal convictions to study at South Essex College. This includes enrolled learners who receive a criminal conviction whilst on a programme of study.
- 11.2 If the programme of study requires a DBS check, the applicant is required to declare all convictions – including warnings, cautions, reprimands – which are spent and unspent due to certain professions being exempt from the Rehabilitation of Offenders Act 1974. Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a learner at the College.

## **12.1 Course offers**

- 12.1 An applicant will be made an 'unconditional offer' if there is a place on the course, can show they have already achieved the entry criteria for the course and successfully completed any testing required.
- 12.2 All other offers to the College will be conditional. We will ask the applicant to present evidence that they have met all the conditions of entry before enrolling on a course.
- 12.3 If the applicant attends an open event at the College, they may receive a fast-track offer from an academic member of staff. This offer means the applicant can bypass the interview event stage of the process, as they will have received sufficient information, advice, and guidance to make an informed decision. The use of fast-track offers is strictly at the discretion of the academic teams.
- 12.4 If we believe the course applied to is not suitable, we will advise the applicant from the following options:
- if the subject area is an appropriate choice, but the course level is not, then we will offer the applicant a conditional place on a lower or higher-level course within that same subject area
  - refer and guide the applicant to a suggested alternative course in another academic department
- 12.5 The applicant must accept the course offer to guarantee a place on the course. Where demand is high for a course, the applicant may not be able to claim their place without taking this step.
- 12.6 The applicant will only hold one course offer with the College. Where an applicant has applied for two courses, they will be asked to select one. This is to make sure that the maximum number of applicants can join the College.

## **13.0 Appeals process**

- 13.1 Appeals may be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied. Any appeals against the application process must be supported by evidence that demonstrates how the conditions of entry have been met, such as entry criteria or support requirements, or provides details of any mitigating circumstances.

- 13.2 Appeals must be submitted in writing to the Danielle de Tourtoulon, Learner Recruitment & Admissions Manager.

[Danielle.deTourtoulon@southessex.ac.uk](mailto:Danielle.deTourtoulon@southessex.ac.uk)

#### **14.0 Course closures**

- 14.1 There are occasions when we may have to close a course or move it to a different location. This can be due to several reasons such as low interest or changes to funding. In the rare case this occurs, the following steps will be taken:

- we will let applicants and appropriate organisations know about the changes as soon as possible
- where the course runs at more than one campus and there are still places available, we will offer the applicant a place at an alternative campus
- access to Information, Advice and Guidance to discuss alternative options within the College with priority offers made for interested applicants

#### **15.0 Complaints process**

- 15.1 To raise a concern about the application process, please contact the Learner Recruitment & Admissions Manager in the first instance.

Danielle de Tourtoulon, Learner Recruitment & Admissions Manager.

[Danielle.deTourtoulon@southessex.ac.uk](mailto:Danielle.deTourtoulon@southessex.ac.uk)

- 15.2 If the complaint remains unresolved, this can be escalated utilising the College's formal complaints process. Our Compliments and Complaints Policy can be found here: [www.southessex.ac.uk/policies](http://www.southessex.ac.uk/policies)

#### **16.0 Enquiry Service Agreement**

- 16.1 The following services are covered by this agreement:

- Telephone
- Email support
- Website messenger (Pubble)
- Microsoft Teams

- 16.2 Service Availability:

- 8:30am to 5:00pm Monday – Thursday, 8:30am to 4:30pm on Friday.
- Website messenger will be accessible on [www.southessex.ac.uk](http://www.southessex.ac.uk) when advisers are available during working hours above.

- 16.3 All enquiries will be responded to within 3 working days, excluding bank holidays and site closures.

#### **17.0 Further information**

- 17.1 Questions relating to this policy should be directed to the Learner Recruitment & Admissions Manager.

Danielle de Tourtoulon, Learner Recruitment & Admissions Manager.

[Danielle.deTourtoulon@southessex.ac.uk](mailto:Danielle.deTourtoulon@southessex.ac.uk)