



Student Admissions Policy and Procedure

Myerscough College and University Centre is committed to providing a fair, transparent and equitable system for all students accessing its courses. All efforts are made to ensure that the Student Admissions Policy and Procedure is accessible, clear, inclusive and encourages applicants from all backgrounds.

The purpose of this policy is to outline the various stages of the Admissions process and how each of these is managed. Myerscough College and University Centre strives to treat all applicants with courtesy and respect, and show consideration and empathy for their well-being throughout the various stages.

The policy also outlines the way in which appeals can be made where an application has been unsuccessful.

This policy applies to applicants for all Further Education and Higher Education courses, including Full Time, Part Time, 14-16, and Apprenticeships.

1. Equality of Opportunity

- 1.1. Myerscough College and University Centre welcomes applications from all candidates with the potential to succeed and protects individuals from discrimination in line with the Equality Act 2010. It is committed to equality of opportunity and aims to ensure everyone has the right to be treated fairly in accordance with the College's Equality, Diversity and Inclusion Policy.
- 1.2. This policy is comprehensive and identifies positive steps to ensure that all applicants' needs are fully considered and that reasonable adjustments are put in place to meet individual needs, where appropriate. Myerscough College and University Centre Myerscough will continue to address barriers that discriminate against people on any grounds.

2. Information, Advice and Guidance to Applicants

- 2.1. Myerscough College and University Centre Myerscough aims to provide comprehensive, accurate and timely information, advice and guidance to prospective students about the opportunities for study available to them.
- 2.2. The College and University Centre websites and published prospectuses are designed to direct applicants to a central source of information (factsheets or specific webpages), with the whole process being supported by an expertly trained Admissions Team; accessible by phone, live chat, email and face to face.
- 2.3. The College and University Centre holds frequent Course Advice Mornings on our campuses and Virtual Course Advice Events. Admissions staff also support other areas across the team with attendance at career events and UCAS Fairs/Events.

3. Safeguarding

- 3.1. The College is committed to safeguarding all applicants, students, staff, volunteers and partners in accordance with its Safeguarding, Child Protection, Prevent and Missing from Education Policy and Procedure. Robust procedures are in place to protect and support all individuals. For this reason, applicants and potential students are encouraged to declare any support requirements or issues at the point of application. Appropriate confidentiality will be maintained and the College will do its upmost to ensure students are fully safeguarded.

4. Applications

4.1. All Further Education / Part-Time Higher Education

Applicants for all Further Education and HE Part Time courses should complete the appropriate online or paper-based College application form and submit this to the Admissions Team.

4.1.1 Where an applicant is transferring to top-up their course when the first year has been completed at another institution, additional information may be requested at the point of application so a record of prior attainment can be reviewed to ensure the top-up course is suitable and will meet awarding body viability obligations.

4.2. Full-Time Higher Education

Applicants for all full time Higher Education courses must apply via UCAS, in accordance with UCAS guidelines (www.ucas.com).

4.3. Apprenticeships

Applicants who wish to pursue an Apprenticeship option must be in employment and have the agreement of their employer prior to submitting an application. Applications may be made online by following the link from the relevant apprenticeship programme on the College's website. The employer can also contact the College directly to instigate the process and be provided with the appropriate forms to complete.

4.4. 14 – 16

Applicants for 14-16 courses will be required to complete the online application form and the school or home education parent must complete the supporting application form, Part B. Unless both parts of the application form are received, the Admissions team will be unable to process the application.

4.5. Internal Progression

Internal Further Education (part time and full time) applicants wishing to progress onto another FE course can register their interest with their course tutor/job coach directly or during a Personal Tutorial. The expression of interest will be recorded on the College's systems for review by the Admissions Team and Curriculum Area. Applicants are also able to apply directly via the College internal application form but applicants are strongly advised to speak to a member of teaching or support staff, before making their application. If no further consideration is needed, once an expression of interest has been made and approved, in most cases, applicants will be made a Conditional Offer based on the successful completion of their current course along with a good record of behaviour and attendance.

4.5.1 Internal Higher Education applicants (both part time and online) can apply for a top-up course by completing the online application form which is available from their course tutor. It is strongly recommended that an applicant discusses their progression with a member of the curriculum team before making an application. The form is available in other formats upon request.

4.6. At the discretion of the Student Admissions Manager, applications may be referred to the Admissions and Support Advisory Panel at any stage during the Admissions process. Examples of this include, where disclosures in relation to criminal convictions have been made which may require further investigation on safeguarding grounds.

Teaching staff may also request that an application be reviewed by the panel at any point. It is College policy that applications from all applicants who have an Education, Health and Care Plan, or who are home educated, are reviewed by the panel.

5. Interviews/Applicant Days

Applicants may be required to attend an interview or Applicant Day to assess their suitability for the course.

- 5.1 Where offers for Further Education courses are made without an interview, applicants will normally be invited to attend a Taster Day or given the opportunity to speak with a Study Programme Leader on a specified date or at a Course Advice Morning.
- 5.2 Where a prospective Further Education or part time Higher Education student submits an application whilst attending a Course Advice Morning after having spoken with a Course Tutor, this application will be logged as a Fast-Track application and monitored to ensure additional checks are made once the application form has been received by the Recruitment and Admissions team. HE Full time applicants are not permitted to use the Fast-Track service and must follow the UCAS process.
- 5.3 In some cases, Further Education applicants will be required to take initial assessments in Maths and English during their interview. Where this is the case, detailed instructions will be included in the interview invitation.
- 5.4 To ensure any available support can be provided when a learner has enrolled, applicants who indicate a disability or learning difficulty upon application, may be interviewed by a member the Inclusive Learning Team.
- 5.5 In cases where an interview date or Applicant Day is not appropriate, then a telephone or videophone consultation may take place.
- 5.6 Interviews/Applicant Days will be arranged by the Admissions team and applicants will be informed in writing, within 10 days of the relevant curriculum team confirming details of the method of delivery, time and place of the event. Invitations may be delayed where applicants have not provided any requested supporting documentation or information, which would be essential for the processing of the application form.
- 5.7 Where applicants are invited to an interview the purpose is to:
 - Enable tutors to decide on an applicant's ability to complete the course successfully, establish their motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
 - Enable prospective students/trainees 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 to provide more detailed information about the course and facilities including residential accommodation (if relevant).

- Enable Inclusive Learning staff to assess any learning support requirements.

Interviews and information meetings are designed to be a two-way process and applicants are encouraged to ask questions.

In the majority of cases, there will be one interview. However, sometimes it may be necessary to request further meetings, for example if applicants have chosen a vocational course and need to demonstrate practical skills. It is the intention of the College/University Centre to keep interviews to a minimum and only ask candidates to return where it is considered necessary. Where applicants decide to choose another course after their initial interview, a further interview may be required, particularly if this is in a different subject area.

- 5.8 Following an interview or information meeting, the Programme Leader/Course Tutor (and Inclusive Learning staff member, where relevant) will make one of the following recommendations:

- Offer an Unconditional place*
- Offer a Conditional place
- Offer an alternative course
- Refer to the Admissions and Support Advisory Panel (in complex/exceptional cases)
- Rejection (unsuccessful application)

*For Higher Education courses, unconditional offers will only be made to applicants who have already achieved the required entry criteria for the course.

6. Criteria for Entry

- 6.1. The main principles involved in determining the offer of a place on a course are as follows:

- that the applicant is clear that the course meets their aims and aspirations;
- that the applicant has the necessary standard of education to have a good chance of fulfilling the learning outcomes of the course, therefore successful applicants should normally have obtained or expect to obtain the entry requirements specified to study.

- 6.2. The University Centre's standard entry requirements for all Higher Education courses are detailed in the relevant Course Definitive Document (Programme Specification) and Fact Sheet.

- 6.3. The College's standard entry requirements for all Further Education courses are detailed on the relevant Course Fact Sheet.

7. Receiving an Offer

- 7.1. Applicants will be notified in writing of the outcome of the application/interview within 10 working days* of the interview date or receipt of application. If the applicant is accepted onto the course, a Conditional or Unconditional Offer will be issued. HE Full time applicants are also notified via UCAS Track.

**In exceptional circumstances, offers may be delayed if further time is needed to ensure the offer should be made. For example, the College may need to assess and review the cost and viability of suggested reasonable adjustments. In the event that the applicant has applied after or within 5 days of the course start date, official notification may not be sent and all IAG and support information will be covered during the enrolment and induction processes.*

Applicants will receive log-in details for the Myerscough College and University Centre digital systems via their offer documentation. This will allow them to access a College/University Centre email account and direct them to important information such as bursaries, student finance, information for parents and how to prepare for their course of study. It also allows applicants to apply for accommodation (where applicable) and complete their Health and Wellbeing Consent Form (using their My Student Portal account). Please refer to the Allocation of Student Residential Accommodation Policy and Procedure for more information about residential applications.

- 7.2. For applicants applying for a 14-16 course, following a successful interview, a Conditional Offer letter will be issued. Enrolment onto the course cannot proceed until any additional support information and/or Health and Wellbeing Consent information has been completed. For Home Educated students, enrolment will not take place until the Confirmation of Home Education Form has been completed. In the case of a rejection, the School (or parent for home educated applicants) will be contacted in the first instance so that any options may be explored or recommendations of alternative courses can be discussed.

8. Exceptional Entry

- 8.1. Where applicants do not meet the standard entry requirements, exceptional entry may be considered. Under these circumstances, applicants may be asked to provide evidence of completed work experience, training courses and similar work related activities. In some cases, pre-entry assignments may be set to assist in determining the appropriate course offer for an individual applicant.

Myerscough College and University Centre Myerscough has FREDIE Policy (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) that encourages applications from students with non-standard entry requirements. All students are recruited with integrity and should be capable of satisfactorily completing the course upon which they are enrolled.

- 8.2. Each student is considered on their own individual merit. Applicants will be identified as exceptional entrants at the time of application.
- 8.3. **For Higher Education applicants:** University Centre Myerscough will follow the exceptional entry guidance and Academic Regulations of the relevant University, as well as the relevant sections of the Quality Assurance Agency (QAA) UK Quality Code for Higher Education. In line with the University's Academic Regulations, the College/University Centre will not normally make unconditional offers to Higher Education applicants after only one year of post-16 study. In cases where examining bodies allocate multiple grades and where there is no direct comparable grade in an alternative qualification, the deficit in UCAS tariff points will be considered in the positive.

- 8.4. **For Further Education applicants:** Myerscough College's curriculum is structured such that courses are offered at all levels. Consequently, all applicants for Further Education courses may be made an offer of a place on a course at a level commensurate with their qualifications.

Where an individual wishes to pursue an application for a Further Education course at a level above that for which their qualifications are appropriate, exceptional entry may be considered.

8.5. **Assessment of Exceptional Entry**

Tutors will interview exceptional entry applicants and make recommendations to the Head of Area (FE) or Assistant Principal (HE). The relevant Head of Area (FE) or Assistant Principal (HE) will approve all exceptional entrants. The following selection criteria may be used:

- written application
- pre-entry assignment
- reports/references
- study skills/access course
- individual interview(s) of both a formal and informal nature
- written tests and/or assignments

This is not an exhaustive list and other evidence may be considered such as:

- age and maturity
- students' needs, aspirations and potential, and how these are compatible
- Record of Achievement
- employer references and/or College reports
- range of work experience
- level of numeracy and literacy

- 8.6. Where an applicant is applying for a part-time course of study, employer support may also be an important factor for consideration.

- 8.7. Where approval is given, the standard Admissions procedure will then apply.

9. Equal Opportunities and Failure to Disclose

- 9.1. Further Education, Apprenticeship, 14-16 and Higher Education Part Time application forms request information from applicants in relation to unspent criminal convictions*. The College believes in equal opportunities and will not immediately consider a disclosure of a criminal record as a barrier to study.

- 9.1.1. *Applicants for Teacher Training courses will be asked to confirm any non-spent convictions as well as any driving offences as part of the UCLan's Suitability to Teach Initiative.

- 9.2 Where a disclosure is made, the College/University Centre will contact the applicant for further information in relation to the disclosure. Any additional information that the applicant provides in relation to a conviction will be dealt with confidentially. We may also request references from key support workers or contacts in the probation services. We would ask for permission from the applicant to contact them for more information or supporting documents.

The College/University Centre will use the information to assess any safeguarding concerns and other potential risks to both the applicant, the College Staff and Students.

- 9.2. The final decision of acceptance will be made by the Admissions and Support Advisory Panel.
- 9.3. For Higher Education Full Time study, the disclosure question is asked after an offer has been made via an electronic survey.
- 9.4. Where the applicant is a member of staff, then a decision will be made in conjunction with any information already provided to the College's HR Team.
- 9.5. Myerscough College and University Centre reserves the right to withdraw any offer made, where an applicant has failed to disclose information or who discloses at a late stage, information which may influence the Admissions process and/or decision of an offer.

10. Appeals and Complaints

- 10.1. Applicants who wish to appeal or complain about an aspect of the College's Admissions process should write to the Director of Corporate Services within 10 working days of notification of the decision. They should clearly indicate the grounds on which the complaint or appeal is based.
- 10.2. The Director of Corporate Services will record and acknowledge receipt of the complaint or appeal within 5 working days.
- 10.3. A complaint is a specific concern related to a procedural error, irregularity or maladministration in the Admissions process will be dealt with in accordance with the College's Complaints Policy and Procedure.
- 10.4. An appeal is a request for a formal review of an Admissions decision or condition of offer and will be presented to the Admissions and Support Advisory Panel for their deliberation and decision.
- 10.5. Where an appeal is against a decision made by the Admissions and Support Advisory Panel, this will be heard by the Vice Principal.
- 10.6. The Director of Corporate Services will be responsible for informing the applicant of the outcome of the Appeal. The decision of the Vice Principal is final.
- 10.7. Appeals will not be considered if they are:

- regarding matters of academic judgement regarding an applicant's ability to study a programme;
- about an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular programme (eg criminal records checks).

11. International Admissions

- 11.1 EU applicants who are able to provide evidence of a settled or pre-settled status (under the EU Settlement Scheme) and applicants from the Republic of Ireland will be considered for entry on a course where comparable qualifications (to the UK) can be provided.
- 11.2 For non-EU applicants and EU applicants (excluding applicants from the Republic of Ireland) who are unable to provide settled or pre-settled status evidence, or any applicant who requires a visa to study in the UK, the standard application process will apply, however individuals will be required to meet additional criteria, which is set by the UK Government. The College/University Centre will provide a bespoke guidance document to the applicant, instructing them on the steps they need to take and the fees involved. The College/University Centre can only accept applicants for full time courses that are QCF Level 3 or Higher.

Documents Associated with this Policy:

- Myerscough College Application Form (FE Full-time, FE Part-Time, HE Part-Time, Internal Progression HE and FE)
- Teacher Training Application Form
- Myerscough Apprenticeships Application Form
- UCAS Application (www.ucas.com)
- HE Programme Specifications
- UK Quality Code for Higher Education
- Admissions and Support Advisory Panel Constitution and Terms of Reference
- Complaints Policy and Procedure
- Allocation of Student Residential Accommodation Policy and Procedure
- FREDIE Policy and Procedure

| Document History | | | | | | |
|--|---|----------------------------------|--|--|--|--|
| Author: | Student Admissions Manager | Ref and Document Version: | Student Admissions Policy and Procedure – V2 | | | |
| Approval: | Senior Leadership Team | Approval Date: | March 2021 | | | |
| Review Date: | March 2024 | | | | | |
| Publication: | Staff Intranet Student Intranet College Website | | | | | |
| Quality Assurance | | | | | | |
| This Policy and Procedure maps to the following external quality assurance frameworks | | | | | | |
| Framework | Framework Section Reference(s) | | | | | |
| Education Inspection Framework | | | | | | |
| MATRIX | | | | | | |
| QAA | UK Quality Code for Higher Education | | | | | |
| QIA | | | | | | |
| ESFA | | | | | | |
| Key Changes to Document` | | | | | | |
| 4.1.1: External top-up and record of prior attainment considerations added 4.5.1: Internal progression wording changed to reflect the new process with a focus on IAG and support/curriculum team support before making an application 5.6: Reply with interview/applicant day notification changed to reflect availability within curriculum areas 7.1: Offer making exceptions list expanded including alternatives for applicants who have applied near to or after the course start date 8.1: FREDIE Policy referenced in the context of exceptional entry 11: International information updated to include post Brexit rules and regulations | | | | | | |

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding, Child Protection, Prevent and Missing from Education

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.