

Reaseheath College Admissions Policy For Further Education and Apprenticeship applicants

1. Policy Statement

- 1.1 Reaseheath College aims to offer a broad range of programmes to learners of all abilities and to ensure that learners are appropriately matched to a programme of study. The College will apply the principles in this policy to applicants for full-time and part-time further education programmes and applicants for apprenticeship programmes.
- 1.2 The College is committed to ensuring equality of access and opportunity for those seeking to study at the College and welcomes applications from all individuals.

2. Aims of the Policy

- 2.1 This policy governs the admission of individuals to the College as FE or apprenticeship students.
- 2.2 The College aims to provide:
 - a fair, open and transparent admissions process;
 - impartial advice and guidance to applicants and potential applicants;
 - a process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a programme of study;
 - a process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to staff, students and third parties are discharged;
 - a process which is accessible to all applicants and is consistent with the College's commitment to equality and diversity.

3. Scope of the Policy

- 3.1 This policy is relevant to any individual who applies to the College to study on a Further Education or Apprenticeship programme, including existing students of the College who apply to re-enrol on a programme at the College.
- 3.2 This policy applies to FE students on application and within the first six weeks of their programme commencing at the start of the academic year.
- 3.3 This policy does not apply to higher education applications. Applicants for higher education programmes are directed to the University Centre Reaseheath Higher Education Admissions Policy on the University Centre Reaseheath website at www.ucreaseheath.ac.uk.

4. Overall responsibility for the Policy

- 4.1 The Vice Principal Curriculum and Quality has overall responsibility for the Policy.

5. Equality Diversity and Inclusion

- 5.1 In implementing this Policy, the College remains mindful of its duty of care and of its obligations under the Equality Act 2010, including its duty to make reasonable adjustments to teaching and learning, assessment and other activities, as appropriate. In dealing with applicants the College also remains mindful of its duties under the Data Protection Act 2018 and the College's Data Protection Policy.
- 5.2 When implementing this Policy, each application will be considered on an individual basis and decisions made, wherever possible, through a process involving the student and any other relevant parties such as academic staff, parents or carers and internal and external agencies, such as social workers and local authorities, as appropriate in the circumstances, for example in relation to looked after children and those for whom an Education, Health and Care Plan is in place.

6. Information, Advice and Guidance for applicants

- 6.1 Information about the College, the programmes it offers, relevant entry criteria and other useful information is available from the following sources:
- the College's website (www.reaseheath.ac.uk)
 - the College's Enquires and Applications Team (enquiries@reaseheath.ac.uk and 01270 613242).
 - the College's FE prospectus available online and from the Enquiries and Applications Team
 - College Open Days and Taster Days.
- 6.2 The Enquires and Applications Team responds to all initial enquiries regarding the College's offer. If applicants are unsure about which course to study or progression routes they can access individual course guidance with the Matrix accredited team, who offer impartial advice.

7. Admission process and procedure

- 7.1 The college website provides details of how to apply for FE and Apprenticeship programmes and provides for online applications as well as the option to download and print application forms for applicants to send in to College (at <http://www.reaseheath.ac.uk/further-education/courses/how-to-apply/>).
- 7.2 All applicants must:
- satisfy the requirements for admission to the proposed programme of study;
 - demonstrate a strong commitment to further study and the ethos of the College;
 - if requested to do so, provide evidence of their previous achievements and good conduct at their current school, college or workplace;
 - inform the College about any health, behavioural or learning needs and any other services that are providing support to the applicant, such as social care services, to allow the College to support any additional learning or welfare support needs;
 - inform the College about any pending criminal investigations, prosecutions or criminal convictions;
 - agree to adhere to the College's student charter.
 - Provide evidence of right to study in the UK, unless requiring visa sponsorship

8. International applicants requiring visa sponsorship.

- 8.1 Applications are welcome from international applicants requiring visa sponsorship, for full-time programmes of study at RQF Level 3 and above, excluding apprenticeships. Applications must be made directly to the college.
- 8.2 Students who have studied in the UK previously, either at Reaseheath College or at another institution in the UK, must be progressing to a higher level of study to be considered for a sponsorship.
- 8.3 Academic course entry requirements are the same for international students as they would be for UK applicants however non-UK qualifications will be assessed for equivalency and suitability. Proof of qualification will be required and where qualifications are not in English, official translations will be required. Details of the translator's credentials will need to be supplied along with their official declaration that the translation is accurate.
- 8.4 Evidence of an applicant's proficiency in English language at CEFR B1 (below degree level) will be required through a Secure English Language Test (SELT), preferably the International English Language Testing System (IELTS) English language proficiency test or equivalent.
- 8.5 Applicants may not need to provide evidence of proficiency through SELT if they:
- have demonstrated proficiency in a previous successful visa application; or
 - have a GCSE, A-Level, Scottish National (L4 or L5) or Advanced higher, in English (language or literature), that was awarded by an Ofqual regulated awarding body, following education in a UK school under the age of 18; or are nationals from countries defined by UKVI as 'majority English-speaking' countries.

- 8.6 Upon application the admissions team will request:
- Passport photograph page
 - Previous qualifications (plus official translations where necessary)
 - Previous UK visa details
 - Details of refused UK visa applications
 - Secure English Language Test (SELT), where necessary
- 8.7 Applicants deemed to be academically suitable will be invited for a credibility interview, normally via video call. During this interview, the college will seek to assess the integrity and credibility of the applicant's intentions to study. The college reserves the right to reject applicants which the interviewing panel suspect may have ulterior motives such as, but not limited to, seeking entry to the UK to work or live with family. The college will be required to make thorough checks on the immigration history of the applicant and information on previous UK visas held and visa applications refused will be considered in assessing credibility.
- 8.8 In addition to a credibility interview, some courses may also require an interview to assess an applicant's suitability for the course academically. These interviews may be conducted separately or at the same time as the credibility interview, however in all cases, the credibility interview will be first.
- 8.9 Once an offer is made, applicants will be required to meet both academic and non-academic conditions prior to a Confirmation of Acceptance for Study (CAS) being assigned. Non-academic conditions typically include proof of funds, payment of deposit (£3,500) and Tuberculosis certificate, unless from exempt countries as defined by UKVI. Applicants are advised to consult the UKVI guidance and advice on all aspects of visa sponsorship, particularly in relation to visas for dependents, evidence of funds, SELT and TB certificate, prior to application. ([Student visa : Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/student-visa-overview))
- 8.10 The college will reject applications and/or withdraw offers where an applicant has failed to meet all academic and non-academic entry criteria and/or conditions of offer.
- 8.11 Once satisfied that the applicant is suitable and meets both academic and non-academic conditions, the admissions team will assign a CAS. To do so, the college will be required to share personal information with the Home Office/UKVI to facilitate the visa process. The college may also be obliged to share data with the Home Office at enrolment and during studies, to fulfil its responsibilities and obligations as a visa licence holder.
- 8.12 Once CAS has been assigned, the admissions team will inform the applicant of the CAS unique reference number and provide a PDF of the CAS via email. CAS are valid for six months and must be used before its expiry. Applicants must be mindful that a decision to assign a CAS does not guarantee that the Home Office will issue a visa. If a visa is refused, the applicant is required to notify the admissions team at the earliest possible opportunity via fe-applications@reaseheath.ac.uk. In such cases, any deposit paid will be refunded upon receipt of their refusal letter provided by UKVI, subject to £100 administration fee, as outlined in the fee policy.
- 8.13 Whilst applicants are permitted to use agents to help them with their application, the admissions office will only deal directly with the applicant.

- 8.14 Should an applicant be successful, they will be required to comply with the requirements of their visa, as stipulated by UKVI, and the policies and processes of the college. Failure to do so may result in withdrawal of visa sponsorship.

9. Applicants with additional needs due to medical conditions, disabilities or learning difficulties

- 9.1 The College welcomes applications from students with additional needs. It is very important that applicants with additional needs make this known to the College on their applications so that reasonable adjustments can be considered. Applicants who indicate that they have medical conditions, disabilities or learning difficulties may be contacted to arrange an interview with a specialist from the learning support or welfare team to discuss their individual needs and agree the support required.
- 9.2 The College is committed to ensuring that there is reasonable adjustment and provision for students with medical conditions, disabilities or additional needs. However, if the College is unable to offer appropriate adjustments and/ or provision to meet a prospective student's needs, the College will inform the applicant, and every effort will be made to refer to other more appropriate educational provision.

10. Applicants with criminal convictions

- 10.1 Applicants are required to disclose any pending criminal investigations, prosecutions and any criminal convictions and cautions. As the College provides programmes for learners under 18 years of age, including residential provision, and provision for vulnerable adults, the College may require applicants to declare any spent criminal convictions or cautions.
- 10.2 Failure to disclose a criminal investigation, prosecution, conviction or caution on admission or at any time during the programme of study may result in disciplinary action against a student and permanent exclusion from the College.
- 10.3 Having a criminal investigation, prosecution, conviction or caution will not necessarily prevent an applicant from gaining admission to the College. The application will be considered on academic grounds in the first instance. If it is decided that an offer of a place can be made on these grounds, then consideration will be given to the criminal investigation, prosecution, conviction or caution having regard to the safety and interests of all members of the College community. The applicant may be requested to attend an interview and the circumstances considered by relevant members of College staff including the Safeguarding Lead (or Deputy) and the Course Manager.
- 10.4 The College may request that the applicant provides further information about the criminal investigation, prosecution, conviction or caution, including details about the offence(s) and any sentence(s). The applicant will be expected to co-operate with the College's requests and will be expected to provide the College with copies of, or access to, any relevant documentation or information requested by the College.
- 10.5 In reaching decisions on those with criminal investigations, prosecutions convictions or cautions, the College will consider not only its own responsibilities and duties to the College community but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements. The test the College will use is whether

any criminal investigation, prosecution, conviction or caution, disclosed by an applicant gives reasonable grounds for considering that the admission of the individual: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in college business; or (b) would be contrary to the law or to the requirements of any relevant professional or other regulatory body or in accordance with the College's Child Protection and Safeguarding Policy and Safeguarding Adults Policy.

- 10.6 Having considered any relevant information and documentation, the College will write to the applicant to confirm the College's decision. If the College considers that it is unable to admit the applicant to the programme applied for or to the College generally, the applicant will have a right of appeal against this decision which will be dealt with in accordance with section 12 below.

11. Right to refuse admission

- 11.1 The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:
- if an applicant is unable to demonstrate the minimum entry requirements or if requested to do so, provide satisfactory references for the programme applied for;
 - if the funding requirements for the programme applied for cannot be met;
 - if the programme applied for is undersubscribed (with the result that its delivery is not viable for the College or its students) or oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for;
 - if an applicant has a criminal conviction or caution or has a pending criminal investigation or prosecution, which prevents them from undertaking the course or programme applied for;
 - if the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the College;
 - if the applicant has specific physical, medical, behavioural, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet.
- 11.2 The above is a non-exhaustive list and there may be other reasons or circumstances for which the College may consider an applicant is unsuitable to study on a particular course or programme or at the College generally.
- 11.3 All members of staff must ensure that they consider the college safeguarding procedures alongside this procedure.
- 11.4 If the College considers that it is unable to admit an applicant to the programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant whether there is a suitable alternative programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

12. Right of appeal against decision to refuse admission

- 12.1 Where applicants are refused a place at the College or refused a place on the programme applied for, there is a right of appeal against the decision in accordance with the procedure set out in the College Compliments and Complaints Procedure.

13. Monitoring, review and equality impact

- 13.1 This Policy will be reviewed annually. In monitoring its impact, the College will have due regard to the College's Equality, Diversity and Inclusion Policy and its general Equality Duty.

- 13.2 This policy is linked to the following policies and documents:

Child Protection and Safeguarding Policy
Safeguarding Adults Policy
Equality, Diversity and Inclusion Policy
Information Advice and Guidance Policy
Data Protection Policy
Fitness to Study/Practise Policy
Compliments and Complaints Procedure

14 Publication

- 14.1 This Policy is published on the College website, the staff and the student intranet.

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Lead for Policy	Vice Principal Curriculum and Quality
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