

Kensington and Chelsea College

Admissions /Enrolment Policy

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Signing off requirements:

Corporation

Exec

HR

Unions

Single Equality Duty Committee (SED)

Date: December 2017

Review Date: December 2019

ADMISSIONS & ENROLMENT POLICY

1 INTRODUCTION

Kensington & Chelsea College is committed to ensuring equality of opportunity for all and offers a wide range of opportunities for learners with varying levels of prior achievement, interests and background. All programmes have different entry criteria but all require a commitment to learning.

Effective admission of learners is the responsibility of all those involved in the process, including, but not limited to, Learner Services staff and Curriculum areas.

The Director of Learner Services has overall responsibility for this policy, but the Assistant Vice Principal and Curriculum Managers are responsible for ensuring that it is effectively and fairly implemented, monitored and reviewed.

This policy outlines the various methods of admission to a College programme.

2 POLICY STATEMENT

2.1 The College will ensure that all applications are dealt with individually and are considered fairly and in line with the College's Equality and Diversity Policies.

3 PRE REQUISITE

3.1 Applicants must:

- satisfy all pre-course requirements, including accurate completion of all associated paperwork, by attending all appointments associated with their application and by submitting any evidence to support the application as required
- meet the specific entry requirements of the course
- meet all other admission criteria
- where applicable, be supported by satisfactory references
- agree to pay any fees required (see College Fee Policy)
- confirm acceptance or rejection of any place offered by the date specified.

3.2 Places will be allocated on the basis of:

- the learner's suitability for courses
- the availability of places
- the learners assessed level of studies

3.3 The College may carry out a *Disclosure & Barring Service* (DBS) check for applicants to certain programmes e.g. Childcare and in specific circumstances if **Applicants Disclose a Criminal Conviction**). Where a DBS disclosure is requested, the outcome of this will be taken into consideration when making a decision about offering a place to an individual.

3.4 The offer of a place does not guarantee that the course or programme will run. Should a course be cancelled, the applicant will be offered an explanation, an alternative course or programme or a refund of any fees paid if no suitable course is available.

4 ENTRY REQUIREMENTS

4.1 In general, the level of an individual course will determine the entry requirements. Most courses and programmes have specific entry requirements. Applicants will be informed of any specific requirements for a programme at an early stage in the application process.

4.2 Applicants who do not fully meet the specified entry requirements for a particular course will be referred to a similar course and or College Careers Advice & Guidance team.

4.3 Overseas qualifications are welcome provided that they are considered equivalent to the requirements of the particular programme being applied for. *You may need to provide translated documents.*

5 APPLICANTS UNDER THE AGE OF 16

5.1 Admission of any applicant under the age of 16 will not usually be considered.

5.2 Admission of such learners will usually be in conjunction with a project or school link agreement between the school and College. The school will be invoiced and the learners will be enrolled, but not individually charged.

6 APPLICANTS DISCLOSING A CRIMINAL CONVICTION

6.1 A conviction does not mean someone cannot come to college, but we need to know about convictions for offences against a person, whether of a violent or sexual nature, and convictions involving unlawful supplying of or possession of controlled drugs or substances. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and are therefore not necessary to disclose, unless the applicant is applying to a course involving working with children or vulnerable adults, in which case ALL previous convictions must be disclosed.

6.2 Where an applicant indicates on their application/enrolment form that they have a 'relevant' criminal conviction, we may ask them to provide more information about the conviction and references may also be required from 2 referees. We may also ask them to agree to a DBS disclosure being carried out if their application is successful and the Safeguarding team believe this to be necessary. *If we need to request a DBS disclosure, a charge will be levied, which will be payable by the applicant.*

7 RIGHT TO REFUSE AN APPLICATION

7.1 Under certain circumstances the College may reserve the right to refuse an application or enrolment. Applications from prospective learners who fall into this category will be given full consideration before any such refusal.

7.2 The College reserves the right to refuse admission to any applicant who:

- is unable to meet the required entry requirements
- **has a 'relevant' criminal conviction which makes him/her unsuitable to follow the particular course and following the results of a college risk assessment**

- has previously been subject to the College's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary
- has outstanding debts with the College

7.3 The above list is indicative, and is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether or not to accept an application or enrolment to College.

7.4 In the event the College offers a place and subsequently discovers that the candidate has committed an action that would constitute gross misconduct under the College's Disciplinary Procedure, the College reserves the right to withdraw the offer, whether or not the course or programme has commenced.

7.5 Should an applicant dispute a decision not to admit them to the College, they may appeal to the Principal. The original decision will only be reconsidered if it did not follow the College Admissions Policy or other relevant policy and/or the applicant provides evidence that was not revealed earlier in the admissions process.

8 APPLYING TO COLLEGE

8.1 There are a few steps to take before a learner can start their programme. Learner Services are here to help individuals throughout the process of applying to make it as easy as possible.

9 ADMISSIONS TO A FULL-TIME PROGRAMME

Step 1 – The Application Form

9.1 Applicants are required to complete an application for the course they are applying for. Applicants who have a specific learning support need, should declare this on the application so the correct support can be provided at interview.

9.2 Application forms are available online from the college website www.kcc.ac.uk. If a paper version is needed **this can be requested and** is available from Admissions at each centre.

9.3 Application forms will be accepted as either a paper copy or electronic copy by email. All electronic online enrolments will require a signature at the start of the programme.

9.4 Once received in Learner Services, the application form will be dated and logged. We will acknowledge receipt of the application within 10 days of receiving it.

Step 2 – Initial Assessment and General Advice & Guidance (appointments)

9.5 All applicants to a full-time programme will be invited for an interview either in writing, by post, email or phone to undertake a skills review. Applicants can enrol on some part-time programmes by using our direct online enrolment system.

9.6 Applicants will be required to undergo an initial assessment in Maths and English to help us determine additional support on their chosen programme and the level of course the applicant is suitable for. This is with the exception of applicants who may already have GCSE English & Maths **A*-C or 4-9.**

Applicants for (ESOL) English for Speakers of Other Languages, will be invited for an assessment/interview on advertised days/times on a termly basis

9.7 Following the assessment, all under 19's **will be advised to have** a careers guidance interview with a careers advisor. This gives an opportunity for the applicant and advisor to discuss the programme applied to as well as other options available; career and financial advice; support and/or any special requirements and any other questions that they have. By the end of the discussion, we should have a good idea about whether we can provide the applicant with a suitable programme. At this point we will arrange any further interviews or appointment/s if required.

Step 3 – Programme Interview and Advice & Guidance (appointment 2 if required)

9.8 All programmes will require further programme guidance with a member of staff in the subject area and/ or show examples of previous work, portfolio or an audition.

9.9 Programme Guidance is usually with a subject tutor from the programme area and may take place on another day. This appointment will usually be arranged and notified by the Central Admissions team.

9.10 Where an applicant has applied to more than one programme area, we will arrange more than one programme guidance appointment.

9.11 This appointment gives the opportunity to meet the programme team and obtain detailed information on the programme they are applying for. The programme team will decide whether they can offer a place on the programme.

9.12 We will ask that all applicants bring any relevant qualifications with them to this appointment.

Step 4 – Offering a Place

9.13 If we can offer a place, the offer will either be **Unconditional**, which means that a place at College has been offered with no conditions attached, or **Conditional**, which means a place has been offered provided that the applicant can meet certain conditions. For example, that they pass any exams they are due to take. An alternative programme may be offered where conditions are not met.

Under 19's are required to undertake full-time Study Programme and are required to study English and Maths if they haven't already achieved A-C or 4-9 pass grades. Any exceptions must be agreed with Senior Management.

Step 5 – Accepting an Offer

9.14 Applicants are asked to reply to any offer made. If they '**Accept**', this means that they intend to join the programme as offered. If they '**Reject**', this means that they do not want the place. Acceptance or rejection of a place must be made before the course or programme start date in September, January and April. If an applicant decides to accept the offer, he/she is advised to enrol as soon as possible as their place is not guaranteed until applicants enrol and pay (if applicable).

Step 6 – Starting College

9.15 Before programmes start, we will send details for enrolment and induction, plus any other information learners might need in order to make their move to College as smooth as possible.

10 ADMISSIONS TO A PART-TIME COURSE

10.1 Admission to some part-time courses requires completion of an application/enrolment form for consideration by the Curriculum Tutor or Curriculum Managers.

10.2 In such cases, completed application forms will be acknowledged by Admissions in Learner Services and forwarded to the appropriate Curriculum Tutor or Curriculum Manager, who may contact applicants for further discussion before offering any place.

10.3 Where an applicant does not require an interview or assessment to start a part-time course, completion of an application form is not required, enrolment can be facilitated by a member of Learner Services staff at Reception or by the applicant enrolling themselves directly online, provided that the applicant meets any general entry requirements laid out.

11 ADMISSIONS TO A HIGHER EDUCATION (HE) PROGRAMME

11.1 This process follows the same as the full-time FE section, but with some full-time HE programmes, applicants will have to apply through the UCAS system.

INTERNATIONAL STUDENTS

12. International Applicants

The Admissions team will process applications from international students who already have or who wish to apply for immigration permission to study in the UK, including: *Short Term Study visas; Diplomatic visas; Dependent visas; General Visitor visas (tourist visa - allowed to study for up to 30 days)*. Please note that the College is currently unable to support applicants who intend to apply to study in the UK under Tier 4.

If the course entry requirements are met and the applicant has demonstrated their ability to make a successful immigration application, the College will:

- issue the applicant with an official offer letter
- advise the applicant to pay full tuition fees in order to reserve their place *on a short term study programme (maximum length 6 months or 11 months for English language courses)*.

For publicly funded provision there are two learner categories, 'home' and 'overseas' learner. To meet the 'home' category, learners must fulfil certain residency and immigration requirements. For those who do not meet the requirements to be funded as a 'home' learner or 'ordinary resident', the ESFA will not fund the learning and an 'overseas' fee will be levied.

These guidelines are designed to help determine whether an applicant falls into the category of 'home' or 'overseas' learner and are based on criteria set out in the Funding Guidance for Further Education.

13 Fees

13.1 The Non-EU fee to be paid will be published as part of the course details on our website. We will confirm these to you at interview. Fees DO NOT include any additional support a learner may require because of English Language difficulties. This will be charged at the hourly rate. For fees applicants can refer to the College fee policy.

14 ENROLMENTS

14.1 Successful applicants wanting to enrol following an offer of a place on one of our College programmes, will need to enrol at one of our College sites. The enrolment form must be fully completed and signed by the tutor and the student. This is also known as the Learning Agreement. Even with an offer of a place, enrolments on programmes are on a first come basis and places are not guaranteed until applicants enrol and pay (if applicable).

14.2 Enrolments are reviewed on a yearly basis and are guided by a number of internal and external factors. Reception team are required to follow the enrolment process and procedures based on changes from the following:

- Funding Guidelines
- College Fee Policy
- Payment by Instalment Policy
- Cash Handling Procedure
- Unite Procedure

Staff are advised to refer to the above policies and procedures.