POLICY/PROCEDURE: RESIDENTIAL ADMISSIONS POLICY

Approval required by:	Executive	Y	Governing Body	N
Senior Lead:	Principal of Northern College			
Responsible Manager:	Director of Curriculum (Adults & Higher Skills)			
Date approved:	September 2026			
Date to be reviewed:	September 2027			

Significant changes to policy:

N/A. This is a new policy.

Impact of changes:

N/A.

SCOPE AND PURPOSE

Barnsley College provides an open and transparent Residential Admissions Policy.

Barnsley College demonstrates a commitment to equality and diversity when providing access to and accommodation within the residential facilities.

The Residential Admissions Policy places a paramount concern on safeguarding College students, staff and visitors in relation to residency within the accommodation facilities.

The College can demonstrate its compliance with the relevant funding criteria.

BACKGROUND INFORMATION

This policy covers all residential applications, admissions and occupancy across Barnsley College residential facilities.

To ensure the College will provide a minimum standard of accommodation in line with government good practice guidance including Health, Safety and Wellbeing legislation and safeguarding.

To ensure accountability of all residential allocations within the context of Department for Education (DfE), South Yorkshire Mayoral Combined Authority (SYMCA) and West Yorkshire Combined Authority (WYCA) funding guidance.

Policy

The College has the right to refuse residential applications where it has reason to believe that the student will, or may, pose a risk to themselves or other students in the residence, or where the applicant has a criminal record which cannot be mitigated via the assessing criminal conviction policy.

The College will have robust systems to facilitate the assessment and allocation of rooms to

students within residential accommodation.

This policy will operate alongside the Learner Support Policy (including Residential Access), student admissions and Residential Agreement 2026/27 (Appendix 1).

The College will ensure that arrangements to ensure the health, safety and welfare of its residential students are in place.

Individuals are unable to stay residentially outside of the nights their course is running. The only exception to this is where an individual lives 25 miles or more from the College. In this instance, the individual can request to stay the night before their course starts or where two shorter courses run concurrently.

Children are not permitted to stay.

Where there is a disclosed disability, need, or protected characteristic (aligned to the Equality Act 2010) rooms will be allocated accordingly at the enrolment stage. Medical/supporting evidence may be required.

Barnsley College will manage residential facilities and will consider the most appropriate use of space and running costs when allocating accommodation.

Students found to be contravening the policy in relation to their accommodation may be subject to disciplinary procedures. Breaches may result in the termination of residential accommodation offer. All disciplinary processes and proceedings regarding the residential facilities will be dealt with in-line and in accordance with the Student Behaviour Support Policy.

Barnsley College promotes an ethos that positively reflects its commitment to advancing equality of opportunity and celebrating diversity. Within this context the College will not tolerate any prejudicial behaviour by any member of its community and has a zero-tolerance policy to bullying and harassment. Students who present with these behaviours may be subject to disciplinary procedures and/or may be asked to leave the premises.

The College will provide a security presence 24hrs a day when students are on campus, 5 days a week and on College open weekends. Emergencies should be reported via Reception (during opening hours) or the Residential Night Manager on campus (outside of reception opening hours). Outside of core hours the On-call Duty Manager may be contacted or the College key holder.

The College reserves the right to enter accommodation without prior warning for purposes of maintenance and repair, and to inspect the room where there is suspicion of behaviour contrary to the residential expectations, such as drug or alcohol misuse.

Students are not permitted to bring guests onto site to visit or stay within the accommodation. Students found to be in breach of this may be subject to disciplinary procedures.

The College is a no smoking or vaping environment and students are not permitted to smoke or vape in accommodation and should only smoke in designated areas.

The College is an alcohol-free campus, therefore drinking alcohol is not permitted on site at any time. Students in breach of this may be asked to leave campus or may be subject to disciplinary procedures.

Students may be required to leave campus immediately should they present with an infectious condition or they are deemed to be unwell and unable to attend class.

Where a student is requested to leave the campus they will be responsible for making their own travel arrangements.

Eligibility
To be eligible for funded residential accommodation students must be enrolled onto an approved learning aim/qualification/course funded by DfE, SYMCA or WYCA or be in receipt of an Advanced Learner Loan from Student Finance England.

Where students are on a DfE, SYMCA or WYCA funded programme they must satisfy the appropriate criteria for residential access.

Monitoring, Review and Dissemination
The policy will be reviewed annually in line with:

- DfE, SYMCA or WYCA funding guidelines and audit requirements.
- College strategic priorities and curriculum plan.
- Student feedback.

Information on residential access will be disseminated via the following:

- Student enrolment and induction sessions.
- Staff induction and training events.
- Open days and IAG, interviews and enrolment.
- The College website/social media.
- College/team meetings.

This policy and its underpinning terms and conditions will be located on Buzz and the College website.

Appeals and Complaints
All complaints will follow the Barnsley College complaints procedure.

Data Protection Act 2018 and UK GDPR (UK General Data Protection Rules)
Barnsley College is a data controller in terms of the Data Protection Act and UK GDPR. Personal information and any supporting evidence will be used by the Financial Support Service for College/audit purposes. The College has responsibility to administer public funds (financial support) in manner which is in line with government guidance and the law. In the processing of submitted forms, the College will be mindful of unlawful applications and the prevention of fraud.

EQUALITY AND DIVERSITY
Barnsley College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context the Residential Admissions Policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

The EqIA for this policy is available on Buzz.

LINKED POLICIES AND PROCEDURES

- Assessing Criminal Convictions.

LOCATION AND ACCESS TO THIS POLICY
This policy is available on Buzz and the College website.

Appendix 1

Northern College Residential Agreement 2026/27

Introduction

The purpose of Barnsley College's residential offer is to provide an immersive and calm learning experience with fewer distractions. Students tell us it improves their concentration, motivation, resilience and mindset. ***Please note that by staying residentially you are agreeing to our Terms and Conditions outlined below.***

Please be advised that any issues experienced outside of reception opening hours, can be reported to the Security/Residential Night Manager 01226 776000.

Terms and Conditions

1. If an individual has been assessed to stay residentially the expectation is that individuals will stay residentially for every scheduled night of their course and for the full duration of their course. ***Any individual wishing to change from residential to non residential needs to request this in writing citing the reason*** **to the Principal of Northern College.**
2. Bedrooms are allocated on the day of arrival. Individuals are unable to pre-book or request specific rooms or accommodation blocks. Keys are available from 3.00 pm on the first day with keys returned by 9.00 am on the day of check out. **Keys must not be taken off site**. Lost keys will incur a charge of £30.00.
3. Once allocated, rooms must not be swapped with fellow students as this contravenes our health & safety and safeguarding protocols.
4. Students should stay within their own allocated room and not share rooms.
5. If an individual requires specific facilities due to a health or medical need this must be disclosed prior to attendance on the course. Priority will be given to those with the greatest need. Medical evidence may be required.
6. Please be aware that residential accommodation block will be mixed (male/female).
7. The College does not provide towels or toiletries. Bedding is supplied and additional blankets are available upon request.
8. Individuals are unable to stay residentially outside of the nights their course is running. The only exception to this is where an individual lives 25 miles or more from the College. In this instance, the individual can stay the night before their course starts.
9. Where an individual misses residential nights, for example, due to illness, session cancellation, these nights cannot be banked to be taken back at a later date.
10. Where courses have independent study weeks individuals are able to stay residentially on the nights they would usually be in College. Residential accommodation will cease on the last day of the course with normal check out procedures.
11. Individuals are asked to respect their environment by keeping rooms and surrounding areas clean and free from anything that may damage the facilities, as well as keeping noise levels to a minimum.
12. Visitors are not permitted to enter or stay in the residential accommodation unless accompanied by a member of College staff as part of a pre-arranged event or activity.
13. Parcels must not be ordered to be delivered to the College.
14. Designated smoking/vaping areas are available and identified around the accommodation areas. Please ensure smoking/vaping is restricted to these areas only.
15. Please be aware that the College is an alcohol free site. Anyone found to be in breach of this may be refused residential accommodation and may be subject to disciplinary.

16. The College has a zero tolerance approach towards drugs and will invoke the College's behaviour support policy for anyone found in possession of or using illegal substances.
17. All students are required to wear their ID badges at all times, as part of maintaining a safe and secure environment. Individuals will be challenged where ID badges are not visible.

Reception Opening Hours

- Monday to Friday – 8.30 am to 5.00 pm