



# Admissions Policy

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Approved by Senior Leadership Team (SLT)

<b>Strategy/Policy Responsibility: Senior Leadership Team (SLT)</b>	
<b>Date approved</b>	September 2015
<b>Review date</b>	August 2022
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## **Purpose**

Sutton College is fully committed to offering a wide range of opportunities promoting access to programmes catering for pre-entry to level 5. The College offers a fair and transparent admissions policy and process. It serves to ensure that all potential learners have access to impartial information, advice and guidance and to support individuals in identifying the course/programme of study which most meets their skills and aspirations in an appropriate and confidential environment.

The programmes offer learners the possibility of accessing subjects for the first time as tasters, second and third chance opportunities for academic qualifications to broaden horizons and increase employability. Programmes offered enable employees to increase their skills in the workplace and provide the possibility for career moves and development.

The range of opportunities vary in mode of delivery, timing and location to offer flexibility to recognise the diverse reasons for learners wishing to access learning.

The College is responding to changing needs in the community it is serving. This is reflected in the growing number of opportunities offered for discrete programmes negotiated with employers where they have identified who accesses the provision.

Another important trend is the role of the College in offering courses that are being accessed by learners who view education opportunities as a first step in to entering employment if they have not worked for a while.

The diversity of programmes offered means that no one entry route can be defined but there needs to be clear principles so that learners recruited onto courses have the chance to succeed. The College recognises it has a responsibility to recruit learners onto appropriate courses and provide access to reasonable support.

The College has the right to refuse entry to learners where information requested is not being disclosed and consequently College staff believe there may be significant safeguarding concerns for other stakeholders.

The College has the right to request from agencies/third parties a risk assessment, if College staff identify issues that the College should be aware of.

## **Scope of the policy**

The policy works within the framework of the College's mission statement and Equality and Diversity Policy.

The policy relates to all applicants who:

- a) Are aged 19 or over on the 1st August of the relevant academic year
- b) Are seeking to re-enter the education system after a period away from study
- c) Are applying to the College following study or training at other institutions or place of employment
- d) Are aged 16-18 year old and want to undertake a qualification in addition to their full time study at another institute.
- e) No learner who is in compulsory school leaving age will be enrolled before prior consent of the Manager and Principal.

## **1. Courses funded by ESFA and GLA**

- The College will offer specialist information and advice to help the learner identify appropriate courses to study
- Curriculum/Programme Leaders and Curriculum Co-ordinators will set assessment requirements that must be met by intending learners before enrolment onto the courses can be confirmed
- Curriculum/Programme Leaders and Curriculum Co-ordinators will provide the detailed course content and set the access requirements for the course
- The College reserves the right to request learners to attend a pre-enrolment interview with a relevant manager to establish the suitability of the course(s) selected.
- Learners must have a reasonable chance of succeeding on courses funded by these streams and may not be able to access the courses if they do not have appropriate levels of qualification/experience as defined in the Course Details Form. (CDFs)
- Acceptance onto courses is dependent on the learner accepting the requirements of the courses and demonstrating their ability to cope with the level and content as specified in the CDF.
- Learners may access learner support funds and additional learning support if eligible. Support required will be assessed by the relevant personnel (see Learner Support guidelines) and the learners in receipt of the support must enter the accreditation as a requirement of the access to support being agreed.
- Learners must, if enrolled on a course funded by these streams, agree to take the required accreditation and accept the requirement to inform the College of any anticipated absences
- The College reserves the right to monitor attendance, punctuality, progress and tutorial support where necessary.
- Sutton College reserves the right to move courses to online delivery.

## **2. Courses Funded by Community Learning Stream**

- Courses funded by Community learning do not lead to a qualification.
- Delivery may be in community venues or at Sutton College site.
- Learners intending to enrol on the courses funded by these streams must have a reasonable, realistic chance of succeeding on the course.
- Learners accessing the opportunities should meet the course requirements as specified in the CDFs.
- Attendance of at least 90% is required on community learning courses.
- Courses in community learning are designed to work with the local community and learners to work on developing their social and life skills along with academic knowledge.
- Sutton College reserves the right to move courses to online delivery.

## **3. Learners On course – Progress**

- Learners accepted on courses have their progress monitored throughout and recorded in the Individual Learner Journey.
- The initial assessment process should enable all learners to identify concerns they may have that must be addressed by course tutors. If tutors consider additional support is required it is important that a referral form is completed with the student as soon as any concerns are identified.

- If tutors are concerned about any aspect of a learner's progress on the course a Course Tutor Referral Record should be completed so that support can be provided as soon as possible (see attached).
- The College has a Behaviour Contract Scheme for those particular instances where College managers and teaching staff feel it necessary to specify agreed ways of working with individual students.
- The College reserve the right to refer the learner on to a 'Fitness to Study' programme in accordance with our 'Fitness to Study' procedure.

#### **4. Courses Funded By Employers/External Groups**

- Responsibility for learners recruited to the courses lies with the sponsoring organisation.
- Sutton College expects in the contract negotiated that the sponsoring organisation will have assessed the suitability of the learners and advised the College of any issues that may impact on the teaching and learning.
- Provision of this nature is subsidised and learner details are recorded for reporting activity to the ESFA and GLA.
- Access to support as appropriate is negotiated with the external group.
- Buildings and facilities used for delivering training offsite and/or on an employer's premises must be safe and fit for purpose. This is the responsibility of the sponsoring organisation/employer.

#### **Disclosure**

Information about a disability, health condition or specific learning difficulty is considered to be personal sensitive information and is protected by the Disability Discrimination Act 1995 (DDA) and the Data Protection Act. Therefore, this information cannot be passed onto others without the learner's permission.

Any learner with specific learning difficulties and/or disabilities, or who regards him/herself as having a physical disability or mental health condition will be encouraged to disclose this at interview and provide any relevant documentation so that appropriate adjustments or arrangements can be discussed, applied for and arranged wherever possible.

When a disability, health condition or specific learning difficulty is disclosed, learners will be required to sign a 'disclosure form' confirming their agreement for the information to be shared with staff who need to know, in order to provide them with the necessary assistance. This will normally include the relevant Curriculum/Programme Leader, Curriculum Co-ordinator, lecturers, exams, support staff /assessments staff and anyone who Sutton College feels needs to know this information for their benefit.

If learners do not wish anyone to know about their disability, health condition or specific learning difficulty outside of student support, they can decline permission for this information to be disclosed to other people, but if they do so they should understand that this may restrict the assistance that can be provided.

#### **Recognition of Prior Attainment**

The course approval process will recognise and take into consideration any prior achievement or accreditation. The guidance from awarding organisations must always be followed and, not all qualifications allow the use of Recognition of Prior Learning (RPL). Where the use of RPL is permitted, this will be stated within the qualification specification.

Recognition of prior learning is an assessment process whereby evidence from a learner's previous achievements can be assessed and used to demonstrate competency for their qualification and/or units being studied.

RPL is categorised into two distinct types:

- Recognition of certificated prior learning- learning that has taken place that has been certificated either by the organisation or an awarding body
- Recognition of experiential learning- learning that has been gained through experience but has not been certificated.

### **General Information**

All information collated during the Admissions process is regarded as confidential and will not be disclosed to other parties without the prior agreement of the learner. Records will be stored securely.

Appendix 1

Courses requiring assessment

