

## Higher Education Admissions Policy

Date approved: 1 July 2022  
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:

- |            |     |            |
|------------|-----|------------|
| • SMT      | Yes | 01.07.2022 |
| • AMT      | Yes | 24.05.2022 |
| • CCMT     | Yes | 24.05.2022 |
| • STUDENTS | Yes |            |

Policy review frequency - every 2 years

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## **1. Scope and purpose of policy**

This policy applies to all applications made by prospective students on any of Blackpool and The Fylde College (B&FC) full or part-time higher education programmes (Levels 4-7) regardless of background or characteristic with the exception of higher and degree apprenticeships and Maritime employer sponsored degree-level programmes. This policy should be read in conjunction with the B&FC Home Student Terms and Conditions.

The purpose of the Policy is to ensure that admissions practices are fair, explicit and implemented consistently to support equal opportunity.

## **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 as outlined in the B&FC Higher Education Strategy 2020-2025.

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 B&FC.

B&FC is guided by six overarching principles:

1. B&FC policies and procedures for applications, selection and admission to higher education programmes are transparent and accessible.
1. As a higher education provider B&FC uses fair, reliable and appropriate assessment methods which enables us to select students with the potential to complete their programme successfully.
2. B&FC reduces or removes unnecessary barriers for prospective students.
3. Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
4. All colleagues and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.
5. B&FC continually enhances widening access strategies and policies in line with local and national guidance.

The Policy complies with relevant consumer, equality and diversity legislations affecting the admission of students and takes into account best practice. Including, but not limited to 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, B&FC's Policies and Procedures, Office for Students requirements and UCAS good practice resources.

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

## **3. Accountability**

The Director of Marketing is responsible for ensuring B&FC has appropriate procedures in place in line with best practice, statutory and legal requirements and that these are effectively implemented and monitored.

The Head of Student Support and Wellbeing is responsible for notifying the Admissions and Contact Centre Manager with any equality, diversity and inclusivity legislative changes affecting this policy.

The Head of Management Information and Funding is responsible for notifying the Admissions and Contact Centre Manager 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. The elected representatives of the Student Union have been consulted in the formation of this Policy.

#### **5. Data Protection and Privacy Notices**

B&FC takes its data protection responsibilities very seriously and complies with the Information Commissioners Office requirements of the General Data Protection Regulation (GDPR). The B&FC Privacy Policy applies to both prospective and current students. Full details are available in the <https://blackpool.ac.uk/privacy-and-cookie-policies>

#### **6. Linked policies**

Safeguarding Policy (Students)  
Home Office and UK Visas and Immigration Tier 4 Policy  
HE Fees Policy  
International Fees Policy

#### **7. Linked procedures**

Appropriateness of Study Procedure  
HE Taught Award Regulations: B14 – Admissions Appeals Procedure  
HE Admissions Procedure

## 8. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, 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	
<p>Title of Activity: HE Admissions Policy</p> <p>Author and Date: Admissions and Contact Centre Manager – 12 April 2022</p>	<p><u>Revision</u></p> <p>Expected Implementation Date: 4 July 2022</p> <p>What is the review date? 4 July 2024</p>
<p><b>Equality, Diversity and Inclusion</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>The HE Admissions Policy has been written in line with guidance from the QAA, Office for Students requirements and current Equality and Diversity legislation.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      X<input type="checkbox"/> No</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      X<input type="checkbox"/> No</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes      X<input type="checkbox"/> No</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	<p>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.</p>
<p>Is this policy of a high/medium or low risk?</p>	<p><input type="checkbox"/> High   <input type="checkbox"/> Medium   X<input type="checkbox"/> Low</p>