



**Wirral Met College**

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# FE Admissions Policy

Document status	
Document owner	Director of Student Services
Document author	Admissions Manager
Document type	Policy
Date of document	June 2023
Version number	11
Review requirements	Annual
Date of next review	June 2024
Approval body	SLT
Publication	Staff Intranet/Website
Code	PO22

## **Policy Statement**

The College will endeavour to abide by the principles and aims of the Admissions Policy and to ensure that all students are given the opportunity to achieve their potential.

Wirral Metropolitan College is committed to valuing diversity, and promoting and implementing equality of opportunity in all its activities. The College seeks to recruit students from a diverse community and welcomes applications from motivated individuals from all backgrounds. We recognise that student potential is not always demonstrated merely by formal academic qualifications and the College will accept applicants from backgrounds that are under-represented within post-16 education.

Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices. Whilst we aim to offer provision for all applicants, we recognise that for some students, the College, its courses or facilities will not be the most appropriate option and appropriate external referral will be made if this is the case.

Prospective students should complete a college application form either online or by accessing a paper copy.

Existing students who are 16-18, wishing to progress within their existing curriculum area should discuss this with their Personal Tutors as part of the Next Steps tutorial process.

Existing students moving to another area of the college would usually be required to complete an application form for that area. However, some students from the Student Support and Foundation Learning Faculty ( AP3) may be offered a place in another area with an extended transition period so may not be required to complete a further application form.

Existing students who are 19 and over should complete an application which will be processed by Student Services. This will ensure that appropriate funding and finance information is made available to them.

The Admissions Policy aims to be fair and impartial to all applicants and to ensure the College meets the obligations reflected in current legislation, government priorities and College policies.

The recruitment and admission process for Apprenticeships and Traineeships is employer-led and responds to the demands of the labour market. Therefore the criteria in this document does not apply to Apprenticeships, Traineeships and Employability programmes or to courses funded by the Office for Students (OfS).

Wirral Met can no longer offer visas for international students under Home Office legislation.

Adults will need to meet the relevant eligibility requirements set out in:

- adult education budget (AEB) funding rules
- annex A of the apprenticeship funding rules for apprenticeship providers and employers

Adult learners will need to provide evidence of their new 'settled status' in order to access the home fee.

Refer to the College's ESOL department if you are unsure, where documentation/passports will be checked.

## **Key Aims**

In supporting this policy the College will strive to:

### **1. Ensure that applications are processed efficiently and effectively**

1. Applications are managed through the centralised Admissions team
2. Students must apply using a standard College application available online and in paper format.
3. The College will ensure enquiries received via telephone, email, in person or letter will be responded to within five working days
4. Once an application form has been submitted, applicants can request information about the progress of their application at any stage
5. Interviews and Welcome Events will be held on pre-arranged dates through the year
6. All applicants are entitled to receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme
7. Where appropriate, students will be given a conditional or unconditional offer within 7 working days of the interview/ Welcome Event
8. Clear, informative joining instructions will be available to prospective students at least 4 weeks before the beginning of a course for applicants who have applied more than 6 weeks before the start of that course. If applying less than 6 weeks before the start of the course, joining instructions will accompany the offer.
9. Students applying for ESOL places in year will be offered an interview and/or assessment and a place if available at their level.

### **2. Match prospective students to the most appropriate course for them**

1. The College will provide a range of events, including open days and Welcome Events and parent events for potential applicants
2. All course information is accurate and clear and will include sufficient information on the course content for the prospective student to understand what the course will cover and of progression opportunities available
3. All course information leaflets contain clear entry guidelines which are reviewed annually
4. All prospective students will have the opportunity for an impartial guidance interview
5. Prospective students who are unclear about their choices will be given the opportunity to have an impartial guidance interview
6. Individuals who are refused a place will be given a clear explanation for the refusal based on published entry guidelines. They will have the right to appeal against the decision through the College's Comments, Compliments and Complaints Procedures
7. If a reference is required, but not available at interview, this will be recorded as one of the conditions of any offer made. For 16-18 students a copy of the most recent school report may be accepted as a reference

8. Personal tutors will record the outcome of the Next Steps interview on Pro-Monitor for all existing students and those which are progressing will be invited to enrol during Term 3.
9. The College will endeavour to offer appropriate information and support to both potential and enrolled students to enable them to make informed decisions and choices at relevant stages of the admissions cycle
10. Students who wish to progress from our ESOL provision to a vocational area, will be supported to do so. There may be a need for curriculum teams to exhibit some flexibility around entry guidelines if the applicant has relevant qualifications or experience in their chosen subject area. The Advice & Guidance team can support to identify equivalent qualifications, and ESOL students are guaranteed a face to face interview in the area they are interested in.

### **3. Identify the support needs of prospective students**

1. Prospective students' needs will be identified as soon as possible in the application process, this may include support with English language, for a learning difficulty or disability, a medical need or an issue relating to safeguarding
2. Opportunities will be given throughout the application process for prospective students to declare support needs and to discuss these with a member of the Additional Support team or the Safeguarding Manager
3. The College Manager, Additional Learning Support, will ensure that the College makes all reasonable adjustments to accommodate an applicant's support needs
4. Applicants will be told whether or not their support needs can be met and provided with clear explanations of the provision / adjustments that can be made
5. The college reserves the right to refuse admission to any applicant where there are reasonable grounds for concern, either due to an unspent criminal conviction or due to their conduct, that they may pose a risk to the safety or wellbeing of others or to the security or proper functioning of the college.
6. On the rare occasion that the college has reasonable grounds for concern that a student may be unfit to study due to a health condition or disability, the needs of the individual will be assessed on a supportive basis under the college Fitness to Study Policy. The college will always aim to make reasonable adjustments to meet the needs of any applicant with a disability as defined in the Equality Act 2010.

This policy should be read in conjunction with TL4 18 Further Education Admissions Procedures and Guidance.