



## Coleg Cambria

### FE Admissions Policy

<b>Policy Name:</b>	<b>FE Admissions Policy</b>
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## **1. Introduction**

This policy applies to the admission of full time learners at Coleg Cambria. The college aims to offer a supportive service to all applicants by offering clear, impartial well informed advice and guidance. The purpose of this document is to outline the stages of the process.

## **2. Submitting an Application Form**

- 2.1 Application forms are accepted from the first Open Evening in November until the end of September the following year (i.e. an 11 month period).
- 2.2 Applicants are encouraged to apply online at [www.cambria.ac.uk](http://www.cambria.ac.uk) Coleg Cambria can provide paper application forms upon request.
- 2.3 Completed paper application forms should be sent to the Admissions Department, Kelsterton Road, Connah's Quay, Flintshire, CH5 4BR.
- 2.4 Coleg Cambria can only process one application per person at any one time. If an applicant submits numerous applications for different courses then the Admissions Team will contact them to establish which application they would like to be processed.
- 2.5 Applicants are required to be competent in the English Language. Non native speakers have to be competent in the English Language at the level of B1 for Level 1 courses and B2 for Level 2 and above. Applicants have to show this by having passed an approved English Language test. English Language certificates must be verified through IELTS and an original certificate provided. English Language Certificates will not be accepted if they are more than two years old.
- 2.6 All applicants who wish to apply for government funded courses need to have an immigration status which enables them to have legal access to funded education, in line with the College's legal obligations.

## **3. Processing of Application Forms**

- 3.1 All application forms are processed by the Admissions Team within 48 hours of being received.
- 3.2 All applicants will be invited for an informal interview with a member of the Student Services Team (apart from Independent Living Skills interviews which will be undertaken by the Tutors/Additional Learning Needs Co-ordinators). The interview will take place at the Coleg Cambria site where the course takes place, apart from Deeside Sixth interviews which will be held at Deeside main site.
- 3.3 An interview date will be given as soon as possible after receipt of the application form, and no longer than 25 working days after the application was received.
- 3.4 Admissions will contact applicants via letter and text message (if the applicant has provided their mobile telephone number) to arrange the interview date.

- 3.5 If an applicant is unable to attend the interview date given they should notify the Admissions Team via text message, telephone or email.
- 3.6 Applicants will be reminded of their interview date by telephone call and text message 1-3 days prior to the interview.

#### **4. The Interview Process**

- 4.1 Interviews will generally take place after 4pm. During school/college holidays interviews will generally take place throughout the daytime between the hours of 9am-5pm. Mature learners are invited to attend during the daytime where possible. If an applicant has a specific date or time in mind to attend an interview Coleg Cambria will always attempt to accommodate this request.
- 4.2 Applicants should report to Reception at the Coleg Cambria site that they have been invited to.
- 4.3 Applicants are requested to bring proof of qualifications or predicted qualifications along to the interview, along with a valid form of identification (i.e. passport, birth certificate or biometric residence permit), their National Insurance Number (if they have one) and a completed Parental Consent Form (which is sent out with the Interview letter).
- 4.4 The interview will usually be conducted by a member of the Student Services Team (apart from Independent Living Skills interviews which will be undertaken by the Tutors/Additional Learning Needs Co-ordinators). Examples of some of the topics discussed will be predicted/actual qualifications, career aspirations and learner support requirements.
- 4.5 Wherever possible the applicant will be given a conditional or unconditional offer of a place on a course at the interview. There may be occasions where the interviewer may need to seek further guidance before offering a place. In this instance the Admissions Team will contact the applicant with an outcome within two weeks of the interview.
- 4.6 Applicants who are offered a place at the interview will then be enrolled at the end of the interview. At the enrolment stage applicants should show a valid form of identification. Applicants will also be required to have a photograph taken which will appear on their college ID card when they start college.
- 4.7 Some courses require an enhanced Disclosure and Barring Service (DBS) check. These are usually for courses which involve working in positions of trust with children, young people or vulnerable adults. A fee will be charged as determined by the DBS. Details of this will be given at the interview stage.
- 4.8 At the enrolment stage applicants will be given information on transport, financial support and childcare (if required).
- 4.9 After enrolment applicants will be sent an email containing a Learner Agreement.

## **5. The Interview Process - Independent Living Skills**

- 5.1 Independent Living Skills applications are processed by the Admissions Team. A Taster Day invite letter is posted to the applicant along with an ILS Personal Information Summary Form. The letter asks applicants to complete the ILS Personal Information Summary Form and bring it with them to the Taster Day.
- 5.2 The Taster Day will take place over a full day in college, and the interview will be conducted as part of the Taster Day.
- 5.3 The Taster Day will be conducted by Tutors and the interview will be conducted by an Additional Learning Needs Co-ordinator. Parents/Guardians/Carers are welcome to attend the interview with the applicant. Feedback from the Taster Sessions will be gained from the Tutors. College transport information will be given as part of the interview.
- 5.4 Within 14 days of the Taster Day and interview taking place a panel meeting will be held to discuss whether an offer can be made to each applicant who attended the Taster Day. The panel will consist of the Deputy Director Additional Learning Needs, the Additional Learning Needs Co-ordinator(s), the Safeguarding Officer and a member of the Admissions Team.
- 5.5 Applicants will be sent a letter informing them whether they have been offered a place or not.
- 5.6 If an applicant has been offered a place then the Admissions Team will enrol each applicant onto the college system by changing the progress code to ENR-COND Conditional Enrolment.
- 5.7 Applicants will be required to have a photograph taken when they start their course in September which will appear on their college ID card.

## **6. Following the Interview**

- 6.1 Coleg Cambria may keep in touch with applicants and send information on New Student Days, college news and other relevant information via letter, email and/or text message.
- 6.2 It is the responsibility of the applicant to inform the college via email or telephone of any changes to their personal data, in particular their name(s), address, email and contact telephone numbers.
- 6.3 Enrolled applicants may be invited to a New Student Day over the Summer period. New Student Days are an opportunity for applicants to come into college for the day to meet their tutors and other new students, and take part in practical activities to give an insight into the course that they have enrolled on.
- 6.4 Applicants will be contacted by Coleg Cambria in August and reminded to confirm their place online at the end of August (ILS learners will not need to confirm their place online).
- 6.5 Applicants that do not achieve the GCSEs they expected in August are encouraged to come to Coleg Cambria on GCSE Results Day, so that other options can be discussed.

- 6.6 All learners that confirm their place online will be sent information regarding their start date at the end of August.
- 6.7 There are minimum numbers of students required for each course to run. Should there be insufficient numbers to run a particular course then every effort will be made to enrol students on a similar, appropriate course.

## **7. Appeals**

- 7.1 If an applicant is refused a place on a full time course they may appeal to the relevant Assistant Principal, providing s/he has not been offered a place on a course because it is full or not running, or s/he does not have the correct entry requirements.
- 7.2 Applicants who wish to appeal should write to the Assistant Principal of the area of the course for which s/he applied, stating their reasons for appeal.
- 7.3 The Assistant Principal will consider the appeal by looking at the reasons why a place was not offered. This could include speaking to the member of staff that conducted the interview, looking at the Interview Tracking Form, consulting with Learner Support staff and/or inviting the applicant for a meeting to discuss the appeal if required.
- 7.4 The Assistant Principal will write to the applicant to confirm the outcome of the appeal. If the appeal is unsuccessful then suitable alternatives will be offered where appropriate or necessary.

## **8. Current Full Time Students Progressing to another Course or Level**

- 8.1 Existing full time learners at Coleg Cambria that would like to progress to another course or level the following year do not need to complete an application form.
- 8.2 Tutors will meet with learners to discuss progression options, and outcomes will be processed internally.
- 8.3 If a learner is offered a place to progress to the next level of their current course, the college will notify the learner between January-April. The learner will need to attend Student Services to enrol in order to secure their place on the course.
- 8.4 If a learner notifies their tutor that they would like to progress to an alternative course in a different subject area, then Admissions will arrange for the learner to attend an interview with Student Services.

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