

FE ADMISSIONS POLICY

Author: Director Of Corporate Services

Equality Assessment: Director Of Corporate Services **Date:** August 2024

Version and Date		Actions/Notes
1.0	August 2024	Position change from Assistant Principal to Centre Principal Excluded students to be referred to Deputy Principal Removed reference to paper applications Amended maximum number of applications for 2 per student

Approved by SMT: **August 2024**

Approved by Corporation: **NA**

Date of Next Review: **August 2025**

Related policies or procedures or parent policy if applicable:

Groups/bodies consulted in the development of the policy: College Leadership Team

To be published on College Website: Yes

To be published on Student Hub: No

FE ADMISSIONS POLICY

Macclesfield College is committed to increasing and widening participation. Post 16 applications to study at Macclesfield College are actively encouraged from all interested parties based in our local community and beyond. This policy outlines the process by which applicants may access learning. This policy includes the following programmes:

Post 16 Programmes

Macclesfield College offers impartial advice and guidance throughout the admissions process to ensure that applicants are supported to choose the right course for them. Staff providing guidance are trained to be able to fully support applicants throughout the process.

Macclesfield College ensures confidentiality for applicants throughout the applications process and complies with the General Data Protection Regulation (GDPR) 2018 and Data Protection Act 2018. The College's Data Protection nominee is the Director of HR.

Macclesfield College has an open and transparent post-16 admissions process to ensure that there is no unfair discrimination against any individual or groups. The process detailed here applies to those going through the full application procedure.

Enquiries

The Learner Experience Team will manage enquiries by:

- Answering the query and directing to the college website for course information sheets and online application form.
- Contacting specific teaching staff to get necessary information to report back to the enquirer / customer if required.
- Offering referral information where possible if the enquiry relates to courses that are not on offer at Macclesfield College.
- For those applicants who are unsure about their choice, impartial advice and guidance will be available to assist with the post 16 applications process.

Interviews

Full time courses

Applicants for (post 16) full time courses will be invited to attend an interview event, usually carried out in the evenings at regular intervals throughout each academic year (November – July). The invitation process includes an email and telephone contact to confirm attendance. Interviews are carried out by a trained member of staff from the curriculum team.

The interviewer's role is to assist applicants as they consider their options and select a course that reflects their interests, grades and prior attainment. The course they select should build on prior achievements and experience and should support the future needs of the applicant.

At the end of the interview, applicants will receive an email to confirm the any conditional/unconditional offer.

Entry Requirements and conditions of entry (full time programmes)

Entry requirements are in place for all courses to ensure that the applicants are fully informed of the demands of courses and have a good chance of succeeding on their preferred course of study. Macclesfield College offers fair and transparent conditions of entry system, and the entry requirements for all levels of courses are published in each prospectus and on the website.

In some cases, the awarding body has pre-course entry requirements which the College must enforce and this will also be documented on the Interview Record.

Offers of places for all courses

Offers will be made in line with the published entry criteria.

Interview Record Forms are completed via the online form and will be completed by members of the curriculum interviewing team or any member of staff needing to document an admission's discussion.

Incomplete forms or forms that do not comply with this Admissions Policy will be returned to the interviewer for amendment.

Part time courses

Some part-time courses will also require interviews or at least a discussion with teaching staff prior to enrolment. Such courses will be determined by the Assistant Principal who will inform the Learner Experience Team.

Applicants with additional requirements or special circumstances

Applicants with additional support needs: Learning difficulties /disabilities.

Opportunity to explore learning support options will be offered to all applicants. Applicants will be asked to disclose requirements on their application forms. If support at the interview is required this will be arranged by the Learner Experience team liaising with the Specialist Provision Lead. Support requirements will be further discussed at the interview. No offer is allowed to be made to an applicant with an EHCP until approved by the Specialist Provision Lead.

Non-European Union (EU) or European Economic Area (EEA) students (or EU / EEA students that have not been resident in the EU for three years or more).

Students who are non-EU or EEA resident are not eligible for funding therefore the college cannot accept applications from these learners. However, there may be exceptional circumstances where a student may be entitled. More information can be found at [UK Council for International Affairs](#).

Excluded students

Students that have been excluded from the College's post 16 provision may usually reapply for admission in the academic year following the year of their exclusion. This does not guarantee them a place at the College. For any students reapplying please refer them to the Deputy Principal.

For students that have been excluded from school, please refer them to the Deputy Principal. The College will follow best practice guidelines in the case of excluded school pupils and special cases.

Pupils of compulsory school age

The College does not normally accept individual students of compulsory school age. However, in cases where an application is considered, the Deputy Principal is responsible for the assessment of students. The College's policy on admission follows best practice guidelines in the case of excluded school pupils.

English Testing

Macclesfield College accepts ESOL learners and offers courses to UK/EU residents who do not speak English as a first language. Some courses require a standard of understanding and communication in the English Language in order to successfully participate in and achieve the qualification. These courses will usually be of relative short duration, intensively delivered and in some cases the awarding body may specify a certain language level or speed of communication. The College will not allow admission onto the course if the appropriate level of English cannot be demonstrated.

In such cases the College will offer Initial Assessment of English and in cases where the learner does not meet the minimum accepted standard the applicant will be sign posted to an appropriate level of ESOL programme prior to the start of the course applied for.

Initial Assessment will be undertaken for students wishing to study English and maths qualifications.

Entry Decision

In cases where pre-enrolment assessment is required, decisions about entry to the programme will be made by the teaching staff concerned. If the applicant wishes to challenge this decision the Centre Principal or Programme Lead for that programme area will investigate and make a decision which will be communicated to the applicant along with explanation for the refusal / referral. Formal appeal can then be made to the Deputy Principal who will apply a final decision on behalf of the College.

Refusal of admission

In cases where admission to the College would be considered inappropriate, the College reserves the right to refuse admission to an individual. In such cases the individual will receive a written letter of refusal and will be advised of the reason for the refusal and any time frames that may apply to this. Refusal of admission will be administered and approved by the Deputy Principal. Appeals against refusal of admission should be made in writing to the Principal.

Procedure for processing applications for all courses for post 16 students.

This procedure covers the following stages:

- Application for a course
- Acknowledgement of application
- Interview
- Offer of a place
- Decisions about places
- Enrolment

The College uses ProSolution to record and monitor all student applications for all programmes.

Preparation for the applications cycle

Centre Principals arrange for all curriculum programmes to be set up by MIS in the course files on the ProSolution system and nominate a central interviewing team to be responsible for conducting interviews throughout the year. At this stage Centre Principals must ensure that a course information sheet in the agreed standard College format is provided.

Role of Learner Experience Team

The Learner Experience Team will:

- Acknowledge all applications received within two working days (website/online, post, in person).
- Allocate applicant to an interview date and interviewer.
- In cases where individuals wish to make multiple applications they will be contacted to ensure that this is the case and offered any IAG that may ensure all options are considered. Applicants will be allowed to make upto 2 applications and Centre Principals will be made aware of this.
- Ensure that the applicant is invited to the next available interview session.
- Generate summary email for teacher and access to the online Interview Record Form.
- Learner Experience team will keep the Centre Principals and other key staff advised of the numbers attending the interview events to allow for any additional staffing requirements to be planned for.
- Learner Experience will ensure that the Course folders are up to date and ready for collection by the interviewer on the day of the interview event.
- If applicants do not attend an interview Learner Experience will contact them. Rearranged interviews will be monitored and a maximum of 2 appointments will be offered to applicants. If they fail to attend after these 2 appointments reason for withdrawal will be sought and recorded.

Role of the interviewer

Interviews will be conducted in accordance with college guidelines. The outcome of the interview must be recorded on the Interview Record Form.

Once the interview is completed and any conditional/unconditional offer has been made to the applicant the interviewer must return a copy of the online interview record to the Learner Experience along with the interview folders that are issued for each event.

The interviewer must clearly indicate on the online interview record form what the outcome of the interview is so that Learner Experience are able to take appropriate action.

Role of Learner Experience after the interview has taken place

Record details of offered programme on ProSolution using the Interview Record form.

Carry out any further action arising from the interview using the Interview Record form such as request for additional support, information or referral to another programme.

File copy of Interview Record form in the applicant's individual file.

The Director of Corporate Services and the marketing team will centrally coordinate Applicant Relationship Management activities and events that are taking place in curriculum areas to keep candidates interested in the College and up to date on College news and developments.

In July of each year the Learner Experience team advise learners on enrolment processes and plans to all those that have been offered a place on a course. Any relevant or additional information will be issued at this time.

Senior Managers will meet frequently throughout the year to plan for the enrolment of students on GCSE results day(s). They will lead the planning of enrolment and will work with relevant managers across the College to ensure that efficient and effective enrolment systems are in place.

Recruitment of students

Aim of the interview:

The interview is a critical part of the learner journey. It is an opportunity to create a good impression of the College. It should be friendly and relaxed as well as informative and well planned and of great use to the applicant.

As a minimum each interview should include the following:

- The student's preferred course choice and options that are available to them
- The applicant's prior attainment or predicted attainment
- The implications of their choice of programme
- Progression opportunities and career options
- The entry requirements of their course as per agreed College policy
- Information relating to progression routes, HE study, career options and employability as a result of FE and HE study

- An assessment of the suitability of the programme given applicant's interests, goals and attainment
- Support available for students, including additional learning support, financial support, personal support etc.
- Transport to College
- Discussion of continued study of Maths and English post 16
- College culture and mission
- Loan information if applicable.

Before the Interview

For applicants aged 16-18, parents will be encouraged to attend the interview.

Initial Assessment

Once enrolled all students will be subject to ongoing Initial Assessments to determine suitability for the programme. Progress is reviewed in the first six weeks.