

Policy Title	Admissions Policy
Issue date (m/y)	July 2011
Author	Student and Support Services Manager
Approved by	Curriculum Managers Group
Review Date	July 2012
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Context and/or Aims

Loughborough College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

Policy Statement

Loughborough College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the College's Equal Opportunities and Diversity Policy and Equal Opportunities legislation and Admissions Requirements and Guidelines.

Requirements for Implementation

Admissions Requirements

Criteria for Admission

- The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time
- The applicant meets the specific entry requirements of a programme or course
- The applicant meets all other admission criteria
- The applicant has satisfactory references, where applicable
- The applicant attends an interview, where required by a specific programme or course
- The applicant agrees to pay any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date)
- There are places available on the programme of study i.e. target numbers have not yet been met
- The applicant accepts the offer of a place within 1 calendar month of receipt of the offer
- The applicant agrees to the Terms and Conditions of the College at the time of accepting an offer of a place
- The applicant satisfies the College's six week probationary period*

Under 16 applicants

- Applicants under the age of 16 will not usually be permitted entry to a full time course at the college.

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- In exceptional circumstances an applicant who is under the age of 16 may be considered for entry to the College, e.g. their special educational needs can not be met in a school and the college can provide a suitable curriculum.
- Sufficient funding must be identified for applicants under the age of 16
- Applicants under the age of 16 must have a supporting letter from their Local Education Authority and their school (if the applicant is attending a school).
- If the applicant is not attending a school a supporting letter from a parent will be required.

***The six week probationary period**

During the first few weeks of their course, students will be assessed and set targets and course work. These targets and course work will be reviewed within four weeks of the start of the course. Students who are not achieving their targets or coursework may fail their probationary period and therefore lose their place on the course. Students who are at risk of failing their probationary period will be referred to the Admissions Panel with reasons and evidence.

Procedure for Dealing with Applications

The Procedure for dealing with applications is detailed in the Student Admissions Flowchart which is available on the College Website. Applicants have the right to appeal against application outcomes. Appeals must be put in writing to the Student and Support Services Manager within 10 working days of the outcome.

Right to Refuse an Application

Under certain circumstances the College may reserve the right to refuse an application. Applications from prospective students who may come into this category will be given full consideration by the College's Admissions Panel as detailed in the section of the Admissions Guide called 'Procedure for dealing with applications requiring follow-up or referral'.

Applicants with disabilities must not be refused admission on the grounds of their disability, unless under exceptional circumstances. Guidance must be sought before admission can be refused.

The College reserves the right to refuse admission to an applicant:

- Who does not meet the admission criteria on page 1
- Who has convictions that have not been spent or can never become spent.

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- Where information is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
- Where information is falsified or missing.
- Who has previously been excluded from Loughborough College or another education institution.
- Who has previously attended this or another education establishment and not completed courses, including all external assessments.
- Who has outstanding debts to the College.

The College will carry out a CRB check for applicants to some programmes, e.g. childcare. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes.

The College reserves the right to carry out a police check on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College.

The College recognises it has a duty of care to students and staff and thus reserves the right to admit an applicant where there is evidence that they could be a threat or danger to others.

In a small number of cases, we may ask applicants who have indicated a recent, recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the Student and Support Services Manager. The Student and Support Services Manager is ultimately responsible for ensuring that the College is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available.

Applicants who do not meet the normal entry requirements for a particular course may be given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his nominee(s).

Related Documents

Equal Opportunities and Diversity Policy
The Freedom of Information Act - an introduction
The Data Protection Act - Policy and Guide for Staff