Admissions

Policy Number:	STS-005
Executive Owner:	Deputy CEO
Owning Strategy / Department:	Careers Advice Strategy / Corporate and Student Services
Approval Board / Committee / Group:	Admissions Leadership Board / Corporation
User Group:	DCG Employees
Relevant To:	DCG employees involved in the management, delivery and review of the admissions process
Implementation Date:	July 2011
Approval Date:	December 2023
Next Start Review Date:	September 2023
Expiry Date:	December 2024

Date:	December 2023
Ref:	HJ/V9
Originator:	Director of Marketing and Communications
Area:	Corporate and Student Services

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

Policy Accountability and Implementation

Policy Title: Admissions Policy

Policy Author / Reviewers: Director of Marketing and Communications / Student Services Team Manager

Policy Implementation: Director of Marketing and Communications / Student Services Team Manager / Curriculum and Support Team Managers

Policy Monitoring and Compliance: Admissions Leadership Group

Policy Review Timeline: Annual

Synopsis:
To ensure that all individual students seeking a place at college are appropriately matched to a suitable programme of study.

Policy Classification and Publication

Classification

- Essential Authority (EA)

Publication

- Intranet – Policy portal
- Student VLE (Moodle)
- Website

Empowering/related legislative and/or authoritative references:

DFE Careers Guidance and Access for Education and Training 2023

Impact Assessment reference: N/A

Periodic Policy Review / Change History

Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
V2	Head of Ilkeston and Student Support Services HE Manager	Amendments to flowcharts HE Guidance Doc added	Anita Straffon Anita Straffon	Feb 2017 Feb 2017
V2.1	Head of Ilkeston and Student Support Services	Annual review – minor update/amends	Anita Straffon	July 2017
V3	Head of Ilkeston and Student Support Services	Annual review – minor update/amends	Heather Simcox	July 2018
V4	Director of Marketing and Communications	Job title updated from Head of Ilkeston and Student Support to Director of Marketing and Communications	Heather Simcox	July 2019
V5	Director of Marketing and Communications	Annual review – minor updates/amends • Changed review month from July to September to tie in with approval from 1st Admissions Leadership Meeting of the academic year and Corporation Board in October • Added Next Steps (internal progression) flowchart to Admissions Procedure document (see appendix)	Heather Simcox	September 2019
V6	Director of Marketing and Communications	Annual review – minor updates/amends Policy • Added reference to Enrolment Systems Task Group Procedures • Reference to COVID guidance altering how DCG communicates with applicant i.e. remote methods	Deputy CEO	September 2020

		• Updated Next Steps flowchart • Updated Student Journey flowcharts to reflect new online enrolment process etc • Removed reference to Residential offer		
V7	Director of Marketing and Communications	Minor updates	Deputy CEO	December 2021
V8	Director of Marketing and Communications	Minor Updates • Removed reference to COVID	Deputy CEO	December 2022
V9	Director of Marketing and Communications	Minor updates • Changed responsibility for the policy from the Director of Services for Students to the Director of Marketing and Communication	Deputy CEO	December 2023

1.   Policy Statement

DCG is committed to a fair and open admission system that considers all applicants on their individual merits. The College is committed to raising student aspirations, widening participation and promoting equal access to programmes of study. DCG aims to offer a broad range of courses to students of all abilities and to ensure that students are appropriately matched to a programme of course or study. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education and higher education courses and applicants for apprenticeship programmes. The underlying principle of the Admissions Policy is that all individual students seeking a place at college are appropriately matched to a suitable programme of study which aligns with their intended destination beyond college.

2.   Definitions

This Admissions policy and procedure refer to all elements of the student journey admissions process. This includes the procedure in place from initial student enquiries, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to college and enrolment events.

3.   Principles

DCG is committed to equality of access to learning for all, and to widening the participation of students from under-represented, disadvantaged and previously excluded groups. This policy governs the admission of individuals to the college as students.

The College aims to provide:

- A fair, open and transparent admission process
- Impartial advice and guidance to potential applicants
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a study programme or course of study
- A process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that's its duty of care to employees, students and third parties are discharged
- A process which is accessible and understandable to all applicants and is consistent with the College's commitment to equality and diversity.

 Specifically, prospective students of DCG are entitled to:

- A response from the College following the receipt of an application. An automatic email response is sent to applicants and within 10 working days a letter/or email sent inviting the applicant in for an interview where this is a requirement for programme entry.
- Impartial information and guidance concerning programmes of study, student support arrangements and other services provided by the college
- Opportunities to discuss individual options on a one to one basis
- For applicants with an Education Health and Care Plan (Statement of Needs, LDA, Section 139a) a suitable taster/transition plan will be in place to meet their individual needs (possibly prior to application)
- Opportunities to visit the College and view locations of study and relevant
- Specialist guidance for those needing inclusion and support services
- Well-organised, efficient and responsive enrolment arrangements
- An induction to the College and their study programme or course of study

All applicants must:

- Satisfy the requirements for admission to the proposed programme of study, including any admission requirements set by the validating higher education institution in respect of higher education courses
- Demonstrate a strong commitment to further study and the ethos of the college
- Provide evidence of the previous achievements at the current school, college or workplace
- Undertake further assessments of provide information as necessary to allow the college to support any learning needs
- Agree to adhere to the College's Student Code of Conduct and Positive Behaviour Policy

Right to refuse admission:

The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirement for the course or study programme applied for
- If the study programme or course of study applied for is undersubscribed (with the result that's its deliver in not viable for the College or its students) or oversubscribed or if the college is, for whatever reason, unable to deliver the course or programme applied for
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or career route applied for
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to employees or students of the College
- If the applicant has specific physical, medical, social or curriculum need which the College considers, in its reasonable opinion, that is unable to meet
- If an applicant is not deemed Fit to Study

The above is a non-exhaustive list and there may be other reasons or circumstances from which the College may consider an applicant is unsuitable to study on a particular pathway or at the college generally. If the College considers that it is unable to admit an applicant to the course or study programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant any suitable alternatives and offer appropriate advice and guidance to enable applicants to make alternative choices.

4.   Scope and Limitations

The procedures in relation to this document refers mainly to prospective students intending to join full time and part time career programmes of study delivered on any of the main college campuses of DCG. Application procedures for DCG Apprenticeship programmes and for Higher Education courses in affiliation with partner universities are also outlined. For some of the admissions process, separate arrangements exist for groups of students enrolled through DCG franchise and enterprise activities, for example full cost short courses.

5.   Responsibilities

The Deputy Chief Executive Officer (Deputy CEO) has the executive responsibility and strategic oversight of the admissions policy.

The Director of Marketing and Communications is responsible for the effective development, implementation and review of the policy and procedures.

The Student Services team are responsible for the day-to-day administration and implementation of the procedures and guidelines described in this document.

The Senior Leadership Team, College Principals/Assistant Principals, Heads, Directors and Team Managers all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

6. Implementation Arrangements

The arrangements that are outlined below build on previous good practice and seek to provide additional impetus and coherence.

The Admissions Leadership Group - chaired by the Director of Marketing and Communications. This group will lead on the strategic direction and development of the admissions process. Group membership will consist of the Senior Leadership Team; Faculty Heads, Faculty Assistant Heads, and senior support managers.

The Enrolment Systems Task Group – Chaired by the Director of IT. This task group will manage the implementation and development of the online enrolment system. Group membership consists of the Director of Student Services and representatives from curriculum, student services, information services, web development and marketing teams.

Information Advice and Guidance (IAG) - with a professional team of IAG advisers qualified to at least NVQ3 standard, IAG will be delivered through a variety of contexts and will be embedded across all key transition points in the student journey.

7. Monitoring and Review

The Admissions Leadership Group will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Deputy CEO and the Director of Marketing and Communications.

8. Guidelines

Refer to Admissions Guideline document

9. Procedures

Refer to Admissions Procedure document

10. Templates / Forms

There are no specific templates or forms in relation to this Policy

11. Related Documents

- Careers Strategic Framework 2022-23
- Careers Education and Guidance Policy
- Student Criminal Convictions Policy
- Fitness to Study Policy
- Apprenticeship Policy
- HE Admissions Policy