



KMS 420 FE and HE Admissions Policy

This Policy should be read in conjunction with:

- KMS 034 Learning Support Policy and Appendix A Learning Support Student Guidance
- KMS 250 Safeguarding Policy
- KMS 400 Equality Policy
- KMS 410 Prospective Students - Concerns
- KMS 703 Fees Policy
- KMS 860 Data Protection Policy (GDPR Privacy Standard)
- KMS 900 Views and Complaints Policy



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

KINGSTON MAURWARD SYSTEM

Introduction

The College welcomes applications from all prospective students, regardless of age, gender, disability, social class, marital status, sexual orientation, gender re-assignment, race, nationality, ethnic or national origin, religion or beliefs, pregnancy or maternity. We celebrate diversity and challenge discrimination where we find it and welcome applications from anyone with the potential to succeed.

The College is committed to ensuring that professional standards are followed in each application for any FE and HE Study programmes, Apprenticeships and part-time adult learning courses.

The College is committed to offering places to applicants subject to availability of places and meeting the entry criteria for individual programmes of study, whilst also ensuring that these are best suited to an applicant's ability and future direction.

All applications will be treated as confidential and personal information, with all communications between the College and the applicant and/or other relevant parties made in accordance with the General Data Protection Regulation Act (GDPR).

The College will keep all applicants informed of the progress of their application as appropriate.

The College will strive to ensure that all promotional materials are relevant, accessible and accurate at the time of publication. The College will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.

Policy

The College will provide enquirers and applicants with sufficient relevant information, advice and guidance to enable each applicant to make an informed choice about the most appropriate programmes of study.

Kingston Maurward College is committed to hosting Open Mornings throughout the academic year that showcase and raise awareness of the range of FE and HE courses offered, viewing facilities and meeting with staff to discuss their chosen course prior to submitting an application or accepting an offer.

Applicants applying for part-time course are able to contact the Student Admissions Team for details about course content.

Current and returning students will be offered opportunities to discuss progression via their Course Manager during tutorials and/or by booking an individual appointment with the College's Career, Information and Guidance Advisor.



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

KINGSTON MAURWARD SYSTEM

Designated members of staff will assess the abilities, aptitudes, skills and qualifications and experience, including English and maths, which indicate the student's potential to succeed on each application and use this as a guideline. This may include examination results and qualifications, portfolios of work, records of achievements or evidence of previous relevant experience.

Where an applicant is submitting an HE application, the College may also consider subject specific benchmarks for entry to determine whether a student can be admitted to their chosen HE programme.

Higher Education tuition fees are set directly by the College or in conjunction with their university partners and are generally reviewed on an annual basis.

Residential Accommodation

Where an applicant indicates a requirement for College accommodation, the applicant will also be interviewed by the Senior Warden and in some instances, the Assistant Principal for Student Experience and Progression. Consideration will be given to those students who do not live locally and require residential accommodation in order to complete their Study Programme, Apprenticeship or course, or those without easy access to a bus route; however this does not preclude applicants who live locally.

FE and HE accommodation fees will be reviewed annually, and in the event of over subscription, the College reserves the right to place applicants on a waiting list.

Applications

Applicants will receive acknowledgement of their application within 10 working days of receipt.

During initial screening of applications, students may be offered alternative routes of study, added to a waiting list, or advised to approach and apply to another organisation.

Kingston Maurward College will accept applications for full time study programmes from 16-18 year olds. The College also accepts applications from some under 16 year olds. Under 16 year olds will need to have achieved, or be in the process of achieving, the necessary entry requirements and the College will need confirmation that adequate funding is in place.

Adults may apply for the following courses:

- Full-time FE Courses
- Higher Education Courses, including Access to Higher Education courses for those who wish to progress to university level study but do not hold the necessary Level 3 qualifications



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

KINGSTON MAURWARD SYSTEM

- Apprenticeships in specific vocational areas
- A range of part-time courses encompassing leisure interest and professional development (including GCSE English and maths) for those wishing to up-skill, undertake a professional development programme or train for a new career.

Missing information may delay the processing of an application.

Entry Requirements

Entry criteria are usually outlined within the College Prospectus (FE, HE, Apprenticeships and part-time Courses) which can be located via the College Website, along with application forms. For most substantive study programmes and courses, references will be taken up prior to enrolment.

Entry requirements may be reviewed periodically where appropriate based on Awarding Organisation, Professional Body or Partner University guidelines.

For programmes that are validated by a Professional Body, criteria for entry will also meet the requirements of the Professional Body. Original certificates will be required as evidence of meeting entry criteria. Where required by the Awarding Organisation or HE Institution, copies will be held on record securely in accordance with GDPR legislation.

Kingston Maurward College holds a reasonable expectation that anyone admitted to a programme of study will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award. The ability to successfully complete and benefit from a programme should be the basic criteria for admissions, and this is not necessarily evidenced by entry qualifications alone.

Application forms ask the student to identify any additional learning support requirements he or she might have, including Education, Health and Care Plans. Early disclosure of a learning support requirement or disability will assist the College with understanding and supporting individual needs.

It is the applicant's responsibility to ensure that they make the College aware of any supporting need.

The College may require an applicant who has indicated a recent reoccurring or serious health problem to provide an independent medical report on their condition. In some cases it may be necessary for the College to be in receipt of supporting documentation and advice from other organisations or professionals prior to assessing the suitability of a course for an applicant.

In these cases, assessments and judgements will be made by an Admissions Panel, chaired by the Deputy Principal Learning & Performance, and also consisting of relevant College staff and may include the Assistant Principal for Student Experience & Progression and / or SENDCo. External agency representatives may also be



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

KINGSTON MAURWARD SYSTEM

required to attend to ensure an application is reviewed and considered appropriately. The College will fulfil its responsibilities in terms of the SEND 0-25 Code of Practice.

The Panel will consider the degree and nature of support required and advises whether the College is able to provide the level of support necessary or whether the adjustments, if required, are reasonable.

The College may require information from an applicant and their current provider. This information will be used to inform our information, advice and guidance. Post Year 11 applicants will be required to provide educational or other references.

All 16-18 year olds will be required to follow a Programme of Study, to include English and maths where a student does not yet hold a GCSE Grade 4 in these subjects.

Accepted Qualifications on Entry are derived from those qualifications recognised in school performance tables. This does not preclude applicants holding other qualifications e.g. iGCSEs and this will be discussed with the course tutor at interview.

Entry criteria are set by the College to enable students to achieve to the best of their ability; students who do not meet the entry criteria are likely to find their course difficult and stressful which is not in their best interests.

Admission decisions will be based on the information supplied by the applicant.

It is the applicant's responsibility to ensure that all pertinent information is supplied on the application form.

The omission of such information, or the supply of false or inaccurate information may invalidate the application and where relevant, any subsequent offer of a place at Kingston Maurward College.

Recruitment and Selection

The majority of applicants will be required to attend an interview with the appropriate Course Manager. The interview is designed to establish the suitability of the prospective student for any given course.

The interview is intended to be a two-way conversation between the interviewer, who will provide details on their chosen course and other viable options, and the applicant, who will be encouraged to ask questions.

Prospective students will be asked to indicate their preference for parents/guardians and carers to attend their interview to act as a support for the applicant.

The majority of applicants will leave their interview with a College offer that sets out the conditions for their entry to College (i.e. required grades and/or securement of work experience placement, references etc.).



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

KINGSTON MAURWARD SYSTEM

All College offers are dependent on:

- There being sufficient demand for any given course
- There being sufficient spaces for any given course

Kingston Maurward College reserves the right not to make an offer of a place to an individual applicant, if deemed necessary or appropriate.

Some examples include, but are not limited to:

- Previous exclusion from the College or any other educational institution
- It is determined that the study programme is unsuitable for the applicant's age, ability, aptitude or SEN, or that to place the applicant on the programme would be incompatible with the efficient use of resources or the efficient education of others
- Evidence exists where the applicant could be a threat or danger to themselves or others
- The applicant has previously attended the College but made insufficient effort towards successfully completing their studies or has an outstanding debt to the College
- The applicant is unable to demonstrate that they hold the minimum entry requirements, including satisfactory references
- The applicant has a criminal conviction which restricts them from certain areas of work and wishes to follow a programme that would normally lead to that type of work

Kingston Maurward College has a duty of care to all staff, students and visitors and will carry out a risk assessment, consulting with appropriate supporting agencies when considering the application.

If the College is required to close a programme of study during an admissions cycle, applicants will be notified as soon as is practicable.

Recognition of Prior Learning (RPL) Pearson BTEC Qualifications

The following information is extracted from the *Pearson Recognition of Prior Learning Policy and Process October 2018 version 3*

RPL is about using a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner needs to show that through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.

The use of recognition of prior learning is optional.

It should be noted that the College does not currently choose to apply Recognition of Prior Learning to those students submitting applications to study BTEC qualifications awarded by Pearson.



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

Appeals and Complaints

If a prospective student wishes to appeal a decision regarding refusal of admission on to a programme of study, they should contact the Student Admissions Team in the first instance.

The Student Admissions Team will seek to explain why the application has been refused. If further information is required or the applicant is not satisfied with the decision, then they will be referred to the appropriate Academic Manager who will respond to the applicant, either verbally or in writing within 10 working days of receipt of an appeal.

If an applicant remains dissatisfied with the outcome of their appeal, their case will be considered by the Deputy Principal Learning & Performance, whose decision is final.

Any dissatisfaction with any administrative or service delivery aspect of the admissions process can be addressed using the College's Complaints and Views Policy, details of which can be located on the College website under 'About us, Key policies' section.



Created by:	Deputy Principal Learning & Performance	Review Date:	October 2019
Approved by:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		