

EASTLEIGH COLLEGE

ADMISSIONS POLICY

Statement of Principles

In accordance with the core values of the governing body, the admissions policy will comply with the basic principles of ethics, legality, prudence, equality, safety, timeliness, fairness, transparency and simplicity.

Admissions Policy

- The College will ensure that information, advice and guidance (IAG) is available to all potential learners in order to help them decide an appropriate course of study best suited to their needs. Learners on course will receive careers education, information, advice and guidance (CEIAG), which adheres to and meets the Gatsby Benchmarks. Learners applying for programmes requiring interview or assessment, will be made aware of admission arrangements, financial implications and support available in order to be able to make an informed decision.
- The College staff will work with staff from other agencies such as schools, to develop links between the College and referring organisations.
- Each programme will have a clear entry criteria on the website and in printed prospectus, Entrance criteria will vary from course to course, however full-time students will be assessed on the following criteria:
 - Motivation and attitude to learning
 - Attendance and behaviour
 - Academic ability
 - English ability and/or maths
 - School/college/tutor reference
 - Fitness to Study
- Learners with known disabilities/learning difficulties will be asked to declare this at the point of application so that they can be fully supported through their application and enrolment process. Failure to declare may result in the learner being enrolled on a course that is inappropriate or not possible to achieve without additional support, and result in their placement being reviewed. The College is committed to supporting such learners and will use its best endeavours to make reasonable adjustments where possible. In such circumstances, interviews, assessments and subsequent enrolment may be placed on hold before a course interview is booked, whilst the College collects additional information on a learner's support needs. The College also recognises that in some circumstances it is inappropriate for a learner to be offered a place. In these circumstances Information Advice and Guidance on alternative options will be given. Learners with declared learning needs, will be offered an interview, with a representative from the Learning Support Team (See Appendices 1, 2 and 3) if appropriate.
- All full time and part time applicants undertake literacy and numeracy screening in/at induction, apart from a small number of part time programmes where this is an essential aspect of the assessment process. The College is committed to supporting the development of learners' literacy and numeracy skills. (Some part time learners will undertake a BPEC test as a part of their interview and assessment)
- The College requires learners to have an appropriate level of English to access their chosen course of study.
- The College reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational institution in the previous five years or failed to complete their studies.

- The College reserves the right to request references and/or reports from schools/colleges/employers/supporting agencies/other organisations for a potential learner.
- The College recognises that it has a duty of care to learners and staff and thus reserves the right not to admit a learner where there is evidence that they could be a threat or danger to others or themselves, thereby safeguarding the College community.
- The College will insist that Disclosure & Barring Service checks are undertaken for entry onto courses that lead to careers where this is a requirement, or where work experience providers have this as a requirement. Enrolment may be refused or a learner may be withdrawn as a result of certain convictions. In the event of withdrawal, further IAG may be given on alternative options.
- The College requires that learners are funded by a government body, themselves or another body in order that the College receives payment for the cost of studying. The College reserves the right to exclude a learner that has debts with the College.
- Learners over 19 years old, who wish to fund their study with an Advanced Learner Loan, will be given the IAG they need to be able to apply for that independently, which includes being enrolled. The College requires that this funding arrangement is approved by Student Finance England and in place prior to the commencement of their course. If the loan is declined by the Student Loan Company, or learners fail to apply in a reasonable timeframe as determined by the College (two weeks), the learner will become liable for the full cost of the programme/course.
- If learners funding their studies with an Advanced Learner Loan choose to withdraw before the completion of their study, the learner will be liable for the difference between what has been drawn down against their loan, and the full cost of their course and will be invoiced by the Finance Team.
- All offers of places and enrolments at the College are made on the basis of:
 - There being sufficient demand for the course
 - There being sufficient spaces available on the course concerned
 - Meeting the entrance requirements
 - The College is able to make the reasonable adjustments necessary for this learner
- All full-time and designated part-time learners who have been interviewed will normally receive a written decision within ten working days unless further information is required, e.g. additional reports.
- Any learner not successful will be offered further IAG and may be referred to other courses or the Careers team at this College or another educational establishment.
- Learners who wish to appeal against any decision made during the admission process must do so in writing within ten working days of receiving the decision. Appeals should be addressed to :

The Vice Principal for Commercial and Customer Service
 Eastleigh College
 Chestnut Avenue
 Eastleigh
 SO50 5FS

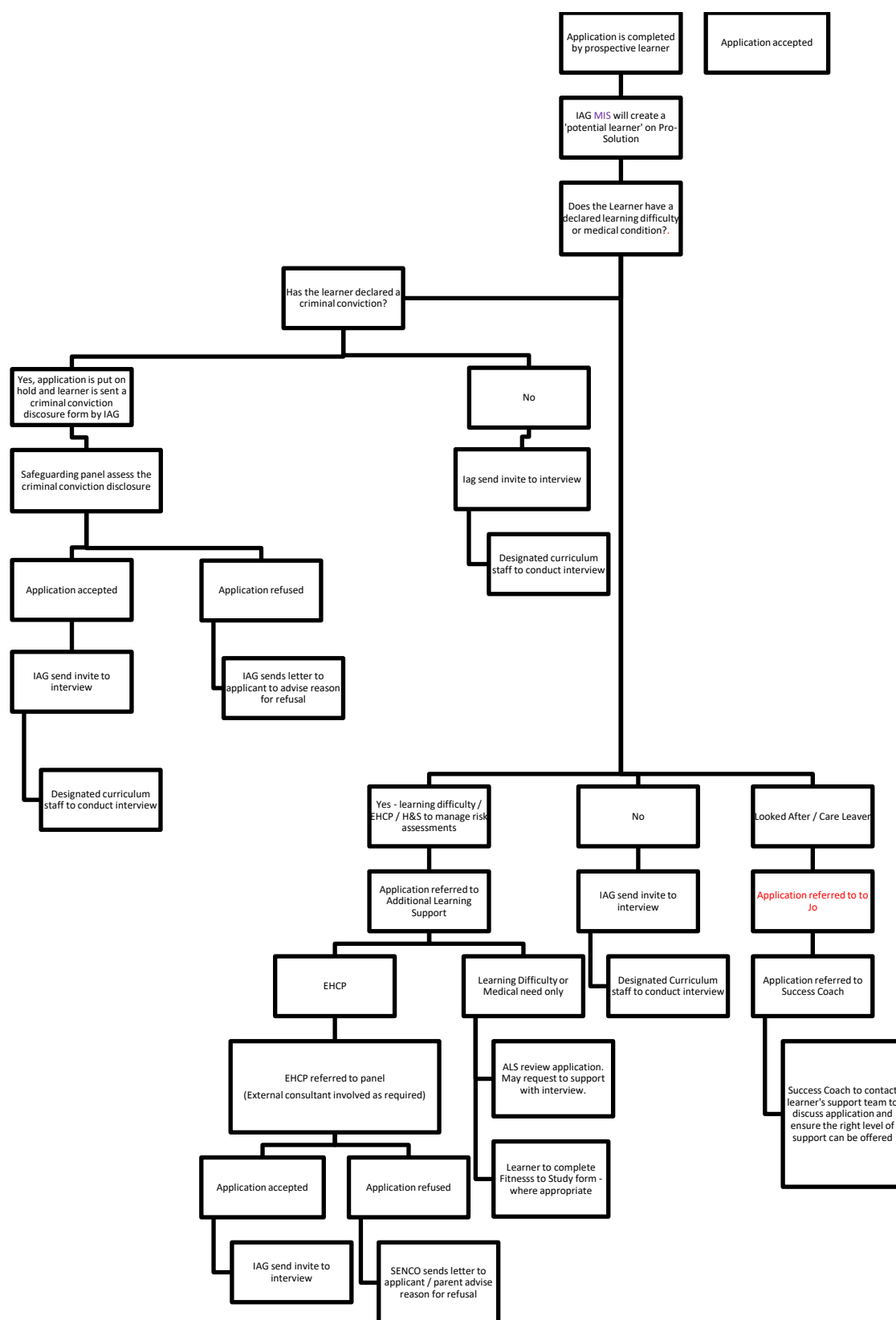
- Students with EHCp's should address their appeal to;

SENCo
 Eastleigh College
 Chestnut Avenue
 Eastleigh
 SO50 5FS

Monitoring

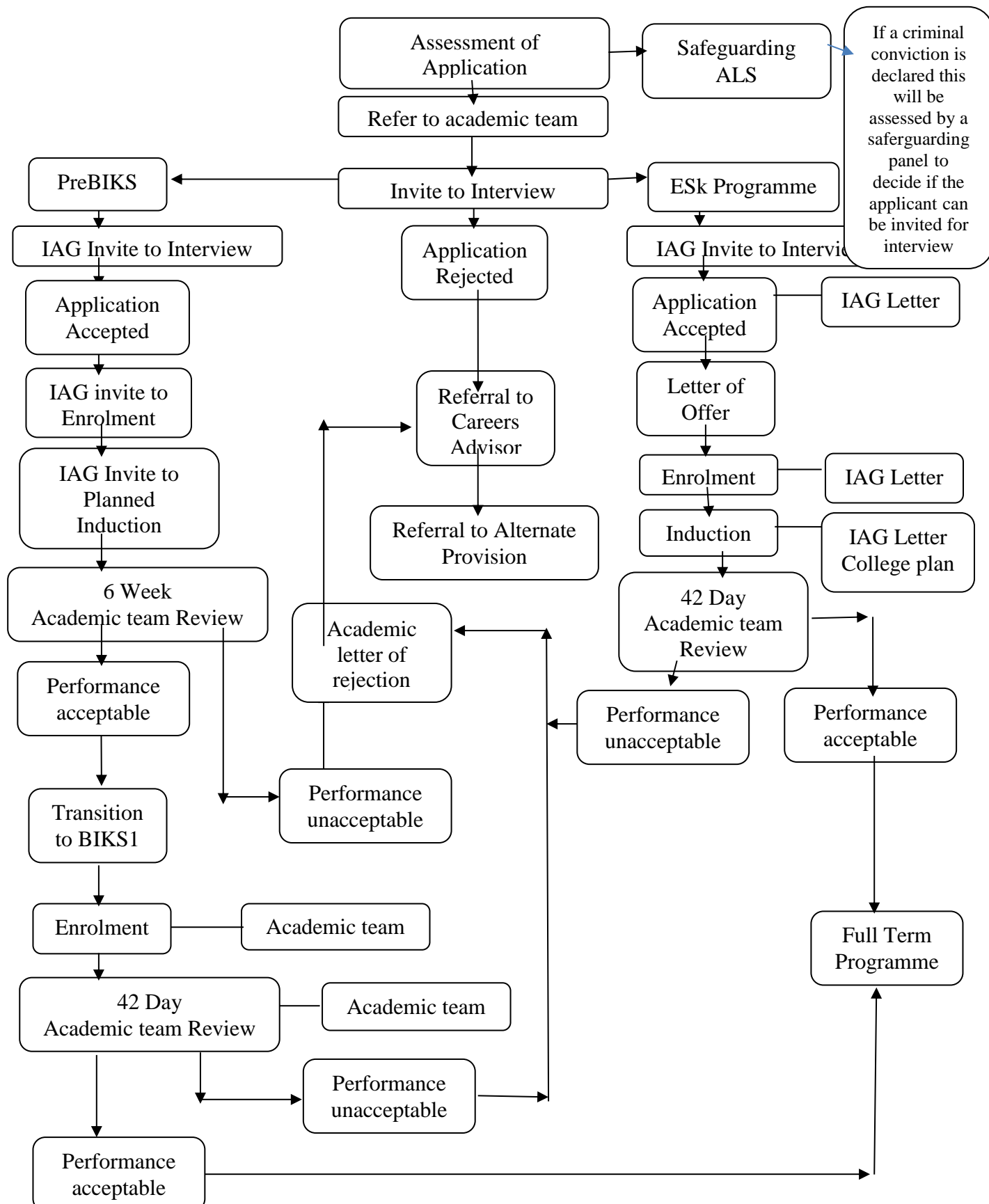
This policy will be reviewed every two years by SMT and then, if changes are made, presented for review and approval by Finance & General Purposes Committee.

Full time and Part time

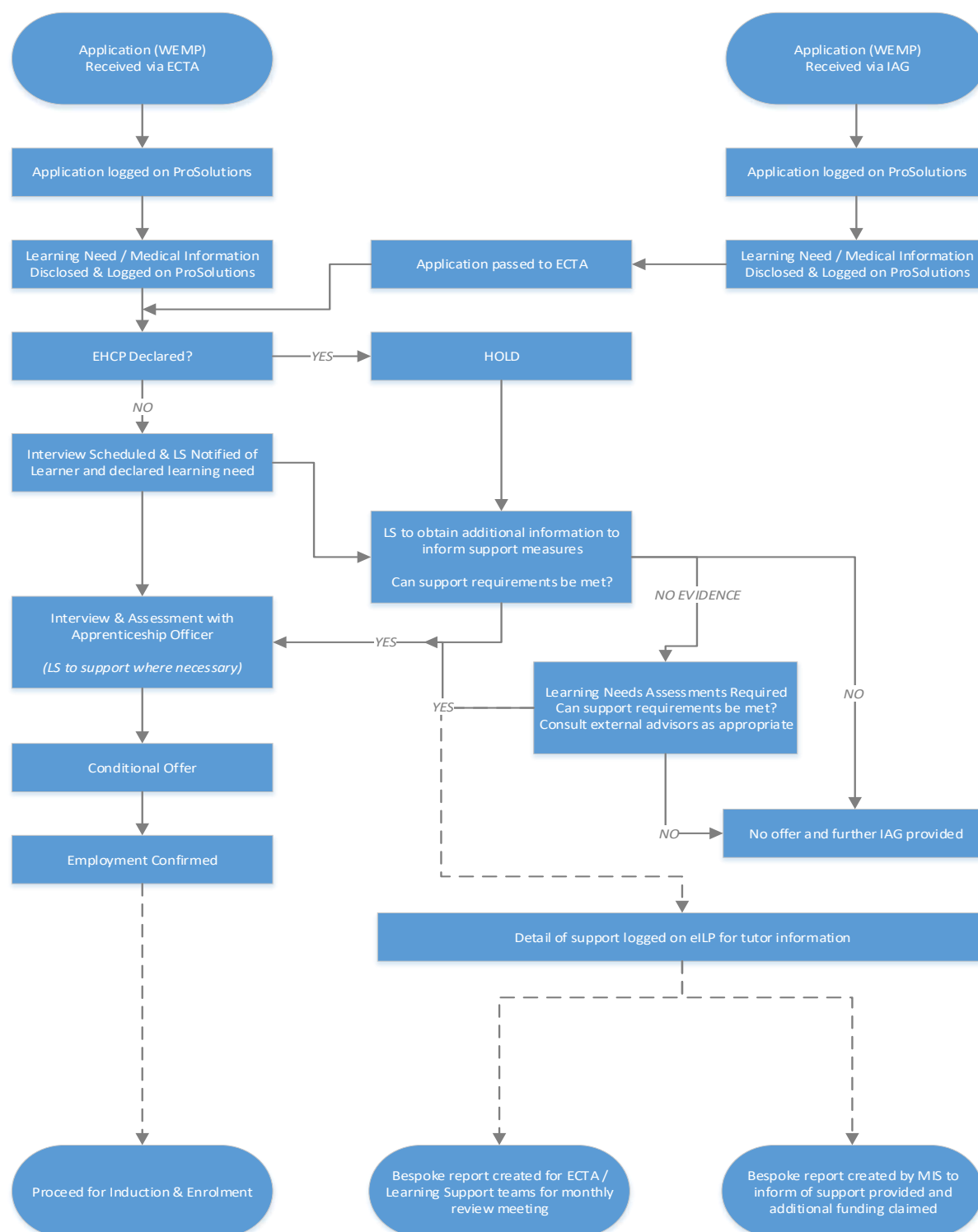


Kickstart and Enterprise Applications

Appendix 2



ECTA Apprenticeship



Reviewed by VPCCS and IAG Consultant June 2020
 Approved by SMT 24 July 2020
 Approved at Finance and General Purposes Committee on 18 November 2020