

POLICY/PROCEDURE TITLE:	ADMISSIONS AND ENROLMENT
MANAGER RESPONSIBLE:	DIRECTOR OF EXTERNAL RELATIONS & CLIENT SERVICES
ISSUE DATE:	APRIL 2002
LAST REVIEW DATE:	APRIL 2014
NEXT REVIEW DATE:	APRIL 2015
EQUALITY & DISABILITY IMPACT ASSESSMENT COMPLETED:	YES
RISK ASSESSMENT:	<ul style="list-style-type: none"> • STUDENTS ENROLLED ON INAPPROPRIATE COURSE AND NOT RETAINED AND DO NOT ACHIEVE THEIR QUALIFICATION • STUDENTS ARE NOT ENROLLED AND FUNDING IS NOT CLAIMED

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1. Introduction

The policy and procedure which follows applies to applicants for the following programmes:

Full Time
Part Time
Higher Education
JobWorks
Apprentices
Work Based Students
Employer Responsive Provision
Commercial
Pre-employment

The enrolment process is seen as the formal process of agreeing a contract with students following the appropriate level of information, advice & guidance (IAG), delivered in line with Matrix Standards.

2. Policy Statements

- Applicants will be entitled to a comprehensive IAG service to ensure they are able to make an informed choice on the suitability of the College provision to meet their individual needs. The service will follow college guidelines in respect of confidentiality, equality and professional integrity in its delivery.
- There will be a centrally administered admissions system for all full time programmes and for students applying for places on Apprenticeship programmes and part time Higher Education.
- The admissions system will be openly accessible and non-discriminatory in line with the requirements of the Equality Act 2010. It will comply with the College's policy Equality Policy, adhere to the principals of coherent IAG delivery and be in line with the Student Services Standards.
- Applicants will be offered a place on a course on the basis of an agreement being reached that the College is able to provide a programme of learning and/or assessment which meets the need of the student together with the reasonable expectation that the student will be able to fulfil the objectives of the programme and achieve the standards required for the specific awards.
- Admissions to learning programmes will be at the discretion of the College.
- The College reserves the right to withdraw or cancel a programme whenever its viability cannot be assured. In such circumstances, every effort will be made to accommodate the applicant on an alternative programme. However, the College cannot guarantee that a programme which is acceptable to the applicant will be available at the College.
- Applicants will be encouraged to disclose any physical or learning disability or specific need in relation to faith, gender or race at the application stage so that appropriate support can be identified at the earliest opportunity.
- Applicants with a criminal conviction who have been referred to the College by their supervisor will be encouraged to disclose any conviction that may place young people or vulnerable adults at risk in line with the College safeguarding policy.

3. Procedure

Information, Advice & Guidance

- On an annual basis the College will review and revise the curriculum offer available to all categories of students and communicate the offer through the prospectus, College website, UCAS Progress website, other promotional materials and through careers fairs/school open days.
- Course information on every full and part time course can be made available on request in a suitable format for students with disabilities or for the speakers of other languages or those who have special requirements.
- Enquiries can be made in a variety of different ways e.g. enquires e-mail address, College website, telephone and in person, to support equality of access.
- Prospective students who contact the College will have their enquiry dealt with by a member of Student Services staff in the first instance. Where an enquiry is made on behalf of a student e.g. Inspira referral, then Student Services will provide information to a third party.
- Student Services will ascertain the nature of the enquiry and where the enquiry is made by an employer/corporate client it will be referred to JobWorks or the relevant curriculum Head of School.
- Where the enquiry relates to an individual student or group of students requiring either a course or programme of study, Student Services staff will record their title, name, address, date of birth, telephone number, email address and course interests on ProSolution and provide the prospective student with the relevant letter and appropriate course literature in a format that best suits their need.
- For some identified courses, students require specialist advice and guidance from a member of the course team. Where this is a requirement, Student Services staff will liaise with/refer to the curriculum area and make the necessary arrangements.
- Where the College is unable to offer the client a suitable course, their course request will be logged under 'Subjects interested in' on ProSolution and where possible the student will be referred to another provider or to the National Carers Service.
- Where it is inappropriate to offer the student a place on their chosen course the client will be advised of other appropriate courses.

Full Time (including Apprenticeship Programmes)

- Applications for full time programmes are made through completion of an application form, available in the full time prospectus or downloaded from the website and sent to the Admissions Officer.
- Where a student identifies an interest in a full time course either through the application process, open days or careers events, the College will enter the enquiry on to the ProSolution enquiry database.
- All applications from students at specialist provision will be passed to the Student Services Manager who will make contact with the school to arrange a pre-meeting. This will be to share information and ensure that in principle the College can provide the correct level of support and the right environment for the student. The applicant may then be invited to attend a taster day and/or interview. If the applicant will continue to stay at the school post 16 and is thus a full cost student, a Service Level Agreement will be agreed with the school detailing the responsibilities of both parties.

- Any applicant who was previously enrolled on a course will be flagged to interviewing tutors as a previous student by the Admissions Officer. Their history report will be included in their admissions file.
- Existing 14-16 students progressing within college will need to complete an application form. If they wish to progress within the same course area, their tutor will arrange an interview during the college day and complete the full-time interview record form (appendix 1). If they wish to switch course area, they will be treated as a new applicant and will be invited to an admissions event for their interview.
- Post-16 progression applicants, who wish to progress within the same course area, do not need to complete an application form. Their tutor will arrange the interview and complete a progression interview record form (appendix 2). Progression applicants who wish to switch course area will be treated as a new applicant and thus will need to complete an application form.
- All new applicants and progressing students switching course area will be invited to an admissions/interview event. Parents/carers/family member or support workers may attend. If the student fails to attend, contact will be made to ascertain whether they wish to continue with their application.
- The admissions/interview event will provide an overview of the College including the rights & responsibilities of students, the College culture, financial and welfare support, pastoral & tutorial support with specific reference to disability, faith or cultural needs and include a 1:1 interview with a subject specialist. The tutor will complete the full-time interview record form (appendix 1) or the apprenticeship interview record form (appendix 3).
- The interview with a curriculum specialist will include specific reference to the entry requirements in line with the College prospectus, personal ambition and progression opportunities.
- Where either the applicant or the school identifies that the applicant has a specific learning difficulty or special circumstances then a member of the Learning Services team will be available to contribute to the interview process and will address any fears/concerns raised by the applicant or the parent/carer and start the process of identifying appropriate support including specialist equipment.
- After the interview the applicant may receive either a conditional/non-conditional offer in writing. Conditional offers will be based on publicised prerequisite entry requirements and any other conditions which the tutor feels is appropriate. Exceptional offers may be made where a candidate does not reach the prerequisite grades but shows exceptional talent.
- If an offer is unable to be made due to concerns that the course might not be the right course or the right level for the student, or if a decision cannot be made until a referral to Learning Services, careers advice or safeguarding has been made, the procedure detailed in appendix 4 will be followed.
- Following the interview, the Student Services Manager will contact all feeder secondary schools to share relevant information that will support the transition for Y11 students to college, and where appropriate will link into agreed sharing protocols.
- Where it is not possible to make an offer of a place the applicant will be contacted by the Student Services Manager and will be provided with alternative options e.g. referral made to Inspira or an alternative provider.
- All offers and non-offers will be monitored for discriminatory practice.
- Where the applicant confirms acceptance of the place, the Admissions Officer will keep in regular contact with them, giving details of transport, additional pre induction sessions etc., either through e-mail, text or postal communication.

- Where an applicant fails to confirm acceptance of a place the Admissions Officer will send them a text and post a reminder letter.
- The student induction questionnaire will be used to test the effectiveness of the information, advice and guidance /application process and the results will be analysed and used to inform regular reviews and revision to the process.
- Parents/carer/ applicant feedback on the admissions event will be gathered through a questionnaire distributed at least once at each curriculum event per year. The analysis will be used to show continuous improvement and identify areas for development.
- Where it has been decided to cancel a full-time course, the curriculum team will check if another course and/or level is suitable and if so, will contact the applicant to discuss. Where this isn't a possibility, the Student Services Manager will contact the applicant to offer information, advice and guidance.
- Students are advised that they can appeal in writing to the Director of External Relations & Client Services within 10 days of receipt of the letter notifying them of the decision, if they are not satisfied with the decision made.

Work Place Learning

Full details of admissions and enrolment for Work Place learning students are detailed in the 'Work Place Learning' policy.

Applications from under 16s

All full-time applications for students of compulsory school age must be supported by their school, local education authority or parent in the case of home educated.

The appropriacy of the College for this age of student must be established through a case meeting between the parent/carer, head of school or nominee and a College senior manager before an offer is made. Costs will be as indicated in the College fees policy and must include all elements including tuition and exam fees, equipment & resources and additional support including tutorial & attendance monitoring. All applications will be authorised by the College Principal before being confirmed. Once an agreement has been made, applications will be processed in the same way as full-time applications. Invoices for provision will be sent out to the agreed funder, usually the school or parent, on a termly basis.

Applications from Offenders

Full time applicants are asked at interview to answer yes or no to specific questions in respect of offences that link to College safeguarding i.e. sex offences, violence against others and drug related. Referral is then made to the College designated person for safeguarding. No offer will be made without a risk assessment confirming that the applicant poses no risk to others or themselves.

In line with the College Equality policy, applications are welcomed from those who have completed or are near the end of a custodial sentence. If the offender remains under supervision, reference will be made to support personnel such as the offender manager or probation officer to identify specific support needs in College and, where appropriate, a risk assessment will be carried out to agree the level of support required. For ex-offenders no longer under supervision, a DBS check maybe carried out with agreement from the applicant if their offence poses a potential risk to other people.

Higher Education Applicants

Admission for HE applicants should follow the quality requirements of The UK Quality code for Higher Education and reflects the following principles:

- Be transparent
- Enable the College to select students who are able to complete the programme as judged by their achievements and potential
- Strive to use assessment methods that are reliable and valid
- Seek to minimise barriers for applicants
- Be professional in every respect and underpinned by appropriate organisational structures and processes

(Schwartz principles, The UK Quality code for Higher Education Part B, B2 p.3)

All HE applicants are invited into college for information, advice and guidance with a subject specialist (The UK Quality code for Higher Education Part B, Indicator 2) and the College's Higher Education Co-ordinator in Student Services who will provide information on how to apply, student finance and support available from the universities. This process should help prospective students to make informed decisions about whether they wish to undertake the programme. (The UK Quality code for Higher Education Part B, Indicator 2).

Where a prospective student is not able to gain admission to a programme, an appointment should be offered with the Student Services Team to advice on alternatives. The prospective student should also be advised of appeals and complaints process.

Appeals and complaints about recruitment, selection and admission

A student may not appeal against an academic judgement made about their capability to complete a programme, however, they may appeal against any procedures followed, for example, if they feel discrimination has occurred. They should lodge an appeal to request a review of the processes. This appeal should be made in writing to the Director of External Relation & Client Services, who will handle the appeal within 5 working days to reflect the need for prospective students to pursue their next course of action. (The UK Quality code for Higher Education Part B, Indicator 3).

Full Time Enrolment Day

- All full-time students will be invited to an Enrolment Day in August/ early September before the course starts. Entry requirements will be clear for each course. Qualifications will be checked and certificates will be photocopied. If the student meets the entry requirements of the course, they will be enrolled.
- Copies of certificates will be attached to the enrolment form. Information relating to students' qualifications on-entry will also be uploaded to ProSolution and used by the CIS Reporter to provide personal tutors with baseline data in ProMonitor to support target setting and inform distance travelled and value added analysis.
- Where a student is 19+ years of age or over a member of Student Services staff will be on hand to take/agree the means of payment.
- Students who do not meet the entry requirements for the course or have not provided the qualification certificates will be referred to a member of the curriculum team. Enrolment will be subject to curriculum approval.
- If the student does not bring their evidence of entry requirements for the programme, they may not be enrolled or may be offered a lower level of course until the evidence is supplied.

- Students will have the opportunity to meet their tutors; apply for a bus pass and financial support and orientate themselves around the site.
- If the student contacts the College and says they are unable to attend the Enrolment Day, this will be recorded by Student Services staff and an alternative date will be given. If this is unsuitable, they must enrol during Induction Week.
- CIS will enrol and check the entry requirements for all late applicants.
- Where a student has not provided evidence of their validated qualifications to the CIS link person by the end of the first week of induction and the information is not available on the Learning Records Service, this will be reported to the personal tutor. Where this is not made available by students by the end of the induction period the learner may be removed from that particular course.
- All students will be given a copy of the enrolment form which serves as a contract between the student and the College. This must be signed by the Student and on behalf of the College. Personalised learning agreements will be confirmed within 6 weeks of the student start date.
- In line with the EFA guidance, students who are under 19 and have not previously achieved a grade C or above in English and/or Maths will undertake a diagnostic assessment in the first two weeks of the course. Students will then be enrolled onto Pro Solution for these classes. More information can be found in the 'English & Maths' policy.

Part-Time

- Students on some courses e.g. Teacher Education and GCSE Maths & English will be required to undertake screening as part of the enrolment process.
- Students can access enrolment forms on line but forms must be received by the College with the student's signature. All paper based enrolments will be uploaded to ProSolution by Students Services staff.
- At the point of enrolment students will be required to pay the appropriate fee or provide evidence of eligibility for fee remission – see fees policy for current charging rates and eligibility criteria. Direct debit options are available.
- All students will be given a letter confirming enrolment, including information on financial support if applicable, and a copy of the enrolment form which serves as a contract between the student and the College and where fees have been paid a copy of a receipt.

September Guarantee & Raising of the Participation Age (RPA)

- If any student under 19 withdraws from a course Inspira will be informed through the Early Leavers Report emailed weekly from CIS.
- The College will liaise regularly with other organisations to meet its obligations under Raising of the Participation Age (RPA) and the September guarantee to ensure the NEET group size is kept to a minimum.

4. Documentation

Appendix 1	Standard Interview Record Form
Appendix 2	Progression Interview Record Form
Appendix 3	Apprenticeship Interview Record Form
Appendix 4	Right Course Right Level Process Flowchart

FULL TIME APPLICATION INTERVIEW RECORD (including 14-16 progressions)

Name of Student _____ Course _____

Name of Tutor _____ Date: _____

Question/Information	✓	Response/Comments
<p>1. Introduction</p> <ul style="list-style-type: none"> Brief introduction about the tutor, the college experience and the course including the English/ Maths policy and progression opportunities. <p><i>Please remember the main focus of this session is to interview a prospective student. If the candidate needs more information to make the decision about their course choice – please refer to Student Services for a guidance interview.</i></p>		
<p>2. Reasons for applying for the course</p> <ul style="list-style-type: none"> Discuss the reasons why the student wishes to take the course. What would they like to do in the future? What do they know about this career? Have they discussed their plans with Inspira Cumbria/YPS Lancs (both former Connexions)/Careers Teacher etc? 		
<p>3. Programme specific questions</p> <ul style="list-style-type: none"> Give a scenario relating to the vocational area, e.g. a health and safety question “What would you do.....?” 		
<p>4. Previous achievements</p> <ul style="list-style-type: none"> Ask about predicted grades (particularly English) and other relevant qualifications which are being taken. Ask about previous relevant experience e.g. work placement. Have you already been on a course at Kendal College (including 14-16) – did you achieve? 		
<p>5. Outcome of interview activity if applicable E.g. audition, portfolio etc.</p>		
<p>6. Potential Costs - Is the applicant aware?</p> <ul style="list-style-type: none"> i.e. 19+ students – Possible Course/Exam Fees. Any additional costs – travel, trips, CRB etc. <p>NB Many students are eligible for support via the Learning Support Fund – (details in the Welcome Guide and available online at: www.kendal.ac.uk/student-services).</p>		
<p>7. Learning Services</p> <ul style="list-style-type: none"> Have you ever had special exam arrangements at school? Have you ever been assessed for any learning needs? Do you have a statement of SEN? Do you have disability you want to tell us about? <p>If a referral to Learning Services is needed, please take the applicant to see the team on the evening of the interview.</p>		

Question/Information	✓	Response/Comments
<p>8. Things that would be good for us to know, to ensure you're given the best chances of success</p> <ul style="list-style-type: none"> Such as late applicant, long time out of study, long distance to travel, not happy at school, been excluded, poor attendance, poor health, home schooled, care leaver, in care, living in supported housing etc. Alternative Provision. <p>Do Student Services need to know? If so, please tick the box under 'Outcome' below.</p>		
<p>9. Safeguarding question (In order to ensure all our students are as safe as possible we need to ask the following questions to all our students).</p> <p>Criminal Conviction * If you answer yes to the below it does not necessarily mean you will not be able to attend college, but it will instigate a referral to the College's Safeguarding Officer.</p> <p>Do you have a Criminal Conviction (or hearing pending) which relates to the following types of crime:</p> <ul style="list-style-type: none"> Crimes related to violence against others, Possession with intent to supply or supplying controlled substances Schedule 1 offences against an under 18 year old. Inclusion on the sex-offenders register or the Children's List 		
<p>10. Any other questions or do they need further guidance or information?</p>		

Outcome

1. Conditional place offered on (Course Title & Level): _____

Conditions:

NB - All Offer Letters will include the Conditions below:

- You will be required to provide *evidence of your qualifications (e.g. your certificates/Exams results slip)* at the start of the course.
- Good attendance and progress on the course.

Additional Conditions for <u>all students</u> on this course
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Additional conditions for <u>this individual student</u>
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A referral is also needed to:

Learning Services Student Services ESOL Other _____

2. The decision cannot yet be made – referral is needed to:

Learning Services Safeguarding Careers Advice Other _____

3. Recommendation to another course: interview to be arranged for.... _____

Tutor Name: _____

Tutor Signature: _____

Applicant Signature: _____

PROGRESSION APPLICATION INTERVIEW RECORD (post-16 progressions only)

Name of Student _____ Course _____

Name of Tutor _____ Date: _____

Question/Information	✓	Response/Comments
1. Introduction <ul style="list-style-type: none"> Brief introduction about the tutor, the college experience and the course including the English/ Maths policy and progression opportunities. 		
2. Reasons for applying for the course <ul style="list-style-type: none"> Discuss the reasons why the student wishes to take the course. What would they like to do in the future? What do they know about this career? 		
3. Previous achievements <ul style="list-style-type: none"> Ask about progress being made on their current course plus any relevant work experience 		
4. Potential Costs - Is the applicant aware? <ul style="list-style-type: none"> Any additional costs – travel, trips, CRB etc. 19+ students – Possible Course/Exam Fees. 24+ L3 students – Advance Learning Loans <p>NB Many students are eligible for support via the Learning Support Fund – (details in the Welcome Guide and available online at: www.kendal.ac.uk/studentservices).</p>		
5. Learning Services <ul style="list-style-type: none"> Is the student currently receiving Learning Support? How is this going? What support would be needed next year? 		
6. Safeguarding question <p>Criminal Conviction</p> <p>* If you answer yes to the below it does not necessarily mean you will not be able to attend college, but it will instigate a referral to the College's Safeguarding Officer.</p> <p>Have you had a Criminal Conviction (or hearing pending) which relates to the following types of crime:</p> <ul style="list-style-type: none"> Crimes related to violence against others, Possession with intent to supply or supplying controlled substances Schedule 1 offences against an under 18 year old. Inclusion on the sex-offenders register or the Children's List 		
7. Any other questions or do they need further guidance or information?		

Question/Information	✓	Response/Comments
8. Has any Address or Contact Details changed from last year? – (Complete comments box with new details)		

Outcome

1. Conditional place offered on (Course Title & Level): _____

Conditions:

NB - All Offer Letters will include the Conditions below:

- Successful first six weeks on the course
- That you achieve your entry requirements as discussed at interview

Additional Conditions for <u>all students</u> on this course
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Additional conditions for <u>this individual</u> student
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A referral is also needed to:

Learning Services Student Services ESOL Other _____

2. The decision cannot yet be made – referral is needed to:

Learning Services Safeguarding Careers Advice Other _____

3. Recommendation to another course: interview to be arranged for.... _____

Tutor Name: _____

Tutor Signature: _____

Applicant Signature: _____

APPRENTICESHIP APPLICATION INTERVIEW RECORD

Name of Student _____ Course _____

Name of Tutor _____ Date: _____

Question/Information	✓	Response/Comments
9. Introduction <ul style="list-style-type: none"> Brief introduction about the assessors, the college experience and the apprenticeship including elements involved (e.g. NVQ, Tech Cert, FS), employee rights & responsibilities and 12 weekly reviews. <p><i>Please remember the main focus of this session is to interview a prospective student. If the candidate needs more information to make the decision about their course choice – please refer to Student Services for a guidance interview.</i></p>		
10. Reasons for applying for the course <ul style="list-style-type: none"> Discuss the reasons why the student wishes to complete an apprenticeship. What would they like to do in the future? What do they know about this career? Have they discussed their plans with Inspira Cumbria/YPS Lancs (both former Connexions)/Careers Teacher etc? 		
11. Apprenticeship specific questions <ul style="list-style-type: none"> Have they already secured employment? If so, please give the name & address of the employer. <u>If not –</u> CV/ Letter of application completed – support needed? Registered with NAS? Aware of how to apply for jobs? <p>If a referral to Karen Shaw is needed, please tick the box under 'Outcome' on the next page.</p>		
12. Previous achievements <ul style="list-style-type: none"> Ask about predicted grades (particularly English) and other relevant qualifications which are being taken. Ask about previous relevant experience e.g. work placement. Have you already been on a course at Kendal College (including 14-16) – did you achieve? 		
13. Outcome of interview activity if applicable E.g. audition, portfolio etc.		
14. Potential Costs - Is the applicant aware? <ul style="list-style-type: none"> Transport, Equipment, Kit etc 		
15. Learning Services <ul style="list-style-type: none"> Have you ever had special exam arrangements at school? Do you have a statement of SEN or any learning needs? Do you have disability you want to tell us about? <p>If a referral to Learning Services is needed, please take the applicant to see the team on the evening of the interview.</p>		

Question/Information	✓	Response/Comments
<p>16. Things that would be good for us to know, to ensure you're given the best chances of success</p> <ul style="list-style-type: none"> Such as late applicant, long time out of study, long distance to travel, not happy at school, been excluded, poor attendance, poor health, home schooled, care leaver, in care, living in supported housing etc. Alternative Provision. <p>Do Student Services need to know? If so, please tick the box under 'Outcome' below.</p>		
<p>17. Safeguarding question (In order to ensure all our students are as safe as possible we need to ask the following questions to all our students).</p> <p>Criminal Conviction * If you answer yes to the below it does not necessarily mean you will not be able to attend college, but it will instigate a referral to the College's Safeguarding Officer.</p> <p>Do you have a Criminal Conviction (or hearing pending) which relates to the following types of crime:</p> <ul style="list-style-type: none"> Crimes related to violence against others, Possession with intent to supply or supplying controlled substances Schedule 1 offences against an under 18 year old. Inclusion on the sex-offenders register or the Children's List 		
<p>18. Any other questions or do they need further guidance or information?</p>		

Outcome

1. Conditional place offered on (Course Title & Level): _____

Conditions:

NB - All Offer Letters will include the Conditions below:

- You will be required to provide *evidence of your qualifications (e.g. your certificates/Exams results slip)* at the start of the course.
- Securing satisfactory employment in an appropriate workplace - *Please contact us with details as soon as employment is secured.*

Additional Conditions for <u>all students</u> on this course
--

Additional conditions for <u>this individual</u> student
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A referral is also needed to:

Learning Services Karen Shaw ESOL Other _____

2. The decision cannot yet be made – referral is needed to:

Learning Services Safeguarding Careers Advice Other _____

3. Recommendation to another course: interview to be arranged for.... _____

Tutor Name: _____

Tutor Signature: _____

Applicant Signature: _____

Interviews – Making sure students are on the right course at the right level**What to do if you have concerns**

There are concerns that accepting the prospective student onto a course could set them up to fail.
For example, at interview they may not have:

Demonstrated that they will be able to cope at the level of the course (and there are no lower level alternatives).
For example, their predicted grades are borderline; their audition/ portfolio were not of the right standard; they require a level of support that college may not be able to provide.

And/or

Shown interest in the course area and you are worried that they aren't making a well informed careers decision
e.g. you may suspect parents or friends are influencing their decision.

The student will be offered a place, but additional conditions are needed.

E.g. to attend a taster day, to attend a guidance appointment, gain work experience through a successful placement etc. If YES...

The tutor and Learning Services (if applicable) will confirm the conditions and write these clearly on the Interview Record Form under Outcome 1.

This will be returned to the Admissions Officer within 2 working days.

The Admissions Officer will amend the general offer letter to be more appropriate, outlining the specific conditions. This will be posted to the student within 10 working days of the interview.

If a careers guidance appointment is needed, the Admissions Officer will pass on the details to the Student Services Manager. The Student Services Manager will ring the main contact – student and/or parent/carer. The Student Services Manager will offer a guidance appointment (if applicable) to discuss other opportunities e.g. apprenticeships, alternative courses, volunteering etc. Inspira and CLIP will be invited to the meeting where appropriate.

The Admissions Officer will keep all student files in the 'Interview Attended' file in Student Services, until a decision has been made by the tutor and Learning Services (if applicable).

The tutor and Learning Services (if applicable) will clarify the decision as soon as this is made. The Admissions Officer will send out an offer or refusal letter as appropriate.

The student does not meet the entry criteria and/or a referral is needed before a decision can be made. If YES...

The tutor will choose Outcome 2 and/or 3 on the Interview Record Form. This will be returned to the Admissions Officer within 2 working days.

Referrals

If the student is to be referred to Learning Services before a decision is made, the Admissions Officer will contact Learning Services (where possible all students should see Learning Services at the admissions event).

If the student is to be referred to Safeguarding before a decision is made, the Admissions Officer will contact the Director of External Relations so an appointment can be made.

If the student is to be referred for Careers Advice or any other referral before a decision is made, the Admissions Officer will pass these to the Student Services Manager. The Student Services Manager will ring the main contact – student and/or parent/carer. The Student Services Manager will offer a guidance appointment (if applicable) to discuss other opportunities e.g. apprenticeships, alternative courses, volunteering etc. Inspira and CLIP will be invited to the meeting where appropriate.

The Admissions Officer will keep all student files in the 'Interview Attended' file in Student Services, until a decision has been made by the tutor and Learning Services (if applicable).

The tutor will clarify the decision as soon as this is made. The Admissions Officer will then send out an offer or refusal letter as appropriate within 10 working days.

If the student and/or parent/ carer are unhappy with the decision, the outcome will be referred to the Head of School. If they want to make an official complaint this to be referred to the Director of External Relations & Client Services.

Recommendations

If a recommendation for another course has been given, the Admissions Officer will send out an invite for interview for this course.