



## Higher Education Admissions Policy

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

Review History:		
Date of review	Reviewed by	Reason for review
August 2015	HE Development Manager	College name and logo change
July 2016	AP Sport & Care	Minor amendments
April 2017	AP Sport, Care & Computing	Change of Title
May 2018	AP Sport, Care & Computing	Minor amendments.
April 2019	AP Curriculum Performance & Development	Scheduled review
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Related policies:  
Enrolment Disclosure Policy and Procedure

## **1. Policy Statement**

North Kent College (“the College”) is a multi-sited educational institution, which includes Hadlow College and is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation.

The College highly values the diversity and range of experience that prospective students contribute to College life. Applications are welcomed from all students classed as “Home” students as defined by The Office for Students UK.

Recruitment and admissions processes aim to match the abilities, aptitude and aspirations of the student to the programme of study. The College is committed to recruitment and admissions processes which are fair, explicit and implemented consistently across its range of provision.

This policy relates to admissions to directly funded Higher Education (“HE”) courses offered by the College. These are the courses applied for either directly or through UCAS. Franchised HE provision, consisting of courses in partnership with a University (such as The University of Greenwich) follows the admissions policy of the institution the application is made to.

## **2. Pre-Admission Process**

The College aims to place its applicants on appropriate programmes with the support necessary for them to succeed. The admissions process will encompass a range of services, from the provision of information about programmes and services, through to the point of enrolment and beyond.

This policy applies to applicants and potential applicants to the College’s accredited higher education programmes of study and is complementary to the Admissions Policies of the College's validating bodies and university partners. It is intended that the policy should uphold the principles outlined in the Schwartz Report on Fair Admissions (2004) and the Quality Assurance Agency's UK Quality Code.

## **3. Admission Process**

It is the policy of the College that:

- 3.1 The admissions process will provide a responsive and student- focused service, ensuring all applicants receive the appropriate advice, guidance and information that they need to apply for and enrol on the appropriate programme.
- 3.2 All prospective applicants will have access to impartial pre-entry advice, guidance and information about programmes, including fees and funding so that informed decisions can be made. Applicants should ensure that they have sufficient information on which to base decisions about programme acceptance and necessary support.
- 3.3 The admissions process for entry onto programmes will be clear and concise to prospective students.

- 3.4 All applicants will be considered on an equal basis, taking into account their academic record, potential, references, personal statement and experience.
- 3.5 Programmes and services are promoted actively in the community to widen access and increase participation in line with the widening participation scheme.
- 3.6 The admissions process will have procedures which will enable the monitoring and evaluation of the quality of the provision.
- 3.7 The Admissions Policy promotes equality and diversity and is consistent and complementary to all other College policies.
- 3.8 It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the College of any changes or corrections to their original applications.

#### **4. Implementation of the Admission Process**

The policy will be implemented in the following way:

- 4.1 The admissions process is clearly outlined on the College's website and due care and attention will be taken to ensure that all communications to potential students are clear and unambiguous.
- 4.2 Information and advice about programmes and entry requirements will be provided on the College's website and in the prospectus, with further information available from the Careers Team and programme leaders, if required. Every care is taken to ensure that the information contained in the College's publications (both paper and on-line) is accurate at the time of publication.
- 4.3 All prospective students who declare a diagnosed learning difficulty or disability will be advised of the support available to them, including the process for applying for Disabled Students' Allowance.
- 4.4 Guidance is available from the Careers Team to assist in the choice of the most appropriate programme of study and to get information and advice about fees and student loans.
- 4.5 At enrolment, all students will be provided with a copy of the Learning Agreement and terms and conditions document outlining the responsibilities of the College and the student. The student will sign the document to confirm that they have read them.
- 4.6 The Admissions process is monitored through feedback and questionnaires and, where necessary, appropriate action is taken to address areas for development identified.
- 4.7 Programme Leaders are responsible for setting the entry criteria for their programmes in line with the College and awarding body requirements. This is reviewed by the Assistant Principal for the relevant Curriculum Area.

- 4.8 Decisions on applications are initially made by the programme leader and reviewed by the relevant Head of Curriculum before being processed. This takes into account:
- 4.8.1 the applicant's potential to succeed on their chosen programme of study;
  - 4.8.2 the applicant's actual or expected academic or professional qualifications and grades;
  - 4.8.3 relevant work or other experience;
  - 4.8.4 the applicant's own statements of interest in the programme/subject;
  - 4.8.5 references; and
  - 4.8.6 where appropriate, an interview, portfolio or audition.
- 4.9 It is general practice that applicants will be informed of an interview/ audition date or a decision within two weeks upon receipt of application to the College.
- 4.10 All applications for full time programmes should be made through UCAS. No preference will be given to applications which are received in advance of the main UCAS deadline date. Applications which are received after this date will be considered if places are still available.
- 4.11 In addition to attending their interview, applicants will be given the opportunity to visit the College at Open Days or by prior arrangement with the Programme Leader.
- 4.12 Applications from mature students who have non-standard qualifications or wish work experience to be taken into account as part of their application will be considered on an individual basis.

## 5. Types of Offers

Applicants may be made any of the following offers:

### 5.1 Unconditional offer

Where an applicant has met the entry criteria for a programme and there are sufficient places remaining on the programme, an unconditional offer may be made.

### 5.2 Conditional offer

Where an applicant is able to demonstrate that they are likely to meet the entry criteria for a programme by the enrolment period and there are sufficient places remaining on a programme, a conditional offer may be made. A conditional offer is subject to the achievement of the entry criteria and to the timely completion of the enrolment process. Applicants will be informed in writing of the conditions that they will have to meet before they are enrolled onto the programme.

### **5.3 Course Correction**

Where an applicant has applied for a course but is considered more suitable for an alternative at interview, another course will be offered.

### **5.4 Course Subject to Availability**

For the College to effectively and fairly manage the application process, applicants will be required to respond to communication requesting confirmation that they still intend to take up the offer of a place. If an applicant does not positively respond to such a request, the offer may be changed to Subject to Availability, at the discretion of the College.

## **6. Exceptional Circumstances**

In exceptional circumstances, an Assistant Principal can authorise entry onto a programme of study if an applicant has not fulfilled all the entry criteria for the programme. Applicants will be expected to demonstrate that they have a commitment to succeed, and they will be required to participate fully in any learning support which is considered necessary to achieve the qualification.

## **7. Rejected Applications**

Where an application has been rejected, the applicant may appeal in writing to the Head of MIS and Admissions, if they believe that the policy has not been applied correctly in the processing of their application. Appeals will only be upheld where the Admissions Policy was not applied, and the incorrect application of the policy led to the rejection of the applicant. In the unlikely event of changes to programmes or cancellation of programmes, the College will not be held liable, and the Admission Policy will not apply.

## **8. Applicants with Criminal Convictions**

The admission of students with a declared criminal conviction is subject to the College Enrolment Disclosure Policy and Procedure

## **9. Consumer Protection Act**

Consumer protection law sets out advice that is intended to help the College understand and comply with consumer protection law in relation to their dealings with prospective and current undergraduate students. Compliance with consumer protection law is important not only in protecting students but also in maintaining student confidence and the reputation of the College. Consumer Protection law sets minimum standards that apply to various aspects of our dealings with students, as well as helping to protect students if things go wrong. It sits alongside our regulatory obligations and guidelines.