luminate
EDUCATION GROUP

Higher Education Admissions Policy

APPROVED BY PM Meeting and Academic Board

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
White Rose Academies Trust	
University Centre	x

CHANGE CONTROL

Version:	4	
Approved by:	PM Meeting Academic Board	
Date approved:	December 2020	
Name of author:	HE Registry	
Name of responsible committee:	Higher Education	
Related policies: (list)	Admissions Procedures General Appeals Policy General Appeals Process Published Information Policy Student Support Strategy Student Support Procedure	
Equality impact assessment completed	**Date:**	December 2020
	Assessment type ☐ **Full** ☐ **Part** ☐x **Not required**	
Policy will be communicated via:		
Next review date:	December 2023	

1. POLICY STATEMENT 4
2. POLICY AIMS/OBJECTIVES 4
3. DETAILS OF THE SUBJECT MATTER 4
4. REVIEW 8

Contents

1. POLICY STATEMENT

This policy applies to all higher education awards at Leeds City College, Keighley College and Harrogate College.
Its purpose is to ensure that the HE Admissions policy and procedures are implemented consistently across the Colleges and that the requirements of awarding bodies are met. In addition, the HE Admissions policy and procedures are fully informed by the requirements of awarding bodies, the revised QAA Quality Code and QAA Guidelines.

2. POLICY AIMS/OBJECTIVES

Equal Opportunities

The College welcomes applications from students of all backgrounds and abilities and has developed its current HE curriculum principally to encourage widening participation, through quality learning and progression opportunities. This is in line with the Equality Act of 2010 and the College's own Equality and Diversity policy.

Each application will be treated fairly regardless of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
-

3. DETAILS OF THE SUBJECT MATTER

Policy	**Higher Education Public Information Policy**	**Quality Code Ref**
Principles	• Due consideration will be given to all applicants to ensure that the recruitment process is applied with integrity, ensuring that courses meet the needs of applicants and that all applicants will be able to successfully contribute and benefit from undertaking their chosen course of study.	EfS1, CP1 EfQ1, CP1

IAG and LS Support	• Where appropriate students are able to access IAG information to help with their decision making in relations to a suitable course given their careers aims; • The admissions team will work in consultation with the Student Support (SS) team when processing applications from potential students who disclose learning difficulties or disabilities; • The SS team will liaise with the applicant to discuss any support requirements they may have; • Based on the information ascertained from the SS team the college will ensure that where ever possible, reasonable adjustments can be put in place to ensure that any LS needs do not create a barrier when it comes to applicants studying on their chosen programme of study; • Where support cannot be given the applicant will be informed as soon as this becomes apparent.	GP 1
Processing of Applications	• The College aims to process applications in a timely manner and keep applicants informed as to the progress of their application where ever possible; • With regards to full time undergraduate applications, it is the responsibility of the applicants to make themselves familiar with relevant UCAS regulations and timescales associated with each stage of the application process; • Applicants are categorised as either 'mature' students or 'standard' applicants. 'Mature' students are defined by HEFCE as being students aged 21 years or over when they start their course (1st September in regards to LCC, Keighley and Harrogate College students); • 'Mature' students may be, in the absence of formal qualifications, considered based on work or voluntary experience relating to the subject area for which they have applied; • 'Standard' applicants refers to students aged typically aged 18 – 20 years old who we would expect to meet the typical or minimum	GP 1 GP2

	entry requirements specific to the programme of study for which they have applied. Other criteria taken into consideration include references and the applicant's personal statement; • Higher Education curriculum staff may determine an applicant's suitability for a course through the means of an interview, audition, portfolio submission, written task, group work or consideration of prior learning by experience or qualification; • Any students who wish to appeal against an admissions decision will be guided to follow the General Appeals Process; • Following the confirmation of an offer the Admissions team will provide prospective students with a range of information including finance, accommodation etc.;	
International Students	• For International and European Union applicants where English is not a first language, entry requirements may include a range of criteria including proficiency in English skills, evidence of academic qualifications and other criteria; • For international and European Union applicants, qualifications from any country will be considered. However in the case of International applicants qualifications should be the equivalent of at least the typical entry requirements in order to meet the requirements of a Tier 4 Student Visa;	GP 3
Promotional/ Marketing Material	• The College takes responsibility for monitoring and updating its course information so that applicants can make an informed decision as to which higher education establishment they wish to study at and what course is right for them given their career goals and interests; • The College will endeavour to ensure that course and marketing information is accessible and takes into account where appropriate, factors such as: • The range and content of programmes offered • The diversity of its potential students • Modes of study • Entry criteria	GP 4

	• Course costs and any additional costs • Method of application • Notification of courses being subject to validation • Open / taster days • Financial support • IAG support ○ In the instance of courses being validated by another institution, the College will ensure that the partner institution is named and logo displayed appropriately; ○ In the instance of programmes becoming unavailable, students will be informed of their options in a timely manner; ○ Statistical data on all applications received, success/rejection etc. will be collated, analysed and reported to allow monitoring of widening participation initiatives.	
Entry Criteria	• The College determines its entry requirements and selects students in accordance with policies and procedures that are based on consistency, equity, fairness, transparency and good customer service; • Judgements with regards to admissions must be based on transparent and consistent criteria which is easily accessible to potential applicants.	GP 3
Data Protection	In line with the Data Protection Act (2018) all communications regarding applications will only be discussed directly with the applicant unless they specifically request otherwise. All notifications should be detailed on their MIS student record.	Monitoring and Evaluation
Criminal Convictions	• Applicants disclosing Criminal Convictions will be carefully considered in line with the Rehabilitation of Offenders Act 1974 and the College's own Criminal Convictions policy; • The college reserves the right to refuse entry to applicants who disclose an unspent criminal conviction that is deemed to jeopardise the security and safety of its staff, students and external parties. Such offences include those relating to sexual, violent and drug offences.	

	• For some programmes, disclosure is required by law, particularly for programmes in health and related areas, social work, teaching or working with children. • In cases where an offer has been made, and a DBS indicates an unsuitability for the applicants chosen course, the college reserves the right to withdraw the offer of a place for such courses. • For those who fail to disclose any unspent criminal convictions, the college reserves the right to withdraw the offer of a place.	
Internal Students	The college actively encourages the internal progression of its current students to a suitable course that builds on their existing levels of study and achievement. It is the responsibility of the admissions staff to review and streamline this process	GP 6
Staff Development and Responsibilities	• All college staff who have the responsibility of decision making in regards to Higher Education admissions will undertake appropriate training where ever possible to enable them to adhere to and fairly implement the procedures governed by this policy. • Higher Education curriculum staff will be consulted regarding any changes within Higher Education which impacts on the decision making process such as changing of marking and entry criteria etc. This will take place through HE Committee meetings.	GP 5
Monitoring and Review	• The College will regularly monitor and review the recruitment, admission and enrolment policies and procedures to assess the effectiveness of their implementation and outcomes.	B2: I4,
Appeals	• Any potential student wishing to appeal against an admissions decision should do so through the General Appeals Process.	

4. REVIEW

Owner: HEDO
Last Review: December 2020 (V4)
Next Review: December 2023