



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 equitable treatment.
- The provision of varied 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.
- We treat every application equally in accordance with the admissions policy, and do not give priority to any applicant enrolled in any specific school.
- Using our professional judgement in order to offer places to applicants on appropriate programmes who have the potential to achieve the intended outcomes.

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.
- Applicants can identify on their application if they would like support with their interview and will be contacted by the learning support team in this regard.

3.1.4 Late Applications

Applications received on, or after Level 2 Results 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 and meets their intended destinations.
- Applicants are estimated to achieve the specific grade requirements (or working levels) 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 needs/conditions 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:

- Failing to meet conditions set for prior entry to the programme eg. Attendance or behaviour
- Safeguarding risk
- Failing to disclose criminal record or notify on application of police charges for offences committed awaiting prosecution.
- Omitting to disclose information about your personal circumstances that require support from college e.g. not disclosing your EHCP.
- Failure to disclose previous courses not meeting funding conditions for progression. It is the applicant's responsibility to disclose attendance at other post-16 provisions, alternative provision, pupil referral units or specialist provision.

The college reserves the right to withdraw a place on a selected subject or course of study prior to the start of term due to insufficient recruitment of numbers or inability to recruit specialist staff to that programme area. Where possible, the college will look to determine the same offer at an alternative site or offer entry onto another programme of study.

In rare cases the college may have to close a course of study once term has started within the first 42 days. This may be due to sudden withdrawal of learners or other unforeseen circumstances which may mean continuing with the course would not create a beneficial student experience. In such cases, the college will offer a place on a programme with as close learning aims as possible or may offer the same qualification on an alternative campus. In addition, the college has the right to collapse groups within year or from transition from year 1 to year 2 due to loss of student numbers to create financially viable group sizes.

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 and behaviour support plans will be written. 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 or risk 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 No grades on entry

Learners applying for courses at level 1 or above, who do not disclose any incoming grades/predicted grades e.g. those not sitting any formal assessments in Yr 11, will be invited to complete an initial maths and English assessment (using BKSB assessment software) prior to interview. This initial assessment enables interviewing staff to make informed decisions at enrolment and ensures that learners are offered programmes of study that are suitable and enable achievable progression. The working levels

determined at initial assessment will be used in lieu of GCSE grades and learners will need to be working towards or above the level of the course they are applying for e.g. learners identified as working at entry level 3 will be offered a maximum of a level 1 course in the first instance.

Due to requirements to work towards maths and English GCSE grade 4s it is not possible for learners without incoming grades to enrol on a level 3 course in their first year of study with us.

3.2.2 EHCPs

Where an applicant has an Education Health Care Plan (EHCP) consultation will be requested from the Local Authority. The young person or next of kin can send a copy of the EHCP and most recent annual review to the college in temporary lieu of consultation. If the college determines we can meet the needs and provision detailed in the paperwork provided, learners can proceed to interview and given a conditional course offer. Confirmed offers for this criteria cannot be made until we have confirmed we can meet need and statutory consultation is completed.

Where the college is not provided with EHCP paperwork, application cannot proceed until agreement of meeting student need is confirmed with the Local Authority.

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 procurement of provisions stated.

Truro and Penwith College may be able to meet need but may not have a suitable course and in these circumstances, in addition to the young person and next of kin the Local Authority casework officer and CSW (formerly Careers SouthWest) will be notified.

3.2.3 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.

3.2.4 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.

3.2.5 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.

3.2.6 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.

3.2.7 Applications from International Students

Definition - An international student is any person who has applied to study at Truro & Penwith College and has lived outside of the United Kingdom for the last 3 years (including British Nationals) or is not a UK citizen.

Truro & Penwith College does not have a licence to sponsor international students under the new student route visa scheme. International students who are looking for a licenced-institution are advised to check this link

https://www.gov.uk/government/publications/register-of-licensed-sponsors-students?mc_cid=7bea1b772c&mc_eid=5a318c328f

Students are asked to apply through the on-line application process.

[College Portal - Truro, Penwith, & Callywith Colleges \(truro-penwith.ac.uk\)](https://truro-penwith.ac.uk)

International applicants, with the **right to reside** in the UK will be contacted by the Admissions Team to provide some or all of the following documents* and information before they can be assessed for funding.

- A copy of the biodata page of their passport
- Home Office or UK Visas and Immigration letters/documents (and those of any parents **if the applicant is under the age of 18**)
- Biometric Card (front and back and those of any parents **if the applicant is under the age of 18**)
- If they have settled status, provide a code for checking.
- Two recent school reports (or equivalent)
- Details of what qualifications they have already obtained and which they are currently studying (with English translation if the originals are not in English)
- Details of where the applicant and their family have been living in the three years prior to you coming to the UK (including location and reasons for living there).

If they are already resident in the UK, they will be asked to supply information detailing when they moved to the UK and who they are living with here. If they are living with parents or a partner with a Biometric Residence Permit, they will be asked to provide evidence of this.

If their qualifications were gained overseas, they will need to confirm what their qualifications are equivalent to for the UK. The UK national agency for international

qualifications and skills is the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. It performs this official function on behalf of the UK Government: <https://www.enic.org.uk/>

Once all documentation has been received, it will be forwarded to MIS for checking and assessing whether the student meets the funding criteria. The process of checking these documents can sometimes take between 4-6 weeks, therefore we encourage applicants to provide these documents as soon as they are requested.

For any general enquiries or information international@truro-penwith.ac.uk

*The documents required are subject to change in accordance with the requirements of the funding bodies.

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.

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

b. EVENING

Please refer to Pre-16 Policy.

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

<p>The Interviewer</p>	<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 on-line interviewers form c) Documents auto updated in electronic file d) PTL has access to all files assigned to area
<p>The Admissions Team</p>	<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.