



exeter college

# Admissions Policy

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Consulted with: Vice Principal, Director of Student Experience, Assistant Principal

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## 1. Purpose

This policy applies to all applicants seeking entry to Exeter College, for a full-time or part-time programme of study. This policy does not identify detailed organisational activities but overriding principles that shape how these activities are carried out. This policy is for external applications new to Exeter College.

## 2. Definitions

- 2.1. Adults – persons age of 19 and over on 31<sup>st</sup> Aug (start of College academic year)
- 2.2. Young person – persons aged 16, 17 or 18 on 31<sup>st</sup> Aug (start of College academic year)

## 3. Policy and Implementation

### 3.1. Statement of key principles

- 3.1.1 Exeter College provides a wide range of learning opportunities. The College does, however, acknowledge there are some people for whom it is not the appropriate training or education provider.
- 3.1.2 Exeter College aims to provide a fair and transparent approach for anyone applying for a course or training route. All entry criteria are outlined on our College website or in the appropriate College publication. If an applicant does not meet the entry criteria, the College reserves the right to decline an offer of a place a programme.
- 3.1.3 The College's 16-18 courses operate as a Sixth Form for the city, and wider region, for learners of school-leaving age. The sixth form offer covers year 12, 13 and exceptionally 14.
- 3.1.4 In the academic provision (where we offer places to some exceptionally able 15-year olds) 17-year olds might be agreed to start programmes by exception by a Head of Faculty or Assistant Principal. For safeguarding reasons learners must be no older than 17 by 31 August in the year they start an academic programme of study.
- 3.1.5 In some Level 3 vocational and technical sixth form provision, exceptions for those who are 18 on 31 August in the year the programme starts may be made (by the relevant Head of Faculty or SLT) if there are exceptional circumstances and if the programme is a suitable progression route for the learner.
- 3.1.6 Apprenticeship programmes can enrol learners from across different age ranges.
- 3.1.7 19+ courses and HE provision comprise our adult College provision. To access this, learners should be 19 or older by 31 August in the academic year they start their programme. Exceptions for those who are 18 might be agreed (subject to a member of SLT's approval) in exceptional circumstances for Access Programmes if there is no other suitable provision for progression at the College. Any such exceptions can be made only for learners with a clear progression rationale and who have funding in place.
- 3.1.8 Learners entitled to be funded at a 16-18 learner rate by an EHCP will still need to be offered places on age-appropriate courses as outlined above.
- 3.1.9 The admissions policy should be read alongside the SEND policy.
- 3.1.10 Reasonable adjustments will be made so disabled applicants can access programmes. The College requires timely cooperation from applicants and any supporting professionals / agencies, to determine what reasonable adjustments should be made.
- 3.1.11 Exeter College offers a broad range of learning opportunities and ensures that individuals where appropriate, are matched to a programme of study best suited to their ability and future direction.
- 3.1.12 We celebrate diversity and challenge discrimination where we find it and welcome applications from anyone with the potential to succeed. No applicant will be excluded from entry as a result of discrimination on the grounds of age, disability, gender, pregnancy and maternity, race, religion sexual orientation or transgender status. We reserve the right to make decisions relating to appropriateness

of admission in connection with the age of any applicant where safeguarding best practice requires the College to do so.

- 3.1.13 Exeter College is committed to equality of opportunities for all applicants and we recognise that our College is enhanced by a diverse learner body that is reflective of the wider community. We welcome applications from both home and international communities.
- 3.1.14 All applications to Exeter College will be treated as confidential and personal information and data is dealt with in line with legislative requirements.
- 3.1.15 Exeter College staff will work with other agencies such as CSW, The Virtual School, Social Services, Schools and Employers to transfer information where appropriate and to ensure we are best informed about the most appropriate type of teaching and support. This includes learners who apply from an Alternative Provider or who are in a mainstream setting on a reduced timetable.
- 3.1.16 Exeter College is committed to making information available in a range of formats and through hosting open events that showcase the College and raise people's awareness of the range of the courses we offer, so that we help applicants to make well-informed choices about their education and training.
- 3.1.17 For those who are accepted onto and join a course, the College has high expectations regarding attendance, work completion, appropriateness of behaviour. Failure to meet these expectations, for whatever reason, may result in the student being withdrawn from the course.

### **3.2. Information, Advice and Guidance**

- 3.2.1. All learners aged 16-18 can access advice and guidance from our dedicated College Advice Team prior to their college application and up until they are enrolled. Pre-course advice is offered in schools, at college events, or can take place on a request via email, telephone, virtually (via Teams) or face to face. The College Advice Team offer an Advice Zone service at student Interview events and enrolment to ensure IAG is available when a student changes their mind or is unable to progress with their chosen course. At enrolment, if we are unable to offer a prospective learner a suitable course at Exeter College, we will signpost the learner to Careers South West for advice on alternative provision.
- 3.2.2. All learners aged 19+ that are seeking a professional qualification can access advice and guidance from our dedicated Adult Advice Team prior to their application college application and up until they are enrolled. Pre-course advice is offered at college events, or can take place on a request via email, telephone, virtually (via Teams) or face to face. The Adult Advice Team offer an Advice Zone service at student Interview events and enrolment to ensure IAG is available when a learner's changes their mind or is unable to progress with their chosen course.
- 3.2.3. Teaching staff offer detailed advice & guidance on their curriculum area at school & college events, and during the interview and enrolment process.

### **3.3. Applications**

- 3.3.1. Applicants will, ordinarily, receive acknowledgement of receipt of their application within 5 working days. Online applications will receive an automatic acknowledgement of submission. During initial screening of applications learners may be offered alternative routes of study, added to a waiting list, advised to approach another organisation or to apply to another institution.
- 3.3.2. Exeter College will, exceptionally, consider applications for its full-time academic Level 3 courses for 16-18-year-olds from someone under-16 years old. To qualify for consideration any student under 16 must have achieved, or be in the process of achieving, the entry requirements for their chosen programme, have their suitability assessed via an interview and/or other process, and have funding in place.
- 3.3.3. Adults may apply for any of the following courses provided by Exeter College:

- Access to Higher Education courses for those who wish to progress to university level study but who do not hold the necessary level 3 qualifications
  - Higher Education courses
  - Apprenticeships in specific vocational areas
  - A range of part-time courses encompassing leisure and professional
  - Short courses in skills, including literacy, numeracy and information technology
  - English courses for speakers of other languages (ESOL)
  - Part-time vocational programmes for those wishing to up-skill or train for a new career.
- 3.3.4. Every case is considered on an individual basis, taking into account any relevant contextual information.
- 3.3.5. Safeguarding learners is the College's primary priority. Learners are responsible for keeping their address and next-of-kin contact details updated and accurate. Learners enrolling on a 16-19 programme must live with a suitable next-of-kin (i.e. someone with guardianship responsibilities). The College will not enrol 16-19 learners who have been placed by parents into independent accommodation without Ofsted-recognised appropriate support. Learners placed in this situation by their parents/guardians may be asked to leave their programme of study.

### **3.4. Entry Requirements**

- 3.4.1. Each application is considered against the academic and other entry requirements set out in the relevant College publications, (full-time and apprenticeship, Higher Education or adult part-time) and, where appropriate, will also be reviewed in light of any additional information provided by the applicant. Entry requirements may include academic as well as others.
- 3.4.2. Each application will be subject to an initial screening by the Admissions Team before applicants are invited for their college interview (if applicable).
- 3.4.3. The College Admissions Team will request further evidence from applicants from non-UK nationalities. This documentation is to comply with Education and Skills Funding Agency guidance. Missing information may delay the processing of an application and the College cannot proceed with an enrolment without the required evidence.
- 3.4.4. Each application form asks the student to identify any additional support requirements they might have. The objective of this is for the College to begin to assess the needs of the student so that the College can agree suitable support and/or reasonable adjustments, therefore full disclosure is strongly advised.
- Learning difficulties/disabilities: Applicants will usually be seen by a member of the Learning Support team prior to their subject interview. Needs will be recorded and relevant support, wherever possible, will be put in place in time for the student joining the College, assuming suitable notice of needs is able to be provided by the Applicant;
  - Medical condition or disability: Dependent on the type of condition, some applicants' details will be passed to our Student Experience Department or Learning Support team accordingly. Support will be followed up by the appropriate department;
  - Where an applicant has declared a serious medical issue that could impact significantly on their programme of study and/or access to College facilities, then we may need to ask for advice and in some cases supporting information from professionals concerned. This is to enable the College to make an informed assessment as to the suitability of a particular course for the applicant, taking account of our duty to make suitable reasonable adjustments for students with disabilities;
  - We will normally require applicants who have disclosed a recent recurring or serious health problem (mental or physical) to provide an independent medical report on their condition. In some cases, it may be necessary for the College to be in receipt of supporting documentation and advice

from professionals prior to assessing the suitability of a course/College for an applicant. Such assessments and judgements will be made by an access panel consisting of relevant College staff and, where appropriate, external representatives. Applicants with significant support needs may have their application considered by the High Needs Student Panel. This panel considers the degree and nature of support required and advises whether the College is able to provide the level of support necessary or whether any adjustments, if required, are reasonable;

- An applicant who anticipates not being sufficiently well enough to fully attend a course, must disclose this prior to enrolling;
- Learners who have a current Education, Health and Care Plan should ensure the College has received their application and Plan by March 31st of the academic year preceding the academic year they wish to commence their learning. Timely provision of such information assists with a range of processes, including the preparation of support, recruitment of staff, liaison with the local authority and/or Clinical Commissioning Group (CCG), and any adjustments required to ensure that the College can make an informed decision on whether admission will be possible, having considered the likely impact of any reasonable adjustments.
- Where an applicant suffers from a medical condition that has or might have a material impact on their learning, or other students, and this was not disclosed on the Application form, this could result in the application being reconsidered if reasonable adjustments are unlikely to enable accessing a course possible.
- The College Admissions Team may request additional information for an applicant who is attending an Alternative Provider or a reduced timetable at a mainstream school setting. Contact will be made directly to the AP or school to ascertain the current learning the learner is accessing and to ensure a smooth transition to an appropriate programme which best meets need.

### **3.5. Other considerations**

- 3.5.1. All applicants must disclose any criminal records or other issues which might reasonably be considered to impact on their suitability to join a course at College. When considering applicants with criminal convictions the College will comply with the Rehabilitation of Offenders Act 1974. Applicants to some courses may require mandatory DBS checks;
- 3.5.2. Some applicants may receive a confidential discussion request. Applicants will receive a form asking for additional information regarding their particular issues;
- 3.5.3. For applicants with alternative and other educational backgrounds, we may approach the relevant organisation for supplementary information. This information will then be considered by our Student Services Department.
- 3.5.4. Agency/Support worker disclosure: Further information will be necessary regarding the area indicated. This information will then be considered by our Student Experience Department which will decide on the suitability of a student for any given course.
- 3.5.5. To facilitate the application process, the College may require information from an applicant and their current provider. This information will be used to inform our information, advice and guidance.
- 3.5.6. Post Year 11 applicants may be asked to provide educational or other references. Applications will be considered in line with the College ethos of the 'Right Student, Right Course'. In accordance with Government legislation all 16-18-year olds will be expected to follow a Programme of Study, to include English and Maths where a learner does not yet hold a GCSE grade 4 or above in these subjects.

### **3.6. Course Offers**

- 3.6.1. All offers are conditional, and the College reserves the right to amend or withdraw any offer on the basis of subsequent information received or becoming evident.
- 3.6.2. The majority of interviewees can expect to leave their interview with written confirmation of their offer. The majority of College offers are conditional upon applicants achieving certain stated grades or providing other evidence of prior learning or achievement, such as the completion of some pre-course assessment. In some cases, particularly on Higher Education courses, we may make unconditional offers.
- 3.6.3. If the College chooses not to run a course, learners will be advised of alternatives provision, if available, but the College is not obliged to make alternative provision in such circumstances.
- 3.6.4. Formal acceptance of offers is subject to learners accepting the College's terms and conditions and completion of any other documentation or expectations that the College may reasonably request or accept.

### **3.7. Enrolling at the College**

- 3.7.1. To enrol as a student at Exeter College, applicants must complete an enrolment form, take this form to be signed by an appropriate member of staff and make arrangements to pay the stated fee. This is an important contractual stage in the admissions process.
- 3.7.2. All students will be expected to provide suitable ID, such as birth certificate or passport including prior qualifications.

### **3.8. Risk Assessment**

- 3.8.1. The College reserves the right to decline admission to an applicant who has previously been excluded from this or any other educational institution, following careful consideration.
- 3.8.2. The College has a duty to ensure that it spends/invests public funds, with care. It reserves the right not to admit an individual who previously attended the College but in the view of the College failed to make sufficient effort or progress towards successfully completing their studies.
- 3.8.3. In the interest of duty of care, Exeter College reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to themselves or others.
- 3.8.4. Exeter College may choose not to admit an applicant where there are concerns that the student is not well enough to study or complete the programme, fully, or where there are significant concerns that to undertake the course of study may not be in the best interest of an applicant's health or wellbeing.
- 3.8.5. Exeter College may choose not to admit an applicant who has any outstanding debt to the College.
- 3.8.6. The vast majority of applicants with spent convictions are admitted to College, but Exeter College has a duty of care to all staff and students. The College, where it deems appropriate, will consult with appropriate supporting agencies when considering the application and will carry out a risk assessment following disclosures of criminal convictions.

### **3.9. Appeals and Complaints**

- 3.9.1. If a prospective student wishes to appeal a decision regarding refusal of admission onto a programme of study, they should contact 'Admissions' in the first instance. Admissions will seek to explain why the application has been refused. If further information is required or the applicant is not satisfied with the decision, they will be referred to the relevant Head of Faculty who will respond to the applicant either verbally or in writing within 10 working days.
- 3.9.2. If an applicant is dissatisfied with the outcome of their appeal, their case will be considered by a Vice Principal or Assistant Principal of the College.
- 3.9.3. When the appeal has been decided the outcome of that decision is final. Exeter College's Governing Body does not hear appeals regarding admission.

## 4. Associated Documentation

- [Equality and Diversity Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Equality Act 2010](#)
- Home office regulations

## 5. Monitoring, Review and Evaluation

- 5.1. The Senior Leadership team is responsible for the approving of the Admissions Policy.
- 5.2. The Board (Quality and Standards Committee) is responsible for adopting the Admissions Policy.
- 5.3. The Admissions Policy will be reviewed and evaluated through the Self-Assessment Review process.
- 5.4. Evaluation of Admissions processes is done through the Student Induction Questionnaire and through assessment of ongoing feedback.
- 5.5. The Department of Admissions, Advice and Learning Centres will review this policy annually.
- 5.6. The College reserves the right to vary this policy.
- 5.7. The definitive version of the policy is stored in the [College Leadership SharePoint Site](#)