
POLICY/PROCEDURE: FURTHER EDUCATION ADMISSIONS POLICY AND PROCEDURE

Approval required by: Executive Y Governing Body N
 SMT Lead: Director of Student Recruitment
 Responsible Manager: Director of Student Recruitment
 Date approved: April 2024
 Date to be reviewed: July 2026

Relevant to:	Students	Y	Staff	Y
	Visitors	Y		
Relevant to:	All students	N		
	16-18 Vocational	Y	Sixth Form	Y
	Higher Education	N	Adults	Y
	Apprenticeships	N	14-16	N
	Other	N	
Relevant to:	All staff	Y		
	Board	N	SPH	N
	Managers	Y		
	Teaching staff	Y	Support staff	Y

Accessible to	Students	Y	Staff	Y
Friendly version	Students	Y	Staff	Y

EQIA required Y

Significant changes to policy:

Impact of changes

SCOPE AND PURPOSE

The college's Further Education Admissions Policy and procedures have been developed to provide clear guidance on the college's FE admission process for applicants within the recruitment cycle.

The process is fair, transparent, valid, inclusive, and explicit and is underpinned by appropriate organisational structures and processes. It is designed to support staff involved in the recruitment and selection of students to ensure that those offered a place, have the ability to succeed in their chosen programme of study. All advisors are committed to providing up to date, high quality Information, Advice and Guidance (IAG).

This policy covers applications for places on our Further Education provision including A levels, T levels and vocational programmes detailed on the Barnsley College/Barnsley Sixth Form Colleges website.

POLICY AIMS

- Treat all applicants equally, fairly, and consistently
- Offer impartial information, advice, and guidance
- Provide support throughout the learner journey
- Provide accurate, up to date information and guidance about the provision currently delivered and progression opportunities
- Ensure entry criteria are annually reviewed and are appropriate for the programme of study
- Ensure that staff follow the selection process fairly, professionally, consistently and in a timely manner
- Provide appropriate and timely training for staff new to the recruitment and selection process
- Ensure that students are enrolled to the appropriate programme which meets their ability and aspirations

Timeline and method of application

Applications for full time programmes will be considered from November of the year prior to the September start date the following academic year. Applications can be made via the college website or paper application upon request. The college also works with partner schools who use the e-prospectus platform and accept full-time applications via this system.

Part-time applications will be considered in accordance with the start date of the programme which vary in year.

Entry Requirements

Entry requirements for each programme are published on the website, these are discussed at interview/offer making stage. The college will assess each applicant on an individual basis to ensure they are able to achieve their full potential. This may include further assessments, prior learning, relevant experience, and their ability to demonstrate the required level of skills, attitudes and behaviours and academic ability.

Additional Learning Support (ALS) or Special Educational Needs (SEN)

Prospective students are encouraged to declare any support needs at the time of application including Education Health Care Plans (EHCP), any disability, learning difficulty or access need. This will enable an early referral to the Additional Learning Support Team (ALS) who will work with the applicant and relevant organisations to assess the support required and our ability to meet need.

The Application Process

Applicants for full-time programmes are invited to attend an interview with the curriculum department to which they have applied. (Part-time may vary from an interview to attendance at an information session dependant on the programme).

The tutor will make a decision and if suitable will give either a conditional* or unconditional offer *(specifying the conditions required, for example GCSE grades, suitable references, completion of initial assessments, DBS checks, references etc. These are detailed on the Interview Decision Form that is sent direct to the applicant within 10 working days)

Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer.

Applicants that are not suitable for the programme will be referred for further IAG and supported to consider alternative provision best suited to their needs.

Applicants to programmes involving working with children or vulnerable adults must obtain an enhanced Disclosure and Barring Service (DBS) clearance, in accordance with the college's DBS Policy and Procedures.

The college reserves the right to cancel or withdraw any offer made if, subsequently, it is discovered that the application contains fraudulent or misleading information. This includes the falsification of documentation such as certificates and reference statements, or failure to declare an EHCP plan, or criminal conviction.

All full-time applicants will have the opportunity to attend a "taster session" prior to the start of the programme (For school leavers this is usually after the main GCSE examination period).

Whilst the college does not have a set FE admissions deadline date, we encourage applicants to submit their application early in the cycle as popular programmes can be oversubscribed resulting in waiting lists being introduced.

The central admissions team will provide regular updates throughout the learner journey up to the point of enrolment.

Changes/Withdrawal of a Programme

From time to time, the college may find it necessary to make changes to a programme between the time the online prospectus is produced or offers are made to prospective students.

Any significant changes will be notified to the applicant prior to completing their enrolment, and support will be available to explore other options.

In circumstances where there are insufficient numbers to make a programme viable, the College may withdraw the offer. All applicants will be supported to find alternative provision.

Duty to Disclose Criminal Convictions

The college has a duty of care to ensure the safety of its students, staff, and all users with whom students interact as part of their programme of study.

Any programme that requires interaction with children and/or vulnerable adults, applicants are required to pass a criminal records check carried out by the Disclosure and Barring Service (<http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>). Applicants will be asked to declare spent

and unspent convictions. For other programmes, applicants will be asked to disclose unspent criminal convictions.

other programmes, applicants will

The Safeguarding team will investigate the nature of the criminal conviction and advise staff accordingly.

The college reserves the right to withdraw any student who knowingly does not self-declare an unspent, and where relevant a spent, criminal conviction.

Please refer to College's 'Assessing Criminal Convictions' Policy for further detail including what information must be disclosed.

Data Collection

All data obtained as part of the application process is held and processed in accordance with the requirements of the General Data Protection Regulation (GDPR).

Barnsley College will collect personal data such as name, address, personal characteristics, and course details in order to create a learner record. The college will share data with government and other third parties linked to, and approved by, the college. For full details please read the college Privacy Notice at <https://www.barnsley.ac.uk/privacy-policy/>

Complaints/Appeals

The college is committed to providing a professional and timely service to all applicants. If, however, an applicant has a concern about a procedure or administrative process, they may make a formal complaint using the college's Complaints Policy.

EQUALITY AND DIVERSITY

The college believes that all those who form the community at Barnsley College (governors, staff, students, visitors, and applicants) have a right to be valued equally and to have the equality of opportunity.

All students have equal access to the policy and the procedures and will be supported according to individual needs through the process should they wish to make a formal complaint.

LINKED POLICIES AND PROCEDURES

The FE Admissions Policy is linked to:

- Single Equality Scheme
- Information, Advice and Guidance (IAG) policy
- Data Protection
- Complaints policy
- Assessing Criminal Convictions Policy

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college's website.