

Admissions and Enrolment Policy

Newham College's mission is to develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.

This policy supports our key strategic commitment to create pathways to great careers in Newham and East London through expert teaching of a modern, relevant curriculum focused on the strongest opportunities for sustainable employment.

1. Statement of Intent

1.1. Newham College intends to deliver the highest level of professional customer service in order to ensure each individual from their first point of contact is directed to the right course, at the right level, with the right support. The College will attract and recruit students in a way that upholds the values of equality and inclusion which is fair, consistent, transparent and confidential and are in the interest of the students. The college will:

- Encourage applications from all those with the motivation and ability to thrive at Newham College, whatever their background
- Ensure that potential students have access to impartial advice and guidance tailored to the needs of the individual
- Ensure appropriate course placement based on interest, entry criteria, assessed skill level (including English and maths) and aspiration
- Ensure that when applicants have accepted a place, the arrangements for the enrolment, induction and orientation of new students are explained to them, and to ensure these arrangements promote their efficient and effective integration as a student
- Provide clear feedback to unsuccessful applicants
- Inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer is made and enrolment is completed and advise them of the options available in these circumstances.

2. Introduction and Purpose

2.1. All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of ability to meet the demands of the chosen course. In addition to academic qualifications the college will consider whether the applicant is suitably motivated to successfully complete their chosen course. The college

takes into consideration the application, interview and any additional supporting information.

- 2.2. The college is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision regarding their application. The college's website and printed publications provide clear information and guidance on all academic entry requirements and where appropriate, desirable experience.
- 2.3. The admissions process for all courses commences when the college has received a completed application form. Applications can be made via the College website.
- 2.4. The college welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties and/or disabilities are contacted to arrange an interview with a specialist from the Learning Support team to discuss needs and agree the support required.
- 2.5. The College will consult with the appropriate Local Authority regarding support requirements for those learners with an Education Health and Care Plan (EHCP) prior to offering a place.

3. Scope

- 3.1. This policy applies to all College programmes except where a specific alternative admission policy applies.
- 3.2. This policy encompasses:
 - Further education courses for young people and adults at all levels
 - Apprenticeships
 - Programmes funded by the Department for Education (DfE)
 - Commercial and leisure programmes
 - List our other provisions

4. Expectations and Standards

- 4.1. The College expects that applicants will:
 - Provide full and accurate information to all questions on the application and enrolment form and inform the College of any changes
 - Provide relevant evidence of qualifications
 - Provide at least one reference, if requested. In some instances, an offer may be withdrawn following the receipt of a reference
 - Undertake an initial assessment in English and maths if requested
 - Pay for tuition fees, apply for a loan and/or set up an instalment plan or confirm that an employer is paying when fees are due
 - Comply with all College policies. Failure to do so could result in a withdrawal of any offers made and/or removal from the programme of study

5. Reservations

5.1. The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required, and this may affect the College's decision on whether to offer a place. The College aims to reserves the right to:

- Request references and/or school reports for applicants
- Require DBS checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer
- Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an interview with the relevant College senior manager to assess the applicant's suitability to study at the College and taking account of its duty of care to students and staff
- Review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, the College will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place. Such action will be carried out in accordance with the College's Criminal Conviction Procedure or Fitness to Study Policy
- Review and refuse admission to an applicant/learner who has any outstanding debt to the College, until it's cleared in full
- Require that learners are funded by a government body, themselves or another body e.g. employer in order that the College receives payment for the cost of studying
- Cancel any unconditional and conditional offers at any time during the admissions and enrolment period. The College also has the right to withdraw a place on a Study Programme during the funding confirmation period, at which point learners will be sign-posted to alternative internal or external opportunities as appropriate
- Alter or withdraw any course owing to circumstances including (but not limited to) industrial action, change in College circumstances, withdrawal of funding and lack of demand. The College will refund full or partial fees paid in the event of cancelling a course or if the attendance of the learner is made impossible or inappropriate by some action of the College. The College will not reimburse applicants for any other loss or expenditure occurred as a result of the withdrawal of an offer and accepts no liability for any loss occurred

5.2. Any review process will be conducted in line with legislation and the overall aims of this policy as outlines in the Introduction and Purpose above.

6. General Admissions Procedures

6.1. Application and Course Choice.

6.1.1. Applications to our programmes can be made online via our website.

6.1.2. Internally progressing students are dealt with during our progression weeks in May and June.

6.1.3. Where the applicant requires further advice, a referral will be made to our Careers team to discuss course and career options.

6.2. Entry Criteria

6.2.1. The College publishes on the website, entry criteria for all courses. Entry criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the ability to achieve and succeed on their chosen course. In some cases, entry criteria may relate to a specific requirement for the profession into which the applicant wishes to progress.

6.2.2. Exceptions to the stated criteria may be made for applicants who are identified as being home schooled or Not in Employment, Education or Training (NEET). In these instances, assessment of core competencies displayed at interview will be used.

6.2.3. The College may also, where relevant, accredit prior learning either in the workplace or in education or qualifications achieved outside of the UK (original certificates checked through (UK ENIC). These decisions will be made on an individual basis and are subject to approval by the Head of School and manager for the curriculum area.

6.2.4. Adjustments to the stated criteria may also be made for applicants who are assessed as having a disability or learning difficulty.

6.3. Fee Assessment

6.3.1. Depending on an applicant's residency status, prior qualification attainment and/or household income, the Admissions team will need to assess the applicant's fee status. The fee status will determine if the learner is entitled to a fee remission or must contribute in part or full towards the course fees. Fees and eligibility to remission is reviewed yearly as funding criteria is published.

6.4. Late Applications/Open Enrolment

6.4.1. Applications received after the main enrolment period and during Open Enrolment will continue to be processed and interviews will be arranged by agreement with each curriculum area.

6.4.2. Offers made at Open Enrolment are subject to the same admissions procedures as those made prior to enrolment. Places are likely to be limited and therefore a place cannot be guaranteed. An unconditional offer may be given during Open Enrolment where an applicant provides evidence of meeting all the entry criteria.

6.5. Programmes Declared 'full' and waiting lists

6.5.1. A maximum number of places will be determined for each programme. When a programme reaches the maximum number the Director for the curriculum area will propose to the Senior Leadership Team that the programme should be closed to further applicants as it is 'full'.

6.5.2. Every effort will be made to provide programmes which meet the first-choice requirements of the applicant. However, where a programme is declared 'full' further applicants may be guided onto other provision, at the College or another provider or placed on a waiting list for their first-choice programme. Waiting list applicants will be kept informed of any changes to their status by the Admissions Team. Waiting Lists for courses starting in September will be withdrawn at the end of October and applicants informed.

7. Admissions Procedure: Internally Progressing Learners

- 7.1. Teachers and Tutors will discuss and agree with current students their plans for progression. This starts in February/March of each year and conditional offers to all students who wish to progress to the next level of course are made by the end of May.
- 7.2. The majority of internally progressing students will progress vertically (within the same curriculum area) to the next level of their current course, a small number of learners and learners in ESOL or on supported learning courses may progress diagonally (to a different curriculum area) or horizontally (to a course at the same level).
- 7.3. For some learners, an apprenticeship will be the right option. The apprenticeship Team will be fully involved in the Progression advice and guidance process.
- 7.4. Priority for places on full-time programmes will be given to applicants who are progressing internally subject to their application being processed by June and the College will aim to interview those moving to another curriculum area and offer course places to internally progressing learners (subject to relevant conditions being met) before course places are filled by new applicants.
- 7.5. Offers are subject to academic and personal performance during the whole year and can be withdrawn at any time if a learner fails to meet the set conditions and/or entry requirements for the course applied for. If no suitable course is found for a learner, the Careers Team will work with the learner to support the learner to progress into a positive destination outside of the College.

8. Admissions Procedure: Full-time FE Programmes

- 8.1. Applications for full-time programmes will be considered from October 1st of the year prior to the September start date in the next year.
- 8.2. The majority of new applicants for full-time programmes will be invited to attend a course confirmation event, to view facilities and meet with subject specialist staff. This may be on an individual or group basis. All full-time applicants will be interviewed by curriculum staff who will assess the suitability of the course for the individual applicant.
- 8.3. Applicants for further education programmes will normally be invited to interview for their first-choice programme, except in circumstances where the Admissions team deem that further guidance is needed on the basis of information supplied on the application. The Admissions Team will seek additional information and consult with staff within the

Additional Learning Support team if it is felt that the applicant would benefit from further support.

- 8.4. Applicants who miss their allocated course confirmation event will be sent a reminder for another interview. They will be deemed to have withdrawn if they fail to attend their third interview without notice.
- 8.5. Conditional offers will usually be given to full-time applicants in the yearly admissions cycle. Conditions will vary between the courses but should include the following:
- Meet entry requirements
 - Provide at least 1 supportive reference if required
 - Complete initial assessments in English and maths if required
 - Actively part-take in the admissions process, i.e. attending keep-warm events
 - Provide evidence requested by the Admissions team in a timely manner
 - Accept the offer within 3 weeks of the offer being made
 - Attend the enrolment session at the allocated time

Conditions will be confirmed in an offer email after the course confirmation event. Where an applicant is not offered a place on their first choice course, an alternative course will be suggested or a referral to the Careers team made.

- 8.6. Applicants who do not have evidence of their English and maths qualifications are required to complete an English and maths initial and diagnostic assessment. The diagnostic assessment is conducted to ensure the learner is on the right level of course and to assess any additional learning needs. If required, the applicant is placed on an English and/or maths programme.
- 8.7. Keeping warm activities e.g. taster days will be managed by the Head of Student Services and utilised to ensure all learners remain engaged throughout the entire admissions process.

9. Admissions Procedure: Part-time FE Programmes

The College offers a wide range of part-time courses with a variety of admissions processes.

- 9.1. Some part time courses will require applicants to attend an assessment session and/or course confirmation event. The outcome will form the basis of the offer made.
- 9.2. The published entry criteria will need to be met unless the course tutor makes an approved offer based on other information e.g. work experience or alternative qualifications.
- 9.3. Applicants will be required to accept the offer of a place within 3 weeks.
- 9.4. Invitations to enrol will be sent to part time applicants holding offers, and if places are not taken up then those on the waiting list will be invited to open enrolment sessions. For courses with further in-year starts the waiting list will be rolled over to the next start date.

10. Admissions Procedures: Apprenticeships

- 10.1. All applicants who express an interest in Apprenticeships to be Apprentice department.
There is a dedicated vacancy page on the college website, this provides live opportunities that the applicant can apply directly to.
- 10.2. Applications will be reviewed by the apprenticeship departments talent acquisition team who will then contact applicants and start the vetting and selection process.

11. Admission Procedures: HE Students

- 11.1. Applications to Higher Education programmes and Higher Nationals follow the same procedure as all other college students.

12. Tuition Fees and Financial Support

- 12.1. Where a tuition fee is payable, entry to a course can only be confirmed once the fee (or the first instalment of an agreed payment plan) has been paid in full. All fees and other costs are subject to the 'Tuition Fee' policy. Learners may be able to receive financial support from the College in accordance with the College's 'Financial Support' policies. Please refer to these documents for further information.
- 12.2. Where the applicant is funding the course through an Advanced Learner Loan, enrolment can be done with the loan offer letter.
- 12.3. Where an employer is paying fees, a confirmatory letter on business letterhead signed by the employer or an email with the company signature is required.
- 12.4. Where the applicant owes the College money all debts must be paid off in full before an applicant can be admitted onto another course.
- 12.5. Attendance on a course will be denied if the fee remains unpaid. Learners who fail to make full payments will have their access passes stopped until full payment is made.

13. Additional Learning Support

- 13.1. Every applicant is encouraged to disclose any disability or learning difficulty at the earliest opportunity and those who do are offered a confidential interview to discuss their needs.
- 13.2. Learners with an Education Health and Care Plan (EHCP) will be contacted by the Additional Learning Support Team to discuss their plan once consultation has been requested from the Local Authority and the College has agreed the placement. We cannot confirm an offer until funding from the Local Authority has been confirmed.
- 13.3. A member of the College Additional Learning Support Team will provide a specialist interview and a Learning Needs Assessment (LNA) to applicants who identify themselves as 'needing support', at application, interview or enrolment. The LNA will be used to confirm the appropriate level and mode of support required. ALS resources will then be allocated to those learners.

13.4. On the basis of a follow up learning needs assessment, support might be offered in one or more of the following ways:

- One to one or small group learning support and tuition
- In class support
- Personalised arrangements for examinations and diagnostic assessments
- Enabling technologies and equipment

14. Responsibilities

14.1. Overall responsibility for the admissions process rests with the Head of Student Services who is responsible for ensuring the integrity of the admissions process.

14.2. Each Director of Curriculum (or other nominated person) is responsible for liaising with the Admissions team to devise the selection criteria, to advise on appropriate selection decisions, to recommend any changes to selection policy and procedure in the light of experience. The Directors or Heads will also take responsibility for the organisation and delivery of experience days, interviews and open days and other related activity.

14.3. It is the responsibility of Directors to keep the Admissions team up to-date with information about the programmes within their area.

14.4. All staff must deal fairly and equitably with applications in accordance with College procedures and guidelines relating to the Admissions and Enrolment policy.

15. Complaints and Appeals

15.1. Applicants appealing against an outcome of a selection decision can do so in accordance with the College's Complaints and Compliments Policy.

16. Related Policies and Procedures Learning & Support

- Teaching & Learning Strategy
- English & maths Policy
- Fitness to Study
- Inclusion/ALS Policy

Financial Policies

- Fees Policy
- Bursary Support Guidance

General College Policies

- Safeguarding Policy
- Student Behaviour for Learning Policy & Procedure
- Student Code of Conduct
- Equality Policy
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17. Appendix 1 – Procedures and Timings (KPI's) Student

can expect:

- Acknowledgement of their application within 5 working days
- To be invited to a course confirmation event within 30 days of their application
- To receive a letter of invitation minimum 14 calendar days prior to interview date
- To receive an Offer letter confirming a place at the college, which outlines details of the conditions, within 7 days of the Interview.
- To receive an invitation to attend a taster/keep warm college event (16-19 courses only);
- To receive an enrolment invitation in July/Aug