

Capital City College Group Admissions Policy

Author:	Vice Principal CONEL and Assistant Director Learner Services	Approved by:	GSMT
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FE ADMISSIONS POLICY

Policy Statement

This policy ensures a consistent approach to admissions processes for all provision offered by the colleges within the Capital City College Group (CCCG), including Capital City College Training (CCCT) except Higher Education, where a separate policy is in place. This policy explains how admissions will be achieved with links to other relevant policies.

Aims and Overview

We aim to recruit with integrity and provide a high quality educational experience for learners. The first important steps in ensuring learners succeed, is to confirm they are on the right course and provide clear communication of the policies that affect them.

Scope

This Policy relates to the following categories of learners:

- Study programme learners
- Adult Education Budget (AEB) funded learners, funded by the Greater London Authority (GLA) or the Education and Skills Funding Agency (ESFA)
- Apprentices
- Full cost learners
- Adult learning loan learners
- European Social Fund (ESF) learners
- Key Stage 4 learners
- Any other category of admission to the Group not covered above other than Higher Education students

Accountability

The selection process for learners is carried out by a collaborative team consisting of Vice and Assistant Principals, Directors, Heads of School, and Programme/Curriculum Managers and teachers. They work in partnership to ensure that the selection criteria mandated by the awarding organisations are met and use reliable initial assessment measures when making decisions. The interviews for courses are part of the process to identify the most suitable learners for our programmes.

The administrative aspects of the process, including planning, the application process and interviewing cycles, are handled by the Registry/Learner Recruitment/Learner Services Team. These teams are responsible for managing documentation and forms, facilitating the enrolment process, communicating with applicants to guide them towards enrolment, and providing comprehensive information and support related to careers, loans and fees.

The Group Leadership Team (GLT) oversees the alignment of policies and procedures with the strategic aims and objectives of the Group. They ensure compliance with relevant legislation and sector guidance.

Ultimately, curriculum staff, with support from their Line Managers, make the final admissions decisions based on the information and assessments gathered during the learner journey.

Linked policies include:

- Fees Policy
- The Equality Act 2010
- Data Protection Policy

- Criminal Conviction Policy
- HE Admissions Policy
- Fitness to Study Policy
- Fitness to Practice Policy
- Key Stage 4 (KS4) contractual arrangements with schools and Local Authorities
- Schedule 1 of the Special Educational Needs and Disability Regulations 2014
- Section 69 of the Children and Families Act 2014, including: The arrangements for the admission of West Lea pupils with supported learning needs
- Record of Prior Learning (RPL) Policy

Key Principles

Information for Applicants and Enquirers

We are committed to providing pre-entry information and support to enable applicants to make informed decisions regarding any application they make to study at our colleges.

All programmes' entry criteria will be clearly displayed on the colleges' websites, enabling easy access for enquirers, applicants, employers and staff. Contact details will be available on the websites for specific queries regarding applications. Each individual programme will make available course information.

We will make every effort to ensure that course information is accurate. Many of the printed publications that are provided are done so more than twelve months prior to the start of a course. Applicants therefore should also refer to the website for the most up to date information.

The process for our Free Course application differs in that individuals interested in studying will book on their preferred course through our website. Information is then sent regarding enrolment and attending their first day. Typically, free short courses do not require interviews or applying through the main application pathway.

In certain circumstances a course may have to be closed because there are insufficient enrolments. The colleges will support the affected applicants in finding a suitable alternative.

Intention of this policy

- To ensure that staff making admission decisions are equipped with the required skills and experience in the subject area to undertake such a role and responsibility
- To ensure accuracy of marketing activities; relevant and accessible information to enable applicants to make an informed decision
- To ensure admissions policies and procedures are clear, impartial and inclusive to all applicants
- Entry requirements, both academic and non-academic are used to underpin suitability for study on a course at a particular level
- To ensure impartial advice and guidance is delivered to meet the demands of the applicant
- This policy also applies to those who are already enrolled and wish to progress from one programme of study to another

We operate an open Admissions Policy that ensures fair, transparent and equitable treatment of all applicants. We are committed to providing a flexible, high quality teaching and learning experience, focused on supporting learners in achieving their full potential.

Applicants with Additional Learning Needs

All applicants are encouraged to disclose on their application form any medical conditions, learning difficulties or physical or sensory disability. This is so we can discuss with them how we may be able to support them in their learning to fulfil their academic potential. We may ask applicants who have indicated a recent or significant health condition to provide a medical report on their condition.

These reports do not form part of the admissions process and will only be shared with relevant key professionals within the college. Applicants with an Education, Health and Care Plan (EHCP) will undergo a consultation and, where appropriate, a needs analysis assessment, prior to enrolment.

We expect all declarations to be supported in writing and with independent documentation where required. If applicants do not declare they have additional supported learning needs on their application form, it may delay them being offered a place to study with us.

All applicants will have access to impartial advice and guidance and information about courses, progression and funding upon which appropriate and informed decisions are made. The college adheres to the principles and expectations as outlined in the Special Education Needs and Disability (SEND) Code of Practice.

The nominated member of staff for Additional Learning Support is responsible for advising on reasonable adjustments for applicants with learning difficulties and disabilities, in line with the Equality Act 2010

Applicants with Criminal Records at enrolment

Applicants are required to indicate on the enrolment form if they have an unspent or relevant conviction (or pending proceedings) and an appropriate risk assessment is undertaken. Applicants are advised before undertaking a course if a criminal record is likely to significantly impact on their chances of gaining employment in their chosen field

Applicants are informed of the decision of the Criminal Conviction Panel by telephone/ letter as soon as possible after the panel meeting. If the applicant is cleared to enrol, a copy of the notes of the meeting and the risk assessment will be sent to the relevant Designated Safeguarding Lead and to the Safeguarding Team. This information will be held securely and provided to those with a genuine need to know.

The applicant is required to notify the college should they be convicted of any additional offences between the date of risk assessment and the end date of their course. The college will destroy all information about ex-offenders who do not obtain a place at the college to ensure compliance with the Data Protection Act 1998. Records for applicants admitted onto courses will be retained and disposed of in line with the college data protection procedures

Further information is available in our Criminal Conviction Policy.

Fitness to Practice

Some courses which lead to both academic qualifications and licences to practice form part of the Fitness to Practice Policy. If there is a stipulation about fitness to practice for professional registration, then that will be included in the entry criteria as a mandatory requirement for entry to the course. These also include courses which require occupational health checks or Disclosure and Barring Service (DBS) as part of their conditions of entry. This could be because there are external requirements regarding placements

Please note that offers might not be given if an applicant's history or personal circumstances mean they would not be able to progress into a specific industry/sector or job role.

We reserve the right to deny admission on such programmes to applicants who are unable to supply a satisfactory occupational health check or DBS check or where an applicant has been refused entry based on an unsatisfactory health check or DBS check.

The information provided to the college on a DBS check remains confidential between the course leader for the specific course and the applicant. Following enrolment, if a further disclosure or other information becomes available that was not disclosed and considered during the admissions process the learner's enrolment may be re-assessed and cancelled as a result of the new information. We reserve the right to charge applicants for their DBS.

Condition of Acceptance

It is expected that all applicants will provide full, honest, reliable and accurate information in their applications and supporting evidence when seeking admission to one of our programmes.

Where there is reason to suspect that this may not be the case, we reserve the right to investigate the matter fully. If colleges find that an applicant has been fraudulent or has provided misleading information, we reserve the right to reject the application without further consideration, or where an offer of a place has been granted, to withdraw the offer.

Where a withdrawal or rejection decision has been made in such circumstances, we reserve the right to notify any relevant professional bodies and/or third parties. Similarly, any learner found to be admitted based on fraudulent information may have their enrolment cancelled.

Communicating with applicants

We recognise the importance of keeping applicants informed and provide effective updates throughout the admissions process. Communications are sent directly to the applicants through their applicant portal and via email. We send a range of information throughout the learner journey process including:

- Acknowledgement of application
- Requests for further information, request for portfolios or attend additional interviews
- Confirmation that a decision has been made following an interview
- Enrolment information

In addition to the above, we may also send out various supplementary communications about your chosen course area, or the colleges within the Capital City College Group.

Feedback

Applicants will receive final decisions on their applications in person during the interview process and via e-mail including the reasons for decisions that were discussed during the interview. Applicants can raise the interview outcome with the Head of School/Programme Manager if they are unhappy with the outcome.

If a learner or applicant is not satisfied with any aspect of the learner journey, they should contact the Assistant Director of Learner Services at the respective college. They will receive an acknowledgement of their concern within five working days and a response within ten working days.

Monitoring and Review

To monitor and improve the advice and recruitment process, we will:

- Conduct surveys to gain feedback from applicants and learners

- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered
- As part of Equality and Diversity monitoring, compare the recruitment levels and achievement rates of applicants/learners from minority and disadvantaged groups with those of the majority
- Summarise and review data regarding applications, offers made and enrolments on a course-by-course basis
- Report and review activities to the Group Senior Management Team

Circumstances in which we may not be able to enrol applicants

- Applicants who do not meet the residency guidance set out by the ESFA and GLA
- Where the applicant has declared a criminal record or pending court case and the risk assessment leads to the conclusion that they pose too great a risk
- Where there is a safeguarding concern for a member of the college community
- If the applicant has previously been excluded from the Group or another educational institution
- If we are unable to provide a suitable learning programme
- The applicant is not academically or vocationally suitable
- The stated entry criteria will not be met, and no reasonable alternative offer can be made
- Applicants who have outstanding debts to one of the colleges in the Capital City College Group
- Applicants who previously attended one of the colleges in the Capital City College Group but failed to make sufficient effort towards successfully completing their studies
- Applicants where there is evidence that they could be a threat or danger to others
- Applicants whose behaviour has been considered to be “vexatious” towards learners or staff at one of the colleges in the Capital City College Group
- Inability to meet the outcomes of an applicant’s EHCP
- Applicants for programmes that require a DBS police check. E.g., teaching assistants, Early Years and Health and Education programmes where a satisfactory check has not been given to the colleges

Confirmation of application decision

Applicants will receive final decisions on their applications via On-Track and email. Successful applicants will usually receive either a conditional offer, where some of the selection criteria for the course is yet to be achieved, or an unconditional offer, where the applicant has demonstrated that they adequately meet the advertised selection criteria for the course. If entry criteria for a chosen course is not met, then an alternative programme of study will be discussed, and a conditional or unconditional offer made. Where no suitable courses are available, applicants will be referred to the Careers Information, Advice and Guidance staff.

Appeals

Applicants who wish to appeal against the decision during the admissions process should contact the Vice Principal of the college they are applying to. All appeals should be made in writing or email within 10 days of receiving your offer. The Vice Principal or a nominated representative will collate all relevant evidence for review.

The Vice Principal or a nominated representative will assess the evidence and the applicant will be notified in writing of the decision within 10 working days. This decision is final. A record of the panel discussion and decision with specific reasons will be retained on your file.

Data Protection

Information collected in the admission and enrolment processes will adhere to the current legislation concerning Data Protection and The Group Data Protection Policy.

Data collected during application may be used to develop our services that represent our demographic and learner cohorts. We may also review our processes and procedures using this information.

Application process

- Encourages applications from all applicants regardless of backgrounds
- Ensures that each application is assessed equally and in line with our policies and procedures
- Selects applicants based on their individual merits and their ability to succeed in both their chosen course and profession
- Provides applicants with points of reference and contact to obtain further information and advice and guidance when a decision not to offer a place has been given
- Where specified on the website, there are identified courses where applicants will be required to attend additional selection measures to help curriculum staff in making decisions
- All interviews, auditions, admissions tests/assessments and portfolios will be reviewed equally with consideration given to applicants' individual circumstances
- Where it is impractical for an applicant to travel, or provide specific requirements, we will aim to provide a reasonable alternative where possible

Admissions Procedures

Stage 1 - Pre-application

- Each course will have a clear statement on entry requirements, and this will be displayed in the course information provided on each individual college website
- Entry requirements will be determined and published for respective levels of study
- Entry requirements may include relevant employment experience, including English and Maths
- Applicants who do not have formal qualifications may be able to be considered through the APL (Accreditation of Prior Learning) or the Capital City College Group's Record of Prior Learning (RPL) Policy, which may be based on prior experiences and/or qualifications.
- Applicants seeking entry through the APL or CCG RPL route will be assessed against specific learning outcomes on specifically designed assessments
- Opportunities are available for applicants to view each respective college within the group and its facilities prior to the commencement of a course

Advice and Information is available from each college, with qualified Careers Advisors

Stage 2 - Application stage

- All applicants must apply to the colleges using our application form
- Applicants are encouraged to apply on-line so they can track applications, book interviews, keep in touch with us and accept programmes of study
- All applicants for full or part time programmes where an interview is required will be interviewed
- For some courses, an initial assessment is required to ensure an offer is made for the most suitable level of study
- Applicants are requested to provide all educational certificates or result slips as part of the interview and enrolment process
- At interview, the applicant's programme choice will be discussed, and a provisional agreement reached on the most appropriate programme of study
- Any applicant presenting non-UK qualifications for entry onto a programme will be considered against the standard entry criteria to include English and Maths
- When comparing non-UK qualifications, we will liaise with ECCTIS, the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills

- Applicants are required to provide officially translated transcripts of their qualifications prior to starting their course
- Any applicant with a support need will be required to have a meeting with the Additional Learning Support Team to ascertain the level of support required
- Applicants with an Education, Health and Care Plan will need to share this with the college to agree the most appropriate programme of study
- All applicants are considered for admission based on their willingness to learn, attitude, educational performance and professional experience that provides evidence of ability to meet the demands of their chosen course
- Existing college learners wishing to undertake a further programme of study will follow the Group's progression process

Stage 3 - Offers or Referrals

All offers of enrolment at the colleges are made on the basis:

- There being sufficient demand for the course offered
- There being sufficient spaces available on the course concerned
- Meeting the published entry requirements of the chosen programme
- Where college staff identify that an applicant is unsuitable for their programme, they will refer them for another interview or a guidance interview
- Careers and IAG staff will provide appropriate advice and guidance
- Applicants with supported learning needs or medical issues may access appropriate reasonable support

We reserve the right to recruit appropriately to age related provision and, specific 16-18 or adult areas.

Programmes of Study

- In general, a 16-18-year-old will follow a course which is usually a single qualification aim
- A programme of study comprises of a collection of courses. Both can be studied either fulltime (580 hours or more) or part-time (less than 580 hours)
- A 16-18-year-old learner will be expected to be studying a full-time study programme unless they are employed, completing an apprenticeship or following a recognised pre-apprenticeship programme
- A learner with an Education and Health Care Plan (EHCP) has funded study up to and including the age of 25 years as long as they are able to demonstrate that they are progressing in their learning
- Adult learners will have a variety of programme lengths depending on the type of course or programme applied for
- Key Stage 4 learners will follow an agreed study plan from the partnership of the borough, school and college
- Home schooled learners will follow a programme of study agreed between the ESFA and the college

Enrolment

Enrolment into the chosen course will take place at the conclusion of the admissions cycle, for entry to a programme of study prior to the start date. Only applicants who have satisfied the full selection criteria will be able to enrol onto the course. We permit learners to enrol onto one full-time programme of study at any one time.

It is the applicant's responsibility to ensure that their residency details are available to meet the funding rules to be able to study with us.

Apprenticeships

- Apprentices, employers and staff work together to help achieve success
- We work closely with employers and other partners, with a wide network of expertise to achieve the best outcomes for employers, apprentices and learners
- We work with people who are eager to learn and progress, and help them find the right apprenticeship programme
- We are committed to guiding candidates to find a clear path to work with a suitable business where the individual and the employer can both thrive
- Everyone is given the best possible opportunities to learn and be successful
- We strive to meet the needs of every learner and foster an environment that embraces cultural diversity, inclusivity, and professionalism

Applying for an Apprenticeship

Applicants will go through the application process when applying for an Apprenticeship. Applicants that are already working in an organisation, we can help pursue an apprenticeship. We work with employers to ensure that the training programme suits the proposed skills development and career progression.

For apprentices we will:

- Identify the most appropriate level for your job
- Ensure that training meets industry standards
- Customise the training to suit you and your role
- Run the apprenticeship training to ensure that you meet the milestones needed to gain your qualification
- Work together to match applicants with employers and deliver the training programme from start to finish

Further information is available at: [Apprenticeships & Training in London - Capital City College Training - Capital City College Training \(capitalcct.ac.uk\)](https://www.capitalcct.ac.uk/training)

Key Stage 4 (KS4) Provision

We offer a high-quality learning experience to young people for whom a full time school provision has not been successful. The KS4 provision is focused on providing excellence in learning balanced with high levels of learner support. The provision has been created in line with the local need to provide educational placements for KS4 learners looking to study in a variety of subjects, including English and Maths.

We are committed to ensuring equality of opportunity for all that will be achieved by:

- Ensuring that all applications are managed in a manner that is clear, fair, explicit and consistent
- All places are offered and allocated in accordance with the Group's KS4 Provision and agreement by the Local Authority

Admissions Guidelines for KS4 Provision

The admission arrangements for the KS4 Provision will explain:

- How applications to the college should be made and the process for applicants (via borough or school)
- How places will be allocated
- Key criteria for successful transition to the college's post-16 provision

- The college's KS4 Provision is not limited to any capped admissions number
- It is anticipated that the college will have groups that will enable efficient delivery that will provide a stimulating and rewarding learning experience
- We offer multiple entry points throughout the academic year at KS4
- Interested young people and their parents/carers will be invited to participate in a tour and interview at the college to discuss individual needs and the curriculum offer
- Only once an application is received and an interview has taken place, will consideration be given to an offer of a place
- Interview and induction will enable learners to learn more about their programme of study and they will receive personalised guidance and support
- Following enrolment, all learners will participate in the KS4 Provision induction process, which includes personal guidance, support and progression planning
- The home school or borough must ensure that students referred to the college meet the expected standards of behaviour and maturity to study in a Further Education college setting.
- Learners must conduct themselves in a manner that upholds the reputation of the college and ensures a safe and respectful learning environment for all students, staff, and visitors.
- The home school or borough must share all risk assessments to identify and address any potential safeguarding concerns that could pose increased risks to the applicant or fellow learners within the College.
- The Key Stage 4 Provision recognizes the importance of providing inclusive educational opportunities for students with an Education, Health, and Care Plan (EHCP).
- To ensure appropriate support and resources for learners with EHCPs, the school will establish a quota for the number of learners with EHCPs that can be accepted onto the program each academic year.
- The quota will be determined based on the college's capacity to meet the specific needs outlined in the EHCPs, while also considering the availability of resources, staff, and appropriate learning environments.
- If the number of applicants with EHCPs exceeds the available quota, the college will provide guidance and can place them on a waiting list or refer to another CCCG Key Stage 4 Provision, subject to availability.

KS4 Learners Progression and Appeals Process

- Learners will be invited in for an interview towards the end of the academic year to prepare for transition
- Parents/carers or learners whose application for a place is unsuccessful are entitled to appeal
- This appeal can be made via the school or borough or the Independent Appeals Panel which will act in accordance with the provisions of the 'Schools Admissions Appeal Code' published by the Department for Education
- Information on how to appeal will be provided with the confirmation that an application has been declined and can be accessed by contacting the Vice Principal or a nominated representative

Home Schooling Provision

- Applicants apply by registering their interest on relevant college websites
- You will be asked to provide proof that you are being home-schooled from your Local Authority
- You will be invited to an open day and to complete an interactive application form
- The next step will be an assessment in each subject and an interview
- Successful applicants will be invited to enrol in late August
- Once enrolment is complete you will be expected to attend college on the days and times of your timetable

Applying to study at our Sixth Form at Angel

The general principles of applying to study A-levels at our Angel Campus follows the processes above.

- To choose a pathway which includes 3 A levels you need minimum 5 GCSEs at grades 9-4 including English and Mathematics
- To choose a pathway which includes 4 A levels you need minimum 7 GCSEs at grade 7, including a minimum of two at grade 8

Depending on the pathway that you can study, will determine if there are extra requirements for specific subjects. You can explore this further during your interview.

Exceptions: We acknowledge that there is a need to allow exceptions in cases involving unusual combinations or extenuating circumstances. This will need approval from the Assistant Principal, Deputy's or Assistant Directors of Learner Services and the applicant will be subject to robust initial assessments and IAG.