



TITLE		REF	VERSION
Admissions Policy		LS005	07
APPROVAL BODY:		DATE	REVIEW DATE
Corporation		06 December 2021	06 December 2022
LEAD PERSON		Executive Director Students	
EDIA DATE	04 November 2021	DPIA DATE	04 November 2021

# ADMISSIONS POLICY

## Policy Statement

Activate Learning welcomes applications from prospective students who are committed to their learning and to making a positive contribution to our learning community.

Through our broad curriculum offer at Activate Learning, we guarantee to make a suitable offer to every applicant. We will admit and enrol applicants who meet the specified entry conditions and if we believe they have the potential to succeed on their programme.

We are committed to providing applicants with timely, accurate and complete information, advice and guidance to support their application decisions and administer easy-to-use, transparent, and fair arrangements for joining Activate Learning.

## Purpose

To provide clarity for staff and students about the principles by which Activate Learning admits students and to signpost to the relevant procedures.

## Scope

This policy applies to applicants for further education, higher education and apprenticeships at Activate Learning and its subcontracted provision, as well as to applicants for residential accommodation.

## Definitions

An applicant is a prospective student who submits an application indicating their intent to join a programme at Activate Learning and goes through a joining process.

## Commitment Statement

Activate Learning will:

1. Publish clear and accurate information about programmes, career pathways, qualifications, accommodation provision and the entry requirements by which we admit applicants.
2. Provide information about fees, funding and any financial support, bursaries, or loan schemes available.
3. Provide opportunities for potential students to find out more via phone, email, in-person at events and at interviews, where relevant.
4. Provide applicants with information and advice throughout the admissions process and refer any applicant to the Careers Service for guidance if appropriate.
5. Create a user-friendly and fair application process with clear and accurate communication throughout.
6. Provide a highly supportive environment and encourage applicants to let us know about their support needs including whether they have a disability or Education Health Care Plan. We will involve Group Learning Support and/or Group Student Support who will review the case and put arrangements in place to meet their individual needs. If we are unable to make reasonable adjustments, we will inform the applicant as soon as possible and provide support to find the most suitable provision.

7. Act in accordance with our Safeguarding Policy, keeping the safety of students and staff as a primary concern. We will not admit an individual if they pose too great a risk to other students' safety or to the maintenance of a constructive learning environment, acting with information from within the organisation and partner agencies.
8. Ask all applicants to declare any previous criminal convictions and if necessary, will carry out a risk assessment to see if the level of risk can be managed.
9. Comply with UK Visa and Immigration regulations and check that every student has the right to study in the UK throughout the whole period of their study. We will not admit any student without the right to study and will withdraw students whose right to study has expired or if they have provided inaccurate information. We will confirm a student's immigration status with the home office if required.
10. Enrol once the student has, in line with the Fees Policy either.
  - a. paid any fees due
  - b. agreed a fee payment instalment plan
  - c. provided a sponsor letter
  - d. provided details of their learning loan or tuition fee loan.
11. Ask every student to sign a Learning Agreement.
12. Offer and admit applicants to programmes on which they have a reasonable chance to succeed and progress. We will not admit an applicant to a programme which is unsuitable, and our careers team will work with them to find a more suitable option.
13. Carry out any necessary pre-start skills checks, including English, maths and practical skills, and in some cases assessing their fitness to study where relevant.
14. Recruit appropriately to a provision designed for a particular group. Programmes for students aged 14-16 and Access to HE programmes will remain age restricted. Where a more mature learner is considering an application to a programme that predominantly recruits students aged 16-18, this will be made clear to the applicant and in some cases, entry will be restricted.
15. Reserve the right to cancel a course in the event of insufficient student numbers to make the course viable. We will refund any fees paid in line with the Fees Policy.
16. Reserve the right to decline an application without prejudice. The faculty Executive Director's decision will be final.
17. Provide an opportunity, if an applicant is dissatisfied with the service provided or with the application decision, to make a complaint through our Complaints procedure.

## Responsibilities

- The faculty team is responsible for working with Marketing to ensure that information about their programmes is complete, accurate and inspires prospective students about the benefits to them of continuing learning.
- The Advice and Admissions team is responsible for administering the admissions process for further education students and they support the international team and Activate Apprenticeships with the admission of international students and apprentices. Higher education admissions are the responsibility of the Higher Education Learning Partnerships Team.
- The faculty team is responsible for confirming admissions decisions.
- Student Services are responsible for providing specialist Information, Advice and Guidance as well as discussing support needs and making arrangements to provide support on programme and during the application process, as required.
- The applicant is responsible for providing accurate information to support their application including information about support needs and their immigration status.

## Relationship with other policies

This Policy should be read in conjunction with the following Activate Learning Policies:

- Safeguarding and Child Protection Policy
- Student Health and Wellbeing Policy
- Equality and Diversity Policy
- Fees Policy
- Fitness to study Policy
- Complaints Policy
- HE Terms and Conditions

## Procedures

The procedure for applying varies according to whether the applicant is applying for a further education, higher education or apprenticeship programme.

Procedure for full-time programme admissions

Procedure for short, non-funded course admissions

Procedure for higher education admissions

Procedure for apprenticeship admissions

Procedure for International Admissions

Procedure, Principles and Practices for Residential Accommodation

