



ADMISSIONS POLICY

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Head of Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Head of Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.7	January 2015	January 2018	Head of Student Services

Equal Opportunities: Impact Assessed

Review:

POLICY NUMBER 3

SOUTH TYNESIDE COLLEGE

ADMISSIONS POLICY

1 Policy Statement

South Tyneside College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

2 Scope

South Tyneside College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the College's Equality and Diversity Policy and Admissions Requirements and Guidelines.

3 Legislation

The following legislation applies to this policy

- Equality Act 2010

4 Responsibilities

Everyone has a responsibility to give full and active support to the policy by ensuring:-

- 4.1 The policy is known, understood and implemented.
- 4.2 The Head of Student Services is responsible for the effective implementation of the policy.

5 Actions to Implement and Develop Policy

5.1 Admission requirements

Criteria for Admission

- 5.1.1 The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- 5.1.2 The applicant meets the specific entry requirements of a programme or course.
- 5.1.3 The applicant meets all the other admission criteria

- 5.1.4 The applicant has satisfactory references, where applicable.
- 5.1.5 The applicant attends an interview, where required by a specific programme or course.
- 5.1.6 The applicant agrees to pay any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).
- 5.1.7 There are places available on the programme of study i.e. target numbers have not yet been met.
- 5.1.8 The applicant agrees to the Terms and Conditions of the College at the time of accepting an offer of a place.

5.2 **Under 16 applicants**

- 5.2.1 Applicants under the age of 16 will not usually be permitted entry to a full time course at the College.
- 5.2.2 In exceptional circumstances an applicant who is under the age of 16 may be considered for entry to the College e.g. their special educational needs can not be met in a school.
- 5.2.3 Applicants under the age of 16 must have a supporting letter from their Local Education Authority confirming the transfer of funds and their school (if the applicant is attending a school).
- 5.2.4 If the applicant is not attending a school a supporting letter from a parent/guardian will be required.

5.3 **Right to Refuse an Application**

The College reserves the right to refuse an application. Applications from prospective students who come into this category will be given full consideration by the College's Senior Executive Group which will follow the Student Application Refusal Guidelines specified in 5.4 of this policy.

- 5.4 The College reserves the right to refuse admission to an applicant who:
 - 5.4.1 Does not meet the admission criteria in 5.1 and 5.2
 - 5.4.2 Withholds information; provides false information or misleading information
 - 5.4.3 Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which prima facie present a clear and immediate danger to learners, staff or college property and equipment.

- 5.4.4 Who has previously been excluded from South Tyneside College or another education institution.
- 5.4.5 Who has previously attended this or another education establishment and not completed courses, including all external assessments.
- 5.4.6 Has outstanding debts to the College.
- 5.4.7 The College will carry out a CRB check for applicants to some programmes where learners may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes.
- 5.4.8 The College reserves the right to carry out a CRB/ police check on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College.
- 5.4.9 The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.
- 5.4.10 We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the appropriate Head of Department/School.
- 5.4.11 Applicants who do not meet the normal entry requirements for a particular course maybe given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his/her nominee(s), usually an Assistant Principal or Head of School.

6 Monitoring & Evaluation

The College's Senior Management Team will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

7 Related Policies

Equality & Diversity Policy
Disability Equality Policy
Race Equality Policy