Admissions Policy

Date approved:	17 April 2020
Approved by:	SMT
Responsible Manager:	Director of Marketing
Executive Lead:	Vice Principal, Engagement

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	17/04/2020
• AMT	Yes	14/02/2020
• CCMT	Yes	14/02/2020
• STUDENTS	Yes	14/02/2020

Policy review frequency - every 2 years

Contents

1. Scope and purpose of the policy

2. Policy statement

3. Accountability

4. Student involvement

5. Linked policies

6. Linked procedures

7. Equality Impact Assessment

1. Scope and purpose of policy

This policy applies to all applications made by prospective students in respect of our full and part time further education courses, higher education courses and apprenticeships including applications made to any of the brands which are part of the Blackpool and The Fylde College (B&FC) family such as Fleetwood Nautical Campus and Lancashire Energy HQ.

The purpose of this policy is to ensure that all prospective students are considered for courses, apprenticeships or traineeships on a consistent basis and are able to access appropriate advice and guidance.

2. Policy statement

Blackpool and The Fylde College encourages and welcomes applications from all prospective students. It celebrates and values the diversity of its students and recognises that B&FC will benefit from attracting and retaining students from a wide range of backgrounds, helping them realise their goals and aspirations.

B&FC is committed to providing a professional admissions service in order to promote fair and equal access to all prospective students who have the potential to benefit from and contribute to the College.

B&FC will provide impartial information, advice and guidance to enable enquirers and applicants to:

- make appropriate choices in line with their previous experience, qualifications and career aspirations including relevant work/life experience and knowledge.
- understand the opportunities for progression.

This policy complies with relevant consumer, equality and diversity legislations affecting the admission of students and takes account of best practice, including the UK Quality Code for Higher Education, Competition and Markets Authority legislation, Education and Skills Funding Agency, Institute for Apprenticeships & Technical Education, UK Visas and Immigration, B&FC's Financial Regulations, Policies and Procedures, Office for Students requirements and UCAS' good practice resources.

In some circumstances, Appropriateness of Study, Safeguarding or the Home Office and UK Visas and Immigration policies may take precedence.

3. Accountability

The Director of Marketing will update the policy as required and monitor its use within the College via embedded admissions processes which include checking decisions on applications and conducting a thorough annual review.

The Head of Student Support and Wellbeing is responsible for notifying the Director of Marketing with any equality and diversity legislative changes affecting this policy.

The Head of Management Information and Funding is responsible for notifying the Director of Marketing of any changes to funding guidelines that could affect this policy.

4. Student Involvement

Student input is essential in understanding the customer experience and must be used by both curriculum and support areas to inform and improve the admissions process.

5. Linked policies

Safeguarding Students Policy
Appropriateness of Study Policy
Home Office and UK Visas and Immigration Tier 4 Policy

6. Linked procedures

Appropriateness of Study Procedure
Admissions Appeals Procedure
HE Admissions Procedure
FE and Apprenticeships/Traineeships Admissions Procedure

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Admissions Policy Author and Date: Director of Marketing, March 2020	 Revision Expected Implementation Date: April 2020 What is the review date? April 2022
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	The Admissions Policy has been written in line with guidance from the QAA, Office for Students requirements and current Equality and Diversity legislation.
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ ☒No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ ☒No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	The Admissions Policy and activities are reviewed regularly in line with legal and sector guidance. They are reviewed annually as part of the College's SED/annual review process.
Is this policy of a high/medium or low risk? :	☐ ☐Medium ☒