



South Downs College

ADMISSIONS & ENROLMENTS POLICY

Responsible Senior Manager:	Assistant Principal Student Services & Support
Related Policies:	Equality & Diversity Policy Fees Policy Information & Guidance Policy Inclusion Policy & Local Offer
Effective From:	1 September 2016
Next Review Date:	1 September 2019



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Introduction & Purpose:

The college aims to offer an appropriate study programme that fits the progression needs and entry qualifications of the applicant through a fair and consistent admissions procedure.

Scope

This policy applies to all full and part time applicants for further and higher education courses at South Downs College aged 16 and over. Separate arrangements apply for applicants of compulsory school age.

The Role of the College

The college has the following admissions procedures in order to provide a fair and consistent procedure for admissions, which follows coherent good practice to ensure a good quality applicant experience across the institution.

The college will publish general entrance requirements in the college Prospectus and on our website. Each individual programme of study may specify entry requirements that are in addition to the minimum requirement and include subject specific qualifications or experience. The website will display any amendments made to the printed Prospectus.

The initial application can be made by:

- Completing the online application process www.southdowns.ac.uk
- Downloading the application form from the website www.southdowns.ac.uk, complete and return by post to South Downs College, College Road, Waterlooville, Hants, PO7 8AA or by email admissions@southdowns.ac.uk
- Collecting a paper form at the College or within the prospectus
- Completing the application form at Open Evenings

All applicants for full time courses will receive a college interview, the date of which will be advised to the applicant within 5 working days from the date the application was received by the college. Where travel to an interview is impractical due to travel restrictions, we are able to offer interviews via Skype. Students may run two applications alongside each other, if they are not sure of the path they wish to take. A decision will need to be taken at the applicant's Enrolment Day, which takes place at the end of August.

Some part time courses do not require an interview or assessment and applicants can enrol online, by post or by telephone.

The admission conditional offer will be based on the outcome of the following activities and information:

- Interview/enrolment event
- Entry Qualifications/experience
- Academic judgement and discretion when assessing prior attainment
- Assessment of Portfolio (where appropriate e.g. Art and Design)
- Audition (where appropriate e.g. Performing Arts)
- References (where appropriate)

The final course will be decided upon at the enrolment stage of the admissions process. The college reserves the right to limit the number of places on a particular programme. In such cases the places will be allocated to the applicants we believe will gain the greatest benefit from the programme. These decisions will be actioned in a fair and transparent way to ensure equal access to those who apply in a timely way.

The college reserves the right to refuse applicants a place in some circumstances, including:

- Where a student is unable to commit the required amount of time or effort to succeed
- Where there are issues to do with the safe and effective management of the college
- Where the interests of the wider college community may be compromised
- Where we believe a student will not gain real benefit from the programme of study

Where a programme of study is not considered suitable to meet the applicant's needs, the college will do one of the following:

- Offer a place on a more suitable programme or ensure that a further interview is arranged for a suitable alternative programme
- Offer a guidance interview with a member of the Careers & Employability team

Admission decisions will be communicated to applicants directly by letter or email. A conditional offer from the college will contain details of academic and other conditions or confirmation of an offer where an applicant is pre-qualified.

Next steps: Once the conditional offer is made, the college will require an acceptance of said offer. Following this the applicant or parent/carer will receive the following information:

Information	Information Distributed
Travel & financial support	June
New Student Festival (held in July)	June
Invitation to the Enrolment Day meeting (held late August)	July

Please contact the Admissions Team via email admissions@southdowns.ac.uk or on 023 9279 7979 should you have any further queries.

Higher Education

For admissions and enrolment of potential students on Higher Education courses franchised from Portsmouth University, we will adhere to the Admissions Code of Practice as detailed by the University.

Students applying for full-time HNC/Ds will process their application via the UCAS process, decisions will be indicated on the UCAS portal, which the applicant can track.

Additional Learning or Medical Support: The college welcomes applications from students with additional learning needs. Applicants who indicate that they have learning or medical difficulties/disabilities are contacted to arrange an interview with a specialist from the learning support team to discuss needs and agree the support to be provided.

Existing college students: All current students may apply to undertake a further programme of study following the admissions procedure for internal progression. The college will always consider an application from a student who has proven the need to continue their study to reach their educational potential. The college has the right to decline progression for students due to Government funding restrictions or previous non-achievement of the college standards for attainment, attendance and behaviour.

International qualifications: The applicant will need to provide a Statement of Comparability, which can be obtained through an organisation such as NARIC www.naric.org.uk.

Equality and Diversity: The college is committed to ensuring that the admissions process, for all on-time applications, will be open and transparent and that no individual or group receives less favourable treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour and nationality including citizenship, ethnic or national origin. At all times, the college will consider and adhere to its duty under its commitment to equality, diversity and inclusion in line with the college's Equality and Diversity Policy and the Equality & Diversity Act 2010.

Review, Implementation and Monitoring: All processes and policies are reviewed annually. An interview observation quality assessment practice is being implemented during the academic year 2016/17. All stakeholder feedback is evaluated and taken into consideration during provision planning.

Disclosure of Criminal Convictions/Safeguarding concerns:- Any applicant that declares some form of disclosure, will be asked for further details; the decision to offer a conditional place at the college will rest with the view of the safeguarding panel which meets weekly.

Study Programme substantially changed or discontinued: Full time applicants will be informed and offered another study programme. Part time enrolments will be contacted and offered another course if available or a full refund will be made if the course has been cancelled prior to starting.

Relevant other policies:

- Equality & Diversity Policy
- Fees Policy
- Information & Guidance Policy
- Inclusion Policy & Local Offer
- Data Protection Act 1998

Complaints and appeals

Any applicant who has been unsuccessful in gaining a place with the college is entitled to understand why they have not been admitted.

If an applicant is unsatisfied with the reasons given for their refusal, they can appeal in writing via the college Suggestions, Compliments and Complaints procedure which can be accessed via the College website or by contacting Customer Services on 023 9279 7979.

EQUALITY IMPACT ANALYSIS

Admissions & Enrolments Policy

DATE: September 2016

Function: Equal Opportunities

This policy, plan, procedure, process has been examined for equality impact, i.e., the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 (**age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation**).

1. If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.

2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?

Age: There are a minimal number of courses that are only funded for certain age groups such as GCSE Biology, depending on numbers a student under 19 could join the full-time 16-18 age group course.

3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?

All courses are available to all groups, which provides the opportunity to a diverse viewpoint within a group, enabling the celebration of differences and discourage discrimination.

4. What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?

Currently there is no evidence to support equal opportunity feedback for the Admissions and Enrolment department. This is currently under review.

5. Name and job title of manager responsible:

Debbie Smith, Assistant Principal Student Services and Support