



FE ADMISSIONS POLICY

Mission Statement

The purpose of the College is to provide the best learning experience leading to the highest possible level of achievement by our students.

1. Principles

Truro and Penwith College believes that individuals should be encouraged to participate in the education process throughout life to the highest level of their ability. The College is committed to social inclusion, and this is reflected in the Admissions Policy.

The College recognises that the admissions process is crucial in determining and ensuring that applicants have access to impartial information, advice and guidance on the choices available to them. While the admissions process is governed by other policies such as the Equality Act 2010, it is important that the principles upon which admissions decisions are based are known and transparent to applicants, their parents or guardians and staff.

The policy aims to ensure that:

- The principles reflect other relevant college policies.
- The principles upon which admissions decisions are based are transparent.
- The Admissions Policy supports the provision of impartial information, advice and guidance to applicants.
- There is a mechanism for appeal against an admissions decision.
- Account is taken of the changing environment with regard to application numbers and limits.
- The College encourages a balanced and diverse student body.
- Students recruited to the College are encouraged to engage with, and contribute to, the College community.

2. Statement

The Admissions Policy is derived from the College Mission Statement, and associated aims, through:

- A policy of 'recruitment with integrity' by ensuring that all elements of the admissions process are open and transparent.
- Recruitment on the basis of fair and equal treatment.
- The provision of flexible learning opportunities for all abilities.
- Ensuring that the policy is directed towards those applicants who will derive most benefit from their proposed programme of study.

The College will achieve these aims by:

- Encouraging applications from all those with the motivation and ability to thrive at Truro and Penwith College, whatever their background.
- Assessing each application carefully and fairly.
- Offering places to applicants on appropriate programmes who have the potential to achieve.

3. Implementation

3.1 FURTHER EDUCATION ADMISSIONS

3.1.1 The College will admit all applicants who have the potential to succeed subject to limitations on numbers imposed through restrictions on accommodation, teaching and other resources.

3.1.2 Applications for the second year of courses will be considered from those who have taken courses elsewhere on the following basis:

- a. Applicants meet the normal admissions criteria for the College and are clearly recommended for progression to the second year.
- b. Applicants are able to state clearly why they wish to move to the College from their current institution.
- c. Applicants provide the College with details of their previous course and specifications so that the acceptability of transfer of examination board / awarding bodies can be thoroughly checked to ensure compatibility.

3.1.3 Applications

- Applicants will receive an acknowledgement of their application within 5 working days of receipt.
- Where an applicant has an Education Health Care Plan (EHCP) they will be advised of receipt of application and notified that contact will be made with Statutory Special Educational Needs Department at Cornwall Council for consultation. Applications for this criteria cannot proceed until agreement of meeting student need can be made. Council deadlines for consultation response is 31st March. Any consultations received after this date will be considered a late application and any offer may be subject to successful recruitment of support staff.

3.1.4 Late Applications

Applications received on, or after, the first teaching day will be deemed to be 'late'. Every effort will be made to accommodate 'late' applicants to enable them to start their learning programmes as quickly as possible, a confirmed place will still require all the appropriate documentation and interview as a condition of entry.

3.1.5 Offer of Place at the College

- The applicant has indicated a commitment to study and to the values of the College.
- A guidance interview, between a member of College staff and the applicant, demonstrates that the choice of course/subjects is appropriate.

- Applicants are estimated to achieve the specific grade requirements for their chosen course or where an Assistant Principal has agreed, an exceptional entry may be made.
- Where applicable, candidates demonstrate the necessary skill, proficiency or aptitude (e.g., satisfactory portfolio of artwork or music audition).
- The applicant's learning difficulties and/or disabilities can be managed and resourced within the College's provision.

Once an offer has been made, the College will aim to allow applicants to follow their first choice of course (or combination of subjects). Where this is impossible, for reasons such as timetable clashes or over-subscription, guidance will be offered about suitable alternatives.

Applicants for a level 3 course who may have borderline predicted grades should also be asked to consider a level 2 course at interview. The interview notes and offer letter should reflect the dual course offer. The offer for the highest-level course will be recorded on the College Information System.

3.1.6 Withdrawal of place or offer of a place at the College

In exceptional circumstances, the College reserves the right to withdraw the offer of a place on a course at the College. This may be because the applicant has failed to enrol and cannot be contacted or because the place has been obtained by false, incomplete or misleading information.

The College reserves the right to exclude an applicant who is considered, on justifiable grounds, to be unsuitable for a place on a particular course or for attendance at the College in general such as:

- Safeguarding risk
- Failing to disclose criminal record or notify on application of police charges for offences committed awaiting prosecution.
- Failing to disclose Special Educational Needs
- Failing to disclose learning support needs
- Failure to disclose previous courses not meeting funding conditions for progression. It is the applicant's responsibility to disclose attendance at alternative provision, pupil referral units or specialist provision.

3.1.7 Oversubscription

Owing to accommodation and equipment constraints, a minority of courses have limitations on the number of places available. A review will take place between the Assistant Principals and Principal to agree an upper limit to the number of places available where this is necessary, allowing for a margin of over allocation based on historic trends in conversion rate for those particular courses.

Applicants will be interviewed using the selection criteria and any offers of places should be conditional on having sufficient places to accommodate all confirmed interest.

Applicants to over-subscribed courses will be contacted during the summer period to confirm that they remain committed to that particular course of study at Truro and Penwith College. If confirmed interest still exceeds the College's maximum capacity, a waiting list will be introduced. A waiting list does not guarantee a place.

3.1.8 Excluded or Disruptive Pupils

Applications from those who may have been excluded from school or college (including Truro and Penwith College) or have exhibited challenging behaviour during their period of compulsory schooling (or previously at Truro and Penwith College) will still be considered. The College will offer supplementary interviews to discuss behaviour and support, in addition to the academic interview. Such academic interviews will normally be conducted by a Programme Team Leader (PTL) or Assistant Principal. Where appropriate risk assessments will take place. PTL/Assistant Principal will monitor a probationary period of 6 weeks and review student's progress. Failure to meet the probationary conditions may result in withdrawal from programme.

Where the College determines that the applicant would not benefit from attending Truro and Penwith College or is not confident that an applicant can manage their behaviour without detriment to other learners, the applicant will be refused a place. Also see section 3.1.6.

3.1.9 Confirmation of place and enrolment

Once the GCSE results have been received and the applicant has met the general, and any specific course entry criteria, the place will be confirmed by email. Guidance will be given to students who wish to consider a change of course and/or subject(s) following publication of the GCSE results and attendance at Advice Sessions will be necessary subject to availability of places.

3.2. SPECIFIC ADMISSION PROCEDURES

3.2.1 DBS Checks

As a safeguarding measure, the College reserves the right to carry out a DBS check on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission to College.

3.2.2 Unspent Criminal Convictions

Where an applicant has a criminal conviction or have been charged by the police and are awaiting to see if an offence has been committed, the College will refer all applicants to the Director of Student Experience (Designated Safeguarding Lead) and Safeguarding Officer for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a College course. Applicants will be contacted for further information and appropriate external agencies consulted where applicable.

The College reserves the right to refuse admission to applicants who after the risk assessment process are viewed as unsuitable.

3.2.3 Admission of Students with Previous Exclusions

Applicants who have been previously excluded from any other educational institution may be required to attend an additional interview to allow the College to access any additional needs. A Risk Assessment may be needed, and approval given by the Director of Student Experience.

3.2.4 Adults Returning to Education

Adults returning to education are welcome to apply to appropriate College courses. Where possible the College looks to place in separate provision to 16–18-year-olds. Some vocational courses may integrate adults subject to approval by the Director of Student Experience. In these cases, adults will be expected to meet the Programme Team Leader and complete an adult integration meeting making them aware of their responsibilities and the College's safeguarding policy. See Appendix 4.

4 APPEAL AGAINST AN ADMISSIONS DECISION

Any appeal against a Further Education admissions decision should be made in writing, stating the reasons, to the Principal's Office. This appeal will then be considered within 15 days. The panel's decision will be final.

For HE provision in category a) (as set out in the definitions section 3.2. above), any appeal should be made in writing, stating the reasons, to the Principal's Office. This appeal will then be considered by a panel comprising the Principal and an Assistant Principal. The panel's decision will be final.

5 MONITORING

The College will review its principles and procedures annually.

6 RELEVANT RELATED POLICIES

The following relevant policies should be consulted in relation to admissions decisions:

- Equality, Diversity & Inclusion Policy
- GDPR Policy

Other related areas

Statements on the following are also available:

- Over-19 admissions to further education courses
- Under-16 admissions

APPENDIX ONE

FURTHER EDUCATION ADMISSIONS 19+

Mature applicants (19+) complete the same application form and interview process. Some courses also require a Disclosure and Barring Service (DBS) check. Fees will need to be paid as appropriate.

APPENDIX TWO

FURTHER EDUCATION ADMISSIONS – under 16*

a. DAY-TIME

The policy is designed annually in conjunction with the EFSA guidance and should be read alongside the Pre-16 policy.

Students who have successfully completed Key Stage 4 and have gained the relevant entry criteria qualifications for the course may be fundable by the ESFA. An interview will be required, and the approval of the Director of Student Experience obtained. Applicants will be required to complete the College application form. Where ESFA funding is agreed, fees are waived. Interview paperwork will be completed. The Under 16 Support Protocol needs to be followed in all instances. In particular, no offer of a place on a day-time course will be made until all issues relating to fees, additional support, transport etc. have been discussed and agreed and approval given by the Director of Student Experience, Team Leader for Student Services and Transition Lead.

Students who are not on a school roll, but classed as Elected Home Educated, are managed under the Pre-16 policy.

b. DAY-TIME INFILL

In exceptional cases, referrals from schools for individual students will be considered. Approval of these will go through the Learning Services Team Leader to agree provision and costing. These students will remain the responsibility of the school whilst on campus. Fees will be paid by the school according to the Fees policy. The Pre-16 Policy will be followed.

c. EVENING

Evening places for young people who are equivalent to Year 11 age group who are Electively Home Educated may be available subject to interview in English and Maths. There are specific criteria relating to security which must be complied with. This requires an accompanying adult on campus at the same time.

Fees will need to be paid according to the Fees Policy.



APPENDIX THREE

Admissions Procedure for Full-Time Students



The Student	<ul style="list-style-type: none"> a) Completes the online Application Form or b) Sends a College Application Form/16+ Careers form to the Admissions Officer
The Admissions Team	Inputs paper copy applications utilising the online app, and reviews all the on-line applications contacting students if any required data is missing
The Admissions Officer	<ul style="list-style-type: none"> a) Liaises with the interviewers to agree available interview dates b) Liaises with school regarding the date of interview and the provision of a quiet space for the student to have their interview if they have opted for a telephone rather than a face-to face interview c) Verifies whether the student is brand new or existing progression student d) Considers the application e) Allocates a curriculum area for interview f) Approves the application g) Reviews any applications where the student has declared a criminal record or has been charged by the police and is waiting to see if an offence has been made. Forwards any applications of this nature to the Director of Student Experience or Penwith Director of Operations

DATA THEN TRANSFERS TO UNIT-E

The Admissions Team	<ul style="list-style-type: none"> a) Forwards a report to PTLs who add Interviewer's name and return b) Sets interviews c) Email invitation sent to student d) E-mail to school to advise of their student's interview dates and times e) Shares the editable interview documents to the interviewer
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STUDENT (AND OR PARENT) HAS TELEPHONE OR FACE-TO-FACE INTERVIEW

The Interviewer	<ul style="list-style-type: none"> a) Conducts a telephone/Teams or face-to face interview calling the student's contact details b) Completes the editable Form T7, Quals on Entry and Learning Support (CAMF) form if applicable c) Documents auto updated in electronic file d) PTL has access to all files assigned to area
The Admissions Team	<ul style="list-style-type: none"> a) Reviews the interview paperwork, enters any additional or amended information onto Unit-e in preparation for sending May Communication with applicants and their parents/carers and Results Collection b) Continue to support students from application to start of term, by assisting any enquiries and course changes c) Arranging for those students who apply late and cannot be interviewed before the end of term are invited to a late applicant/advice session before the start of term.