

College Admissions and Enrolment Policy

College Vision

Our vision is to be a strong independent College characterised by a clarity of purpose, to be outstanding in everything we do and become renowned for the creative and innovative way through which we deliver learning.

College Values

Our values arise out of our vision:

- *We put learners at the heart of everything we do*
- *We believe diversity is an asset to learning*
- *We value and celebrate the pleasure of learning and support students and staff in meeting their potential*
- *We treat students and staff as individuals, listening, respecting and responding to their needs*
- *We provide a safe and inspiring environment in which to work and study*
- *We value our students beyond their time at the College and will, wherever possible, continue to support them for as long as they need us*
- *We value the importance of meeting the needs of employers, partners and our local community through responsive, innovative and high quality services*

These values underpin and inform all our strategies, plans, behaviours and actions.

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The College Commitment to Applicants

The College is committed to considering applications from prospective students consistently and without prejudice.

1. To ensure that prospective students make a clear and informed choice. They will be provided with:

1.1. An application form which:

- Enables applicants to supply information about themselves that is relevant to their chosen course of study
- Provides applicants with the opportunity to disclose information about any learning support needs and disabilities they may have. Applications from people with disabilities/learning difficulties are considered on the same academic grounds as those from other candidates
- Is available in accessible formats. Contact LIS on 020 8741 1688 or lis@gpsace.wlc.ac.uk for information on formats available.

1.2 Clear, consistent and accurate information on:

- Course entry criteria, content, workload and methods of assessment
- Qualifications to be achieved and possible progression pathways
- Enrolment, tuition, examination, registration and any other financial charges which a student may have to pay
- Grants, student loans, subsidies, bursaries and other financial assistance which may be available for childcare, transport, equipment, work experience, accommodation and fees
- The application and enrolment process.

1.3 Opportunities to visit the College and meet with staff to discuss the particular course in which they are interested.

1.4 Opportunities to receive impartial advice and guidance from a qualified Adviser.

2. To ensure that an application is considered consistently, impartially and fully. An applicant can expect:

- An efficient, customer focussed, clear and informative Admissions Process
- Access to Admissions staff by telephone or email, who will answer queries and resolve issues that may arise
- The opportunity to disclose any learning support needs or disabilities and to discuss these with a member of the Additional Learning Support team

- Any additional support required during the interview and assessment process can be provided, by arrangement with the Additional Learning Support team.
- An interview which is informative and friendly, providing an opportunity to discuss career plans and any other factors that the applicant would like to highlight
- An offer of a place on a course, either 'Conditional' or 'Unconditional' as appropriate. If the place is 'Conditional' the conditions will be clear, consistent and in line with the published entry criteria for the course. All offers will be made subject to meeting the offer conditions, places being available and that the course enrolls sufficient students to enable it to go ahead
- An opportunity to be referred for an alternative interview if the course is deemed to be unsuitable
- Clear, informative, enrolment instructions
- An opportunity to review and where necessary re-negotiate admission to an appropriate course, after publication of GCSE/"A" level or other results, with enrolling staff
- An offer to be subject to a criminal (DBS) check where this is required for a course, such as Child Care or Health & Social Care.
 - HE, Access and Professional Studies Programmes may have additional requirements, e.g. the need to complete diagnostic tests, providing your detailed CV on some professional programmes, the details of which would be published on the college website.

3. Unsuccessful applications

Whilst we aim, subject to availability of places, to offer provision for all applicants, we recognise that for some students the College, its courses or facilities may not be appropriate. In these cases we will give impartial advice about provision at other colleges and educational institutions.

Where a student is not given an offer of a place he/she is entitled to a clear explanation of the reason/s by the interviewer. This can either be given orally (at interview) or, where requested, in writing. All applicants interviewed and not offered a place will be able to discuss suitable alternative opportunities with an Adviser.

Reasons for not offering a place include, but are not limited to:

- Failure to meet the entry criteria of the course
- Submission of false or misleading information in an attempt to secure an offer of a place
- Where the applicant has previously been the subject of sanctions under the College's disciplinary procedures
- Where the College is in receipt of information that the applicant has been disruptive or endangered other students or staff at another educational establishment

- Where a course is full. If a course is full the applicant may be offered a place on a waiting list and will be contacted if and when a place becomes available
- Where a course is cancelled. If possible, applicants may be offered a place at another College site.
- The applicant has a criminal record which makes him/her unsuitable to follow the particular course. See Criminal Convictions Policy for more information.

Where an applicant is refused the offer of a place on academic or other grounds he/she has the right to appeal. The application will be reviewed if new and relevant information is presented which was unavailable at the time the decision not to offer a place was taken. Relevant information should be submitted in writing to the Executive Director Student Experience & Performance.

Appeals

An applicant who is not offered a place on their preferred course can appeal against the process of decision making, but not the decision itself as this is a matter of academic judgement. Concerns should be put in writing to the Quality Officer – Performance, Learning and Development. The college will normally respond to the applicant within 5 working days. The appeal will be investigated and a written response will be sent out. If the applicant is still dissatisfied a further appeal can be made to the Principal and subsequently to the validating body of the course where applicable.

4. Applications Procedure

Applicants will need to:

- Complete the application form clearly and accurately, including any additional learning or other support required. This information will be kept confidential and shared only with relevant staff
- Provide evidence of qualifications already achieved, either at interview or enrolment
- Provide a personal statement along with their application if applying for a Higher Education course (*please note some HE courses will require a UCAS application*).

The College will:

- Acknowledge receipt of application, where possible within 2 working days of receipt
- Arrange suitable additional learning support at interview/assessment if requested.
- Provide an opportunity for applicants to discuss any additional learning support needs they may have with a member of the Additional Learning Support Team. Information provided on support needs can be kept confidential if requested.

- Invite applicants to undertake a pre-interview assessment where required. If the assessment is unsuccessful an Adviser will discuss suitable alternatives.
- Where appropriate (e.g. courses starting during the academic year) applicants may be invited to complete enrolment immediately following interview/assessment.
- Ensure that interviewers have clear information on entry criteria for each course and explain these criteria clearly to the applicant.
- Offer a place based on the outcome of the interview and the information provided, normally on completion of the interview, but always within 7 working days of interview.
- Ensure any conditions for the offer are clearly identified.
- Regularly review and make improvements to the application and interview process including collating feedback from applicants.

5. Applicants Under 16 Years of Age at Start of Course

Applicants aged 14-16 who are not on a School Link programme at the College are required to contact their local education department or Parent Pupil Partnership (PPP). Those referred to the College by the London Boroughs of Hammersmith & Fulham or Ealing (or their representatives) will be interviewed by the Head of Key Stage 4, or a designated member of staff and, if appropriate, placed on a relevant course.

6. Skills for Life and English for Speakers of Other Languages

English for Speakers of Other Language (ESOL) and Skills for Life Literacy and Numeracy applications are processed direct from assessment / interview to enrolment. An assessment /interview/enrolment appointment is arranged on contact and students can join courses throughout the year, subject to a place at a convenient time and suitable level being available.

Please note that under 19's who have achieved grade D or below in GCSE English and/or Maths will be required to continue to study this as part of their study programme.

7. International Applicants

The International Student Centre will process applications from international students who already have or who wish to apply for immigration permission to study in the UK, including: *Short Term Study visas; Diplomatic visas; Dependent visas; General Visitor visas (tourist visa - allowed to study for up to 30 days)*. Please note that the College is currently unable to support applicants who intend to apply to study in the UK under Tier 4.

If the course entry requirements are met and the applicant has demonstrated their ability to make a successful immigration application, the College will:

- issue the applicant with an official offer letter
- advise the applicant to pay full tuition fees in order to reserve their place *on a short term study programme (maximum length 6 months or 11 months for English language courses)*.

Once the full tuition fee has been received, an official letter will be sent to the applicant, to be used to support an application for a Short Term Study or Extended Student Visitor visa. This letter should be submitted with your entry clearance application to the British High Commission or British Embassy in your country of residence.