

Full Time Admissions Policy and Procedure

Author	Vice Principal Curriculum
Date	September 2023
Person Responsible	Vice Principal Curriculum
Approval/review bodies	SLT
Frequency of Review*	12 months

* Policies will be reviewed more frequently if legal changes or good practice require

Review History:		
Date of review	Reviewed by	Reason for review
April 2010	DSS	General update
January 2011	Compliance and Policy Manager	Title change of Person Responsible
April 2011	Vice Principal	Annual review
June 2014	Director, Teaching & Learning	Amendments and title changes
July 2015	AP, E, M and S	Annual review
October 2016	AP, E, M and S	Annual review
October 2017	AP, LE	Annual review
October 2018	AP, LE	Annual Review
October 2019	AP, LE	Annual Review
October 2020	Vice Principal	Annual Review
October 2021	VP ILR	Annual Review
October 2022	VP ILR	Annual Review
September 2023	VP Curriculum	Annual Review

Contents

1. Policy Statement.....	2
2. Admissions Procedure	2

1. Policy Statement

- 1.1. North Kent College ("the College") will ensure all applicants for Full Time programmes are considered for acceptance on programmes on merit, taking into account all other policies – e.g. Equality and Diversity.
- 1.2. The College invites applications from students regardless of age, gender, ethnicity, ability, sexual orientation, sexual transitioning or marital status.
- 1.3. All applicants are encouraged to disclose a disability at interview and again when an offer is made, although they have a right to request that this information remains confidential.
- 1.4. All applicants will be encouraged to disclose any criminal convictions, cautions or warnings which they have, in order that any risk to themselves or others can be explored, and all necessary risk assessments be carried out.
- 1.5. All applicants will be encouraged to divulge whether they are a "looked after" child in order to identify any vulnerable students.
- 1.6. The applicant's data will be protected in line with Data Protection Act 2018. All applicants are directed to the organisation's General Data Protection Policy at the Admissions stage.
- 1.7. Entry criteria for each programme can be found on the College website.
- 1.8. Applicants are invited to interview following the procedures listed below:

2. Admissions Procedure

Enquiries, from all sites, are referred to the appropriate member of staff.

- 2.1. Potential students are requested to complete the online application form on the College Website (paper versions are available at off-site events).
- 2.2. On receipt of paper application, Admissions staff enter the student's details onto the REMS MIS database. Online applications populate REMS directly from the online application.
- 2.3. The database is updated by Admissions staff to record progress.
- 2.4. All records are held electronically during the application process. This information is retained until after the enrolment period then securely destroyed according to retention of records dates published by the organisation.

- 2.5. Interviews will then be arranged by Admissions staff at all sites to be carried out by specialist Tutors, Careers Advisers, Senior LSAs (or similar) and/or Head of Additional Learning Support, as appropriate. Wherever possible, an acknowledgement email will be sent within two working days of receipt of application. Interviews are arranged with tutors and referred to Careers team if the student is not sure of their course path.
- 2.6. Where an applicant has indicated that they have a learning need or disability, arrangements may be made for an Additional Learning Support member of staff to attend the interview and applicants will be asked to bring in any evidence of support they have received in other educational settings. If they declare they have an Education and Health Care plan this must be provided and consultation completed prior to any interview to ensure the College is able to meet the needs of the applicant.
- 2.7. Where an applicant has indicated that they have a criminal conviction(s); a caution or warning and are considered in any way vulnerable; or have any other health issues, it may be necessary to undertake a risk assessment prior to an offer being made. A separate form will be sent to them for completion, for further information to be gathered. In some cases, it may be necessary to convene a panel to consider this risk assessment.
- 2.8. Whenever possible, interviews will be scheduled within fifteen working days of receipt of application.
- 2.9. Applicants are invited to interview with a Vocational Tutor. Applicants still at school are typically asked to bring a copy of their latest school report, any work experience report, and any qualifications already achieved. Full details are included in the email confirming the interview date.
- 2.10. An Interview Record must be completed at interview by the Tutor who then completes the Microsoft Form with details and interview outcome.
- 2.11. The Tutor should, wherever possible, agree a verbal offer of a place, subject to confirmation, at interview.
- 2.12. The Interview Record, including recommended action, must be completed
- 2.13. Tutor should complete Microsoft Form for each student within 48 hours of the interview being concluded.
- 2.14. Where a learner declares at interview they have an Education, Health & Care Plan they will be informed that no firm offer will be made until a formal consultation with their Local Authority has taken place and the College has confirmed they can meet the needs of the learner.

- 2.15. Any applicants who have not attended an interview will be sent a follow-up email by Admissions staff within five working days of the Microsoft form being completed.
- 2.16. The curriculum area will review the Interview Record and agree the appropriate offer to the applicant.
- 2.17. Candidates who have indicated that they may need additional support, either financial or educational, will be referred to the relevant department.
- 2.18. Admissions will send out offers via email, to applicants within five working days from the date of interview Form return, or five working days from the receipt of school report.
- 2.19. Offers are sent by email from the Admissions team.
- 2.20. If Tutors have serious reservations about an applicant, the Assistant Principal/Vice Principal will arrange for a follow-up review of the application with the interviewing tutor.
- 2.21. References are taken up by exception. Tutors should indicate on the Interview Record if they need a reference and the reasons why. If all documentation is complete and returned to MIS within 48 hours of the interview, then reference requests will be sent within two working days of the interview date.
- 2.22. At the end of the Summer Term, all applicants who have been sent offers are invited to enrolment where they must bring in their exam results together with their ID.
- 2.23. If these applicants cannot attend the enrolment they must contact Admissions/Curriculum Administrators to be given another opportunity to enrol before the start of the course.
- 2.24. All places are offered on a six weeks' trial basis from the first day of attendance at the beginning of the academic year.