

# Procedures Manual



## 02.04.01 16-19 STUDY PROGRAMME RECRUITMENT AND ADMISSIONS PROCESS

**PURPOSE** To provide students and staff with clear guidance on the practices and procedures the College shall use when admitting a student to a 16-19 Study Programme.

**SCOPE** All full and part time applicants for classroom based vocational study programmes.

### 1.0 Introductory statement

West Suffolk College is a Further Education College based in Bury St Edmunds. We have designed our study programmes in line with the requirements of the Education and Skills Funding Agency. Our study programmes are flexible, built around the needs of individual students, which supports their development and builds upon the College's Three Pillars.

#### **Students on a 16-19 Study Programme will:**

1. Have a substantial qualification that stretches them and prepares them for education at the next level or employment.
2. Continue to study English and maths where these have not yet been achieved at GCSE grade 4 or above.
3. Undertake a period of work placement and/or work-related activity to apply the skills from their chosen course in the real world of work.
4. Develop their character strengths and broader knowledge and skills that are designed to help students to prepare for working and living in modern Britain.

### 2.0 General statement on Admissions

West Suffolk College is committed to dealing with all potential students' applications fairly and efficiently. Clear information regarding application, interview, pre-enrolment and enrolment confirmation will be available to applicants and the College will make every effort to meet the targets shown for handling applications.

The College accepts that the provision of accurate and appropriate pre-entry information and support to prospective students is fundamental to ensuring applicants are admitted to the College at the appropriate level to

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suit their individual learning aims with suitably tailored student support. The College will make every effort to identify and provide support for students with Special Educational Needs.

The College will make every effort to:

- a) Deal with all applications fairly and in order of receipt.
- b) Handle all applications and admissions in accordance with current legislation and the College's [Equality and Diversity Policy \(01.04.01\)](#).
- c) Request and store only information that complies fully with current legislation and with the requirements of the [GDPR Policy \(01.21.01\)](#).

### 3.0 Applications for 16-19 Study Programmes

All applicants for a 16-19 study programme are required to complete an application form, this can be either paper-based or online via the College website.

Existing students will have an application automatically generated for their progression course where applicable. An OFFERC or OFFERESFA (19+ with EHCP) will be assigned pending an interview with the new course team.

For Applicants who are 16 at 31<sup>st</sup> August 2023 and are or have been Electively Home Educated (EHE) we will offer an interview, if appropriate, and discuss suitable courses that enable the student to progress onto their chosen career. All offers made to EHE Students will be for a level of study suitable based upon prior attainment.

- a) EHE Students will follow the same admissions and interview process as any other student.
- b) All offers to study at West Suffolk College are conditional of GCSE Results and successful completion of the Enrolment process on GCSE Results Day 2023. EHE Students may have additional requirements they must meet depending upon their expected GCSE or equivalent outcomes and prior attainment.
- c) It is desirable that EHE Students should hold a minimum of GCSE English and/or Maths to study at West Suffolk College, but if this is not the case, they will be required to study these qualifications during their first year of study.
- d) EHE Students may be asked to complete assessed tasks in their chosen courses prior to any conditional offers being made.

### 3.1 Receipt of Application

On receipt of either an online or paper application, an acknowledgement email will be sent within five working days.

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Admissions will send an online interview form which the applicant is required to complete to progress onto the next stage of their offer. At this stage the following information will be collected:

- GCSE Grades for maths, English and science (predicted or actual)
- Learning support and SEND information
- Health and disability information
- Welfare Information
- Changes to personal details
- Intended next steps
- Personal statement

The Admissions Team make an initial assessment of the application, including considering the age and eligibility of the applicant.

For any applicants who indicate Health, Welfare and Learning Support or SEND information will require further checks and in some cases will be contacted directly by the relevant teams.

If an applicant has indicated welfare concerns, they will go through a screening process by our Student Welfare Team. There will be a requirement to complete the welfare online assessment form, and if required will need a further meeting with the Welfare Team to ensure support can be put in place ready for the applicant in September.

If an applicant has indicated health concerns, applicants may be required to complete an initial online Health and PEEP assessment. This is to ensure support can be put in place if required for September and to ensure full Health and PEEP assessments are completed by staff when applicants start in September.

If an applicant has indicated learning support requirements or an EHCP, applicants will be sent a learning support online form to complete, and where an EHCP has been indicated applications may need to ~~will~~ go through the consultation process to ensure applicants can be supported at West Suffolk College.

Any of these concerns may need a referral to the Special Admissions Board for review to confirm applicants can be offered a place.

Within 4 weeks of completing the online interview form, the applicant will receive their conditional offer to West Suffolk College along with confirmation of a date to confirm their final course offer.

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### 3.2 Application referrals

There will be instances where applications will need to be referred **prior** to the interview being held. Referral will be made if any of the following are indicated at application stage:

- a) Criminal Conviction
- b) Age outside of general criteria for selected course, i.e. 25+ applicants for a course that forms part of our 16-19 study programme offer.
- c) Residency – if not resident in the UK for the three years preceding the start date of the course, are not a UK National or have a pre-settled/settled status.
- d) Positive DBS

Any of the above will be looked at by the Admissions Team Leader in the first instance to obtain further information and if necessary, discussed at the Special Admissions Board. It will be at the discretion of the Special Admissions Board whether or not the application will be processed at this stage or if further investigation is necessary. Any student who has declared a criminal conviction will require a rigorous Risk Assessment prior to interview.

Any applicant that discloses any of these referral reasons during the interview or in general conversation will also be referred to the Special Admissions Board.

### 4.0 Elective Home Education Study Programme for applicants aged 14 or 15

- a) Elective Home Education Study Programme for applicants aged 14 or 15 by the 31<sup>st</sup> August 2023
- b) Applicants will follow the same journey as points 3.0, 3.2, 3.3, 4.1, 6.0.
- c) Elective Homed Educated applicants will have an additional form to complete. The Educational Status Form collects the following information:
  - Elective Home Education Subject Selection
  - Details of previous School
  - Reason for leaving School.
- d) All applicants will be required to attend a taster day as part of their interview and offer to the college. The key aim of the day is to give the applicant a taste of college life and to assess suitability of their chosen study programme/s.

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- e) Applicants can study up to four subjects, depending on course hours. Maximum amount of hours an applicant can study is 15 hours. Core subject courses are optional.
- f) No formal entry grade requirements.
- g) Applicants must be home educated for at least 3 months before starting a course with West Suffolk College. Applicants must be aged 14 or 15 by the 31<sup>st</sup> August 2023

## 5.0 Interview

All applicants will have a 1-1 interview to ensure they have chosen the right subject and have had the opportunity to ask any questions. This could be held in person, or virtually by either telephone or Teams/Zoom. Applicants will be provided with further information regarding their chosen course and may have the opportunity to take part in taster activities throughout the year.

### 4.1 Outcome of the Interview

All offers are subject to a conversation with the course team and the offer made will be one of the following:

- a) **OFFER** Firm unconditional.
- b) **OFFERER** Subject to satisfactory reference/report and entry requirements
- c) **OFFERCON** Subject to conversation with the course team and satisfactory reference/report and entry requirements
- d) **OFFERSEN** Subject to confirmation of EHCP requirements satisfactory reference/report and entry requirements
- e) **OFFERA** Subject to approval from the Special Admissions Board
- f) **OFFERW** Subject to Welfare Assessment and satisfactory reference/report and entry requirements
- g) **OFFERH** Subject to Health and Safety Assessment and satisfactory reference/report and entry requirements
- h) **REVIEW6** Subject to a 6-week review period
- i) **REVIEW12** Subject to a 12-week review period
- j) **OFFERC** Continuing learner – subject to entry requirements PLUS satisfactory completion on your current course.
- k) **OFFERESFA** Continuing learner – 19+ with EHCP and subject to entry requirements PLUS satisfactory completion on your current course.
- l) **REFERRAL** No Offer on applied course – refer (please indicate either course to be referred, Advice and Guidance or Other)
- m) **NO OFFER** Reason to be stated.

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Any applicant who has applied for a course whereby colour vision deficiency may be a barrier to future employment will be asked to complete a Colour Vision Testing – Career Advice Form (02.05.01F1).

Once an offer has been confirmed the applicant will receive an update on their offer with further information on the next steps.

Any applicant who applies for a 16-19 study programme at West Suffolk College, commencing September 2023, will be offered a place at the College. If they are unable to meet the entry requirements for their chosen course by September, they will be offered a place on an alternative course. There may be exceptional circumstances where this is not appropriate and, in such circumstances, this should be referred to the Special Admissions Board as soon as possible.

It will be at the discretion of the Special Admissions Board whether or not the applicant will be offered a place or if further investigation is necessary.

### **Enhanced DBS Checks**

Any applicants aged 25+ or over who apply for a course within the 16-19 study programmes and who do not have an Education, Health and Care Plan will be required to complete an Enhanced DBS check as part of the conditional offer to West Suffolk College. The cost to the applicant for an Enhanced DBS is £52.00 and the DBS check can be completed through the college with the Student Welfare Team.

## **6.0 Taster/Welcome Event**

All applicants that have an offer will be invited to attend a Welcome Event. The key aims of the event are to give the applicant a taste of college life and to assess suitability of chosen study programme.

### **Summer Work**

As part of the college offer, applicants will be set summer work. Information on this will be sent out in the summer term and will be included on any offer updates completed from this time onwards. This will also include information on any specialist equipment that may be required as part of their course. Applicants will need to complete this ready for when they start in September.

## **6.0 Enrolment**

Our enrolment takes place online and this will take place after GCSE results day for applicants completing either GCSE's or Functional Skills in the academic year prior to their new course. Once the enrolment form has been submitted, course staff will contact applicants to confirm their actual course and level and whether or not they need to attend Maths and/or English based on their results. Some applicants may undertake an additional assessment at this stage. Applicants will receive confirmation of their start date for September.

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## **Late applications**

Applications received from July onwards will be treated as a late application. The normal admissions process will take place, however there will be no guarantee that places will be available on all study programmes. Where possible, an alternative study programme will be offered.

## **7. Appeals**

An Admissions Appeals Board will be convened by the Group Sixth Form Principal in the event of a student appeal in relation to an application decision.

The Admissions Appeals Board will be chaired by either the Group Sixth Form Principal or the Group Assistant Principal – Inclusive Learning and consist of the Special Admissions Board (Group Assistant Principal – Inclusive Learning, Group Head of Welfare and Safeguarding, Admissions Team Leader and SENDCO). Other members will be co-opted as necessary (i.e. Curriculum Directors) and in some instances, the applicant will be invited to attend.

All appeals must be received in writing within ten working days of the student being informed of their application decision and should be addressed to:

Admissions Team Leader WSC  
West Suffolk College  
Out Risbygate  
Bury St Edmunds  
Suffolk  
IP33 3RL

The Admissions Appeals Board will meet to consider the appeal and the outcome will be communicated to the student within 15 working days following receipt of the appeal.

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