



Student Admissions Policy and Procedure

Myerscough College and University Centre is committed to providing a fair, transparent and equitable system for all students accessing its courses. Every effort is made to ensure that the Student Admissions Policy and Procedure is accessible, clear, inclusive and encourages applicants from all backgrounds.

The purpose of this policy is to outline the various stages of the admissions process and how each of these is managed. Myerscough College and University Centre strives to treat all applicants with courtesy and respect, and show consideration and empathy for their well-being throughout the admissions process.

The policy also outlines the way in which appeals can be made where an application has been unsuccessful.

This policy applies to applicants for all Further Education, Higher Education and Apprenticeships courses, including Full Time, Part Time and 14-16 provision.

1. Equality of Opportunity

- 1.1. Myerscough College and University Centre welcomes applications from all candidates with the potential to succeed and protects individuals from discrimination in line with the Equality Act 2010. It is committed to equality of opportunity and aims to ensure everyone has the right to be treated fairly in accordance with the College's Equality, Diversity and Inclusion Policy.
- 1.2. This policy is comprehensive and identifies positive steps to ensure that all applicants' needs are fully considered and that reasonable adjustments are put in place to meet individual needs, where appropriate. Myerscough College and University Centre will continue to address barriers that discriminate against people on any grounds.

2. Information, Advice and Guidance to Applicants

- 2.1. Myerscough College and University Centre aims to provide comprehensive, accurate and timely information, advice and guidance to prospective students about the opportunities for study available to them. This is in line with Competition and Markets Authority (CMA) advice on consumer protection law, to ensure that applicants are provided with all the information they need to make an informed decision about their course of study.
- 2.2. The College website and published prospectuses are designed to direct applicants to a central source of information (factsheets or specific webpages), with the whole process being supported by an expertly trained Recruitment and Admissions team; accessible by phone, live chat, email and face to face.
- 2.3. The College holds frequent weekend Course Advice Mornings at each campus and attends many careers events and UCAS Fairs.

3. Safeguarding

- 3.1. The College is committed to safeguarding all applicants, students, staff, volunteers and partners in accordance with its Safeguarding, Child Protection, Prevent and Missing from Education Policy and Procedure. Robust procedures are in place to protect and support all individuals. For this reason, applicants and potential students are encouraged to declare any support requirements or issues at the point of application. Appropriate confidentiality will be maintained and the College will do its utmost to ensure students are fully safeguarded.

4. Applications

4.1. All Further Education / Part-Time Higher Education

Applicants for all Further Education and HE Part Time courses should complete the online or paper-based College application form and submit this to the Recruitment and Admissions team.

4.2. Full-Time Higher Education

Applicants for all full time Higher Education courses should normally apply via UCAS, in accordance with UCAS guidelines (www.ucas.com).

4.3. Apprenticeships

Applicants who wish to pursue an Apprenticeship option must be in employment and have the agreement of their employer prior to submitting an application. Applications may be made online by following the link from the relevant apprenticeship programme on the College's website. The employer can also contact the College directly to instigate the process and be provided with the appropriate forms to complete.

4.4. 14 – 16

Applicants for 14-16 courses will be required to complete the online application form and the school or home education parent must complete the supporting application form, Part B. Unless both parts of the application form are received, the Recruitment and Admissions team will be unable to process the application.

4.5. Internal Progression

Internal applicants wishing to progress onto another FE course should complete the College internal application form and submit this to the Recruitment and Admissions team by the end of May. Level 3 top-up applicants may also apply to progress to their top-up year via the College's online service or by using the internal application form.

4.6. At the discretion of the Recruitment and Admissions Supervisor, applications may be referred to the Admissions and Support Advisory Panel at any stage during the admissions process. Examples of this include, where disclosures in relation to criminal convictions have been made which may require further investigation on safeguarding grounds. Teaching staff may also request that an application be reviewed by the panel at any point. It is College policy that applications from all applicants who have an Education, Health and Care Plan, or who are home educated, are reviewed by the panel.

4.7. The Recruitment and Admissions team will assess whether an applicant meets the entry requirements for a particular course (as detailed in the College Prospectus and Course Factsheets). A decision will then be made to refer the application to a Programme Leader for further consideration, refer to a Deputy Principal for rejection or proceed with the standard application process.

4.8. Myerscough College and University Centre takes its responsibilities under GDPR and the Data Protection Act 2018 very seriously and will always ensure that personal data is collected, stored, handled and shared in a secure manner. Further information on how applicant personal data is processed can be found in our [Privacy Policy](#).

5. Interviews/Applicant Days

- 5.1. Applicants may be required to attend an interview or Applicant Day to assess their suitability for the course.
- 5.2. Where offers are made without an interview, applicants will normally be invited to attend a Taster Day or given the opportunity to speak with a Study Programme Leader on a specified date or at a Course Advice Morning.
- 5.3. Where a prospective student submits an application whilst attending a Course Advice Morning after having spoken with a Course Tutor, this application will be logged as a Fast Track application and monitored to ensure additional checks are made once the application form has been received by the Recruitment and Admissions team. HE Full time applicants are not permitted to use the Fast Track service and must follow the UCAS process.
- 5.4. In some cases, applicants will be required to take initial assessments in Maths and English during their interview. Where this is the case, detailed instructions will be included in the interview invitation.
- 5.5. To ensure any available support can be provided when a learner has enrolled, applicants who indicate a disability or learning difficulty upon application, may be interviewed by a member the Inclusive Learning team.
- 5.6. In cases where an interview date or Applicant Day is not appropriate, then a telephone or videophone consultation may take place.
- 5.7. Interviews/Applicant Days will be arranged by the Recruitment and Admissions team and applicants will be informed in writing, normally within 10 working days of receipt of the application form and any requested supporting documentation or information.
- 5.8. Where applicants are invited to an interview the purpose is to:
 - Enable tutors to decide on an applicant's ability to complete the course successfully, establish their motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
 - Enable prospective students/trainees to gain an understanding of the course they are interested in and to form a view on how it will meet their requirements.
 - Enable tutors to provide more detailed information about the course and facilities including, residential accommodation (if relevant).
 - Enable Inclusive Learning staff to assess any learning support requirements.

Interviews and information meetings are designed to be a two-way process and applicants are encouraged to ask questions.

In the majority of cases, there will be one interview. However, sometimes it may be necessary to request further meetings, for example if applicants have chosen a vocational course and need to demonstrate practical skills. It is the intention of the College to keep interviews to a minimum and only ask candidates to return where it is considered necessary. Where applicants decide to choose another course after their initial interview, a further interview may be required, particularly if this is in a different subject area.

Following an interview or information meeting, the Study Programme Leader (and Inclusive Learning staff member, where relevant) will make one of the following recommendations:

- Offer an unconditional place (normally where the applicant has already met the entry criteria);
- Offer a conditional place;
- Offer an alternative course;
- Refer to the Admissions and Support Advisory Panel (in complex/exceptional cases);
- Rejection (unsuccessful application).

6. Criteria for Entry

6.1. The main principles involved in determining the offer of a place on a course are as follows:

- that the applicant is clear that the course meets their aims and aspirations;
- that the applicant has the necessary standard of education to have a good chance of fulfilling the learning outcomes of the course, therefore successful applicants should normally have obtained or expect to obtain the entry requirements specified to study.

6.2. The College's standard entry requirements for all Higher Education courses are detailed in the relevant Course Definitive Document (Programme Specification). Consideration may also be given to applicants with borderline UCAS points which are a result of the banding of UCAS points from their Level 3 programme of study (eg, BTEC L3 Distinction at 96 points)

6.3. The College's standard entry requirements for all Further Education courses are detailed on the relevant Course Fact Sheet.

7. Receiving an Offer

7.1. Applicants will be notified in writing of the outcome of their interview/application within 10 working days of the interview date or receipt of application. Where the applicant is accepted onto the course, a conditional or unconditional offer letter will be issued. HE Full-Time applicants are also notified via UCAS Track.

- 7.2. Applicants will receive log-in details for the Myerscough College and University Centre digital systems via their Offer Letter. This will allow them to access a College email account and direct them to important information such as bursaries, student finance, information for parents and how to prepare for their course of study. It also allows applicants to apply for accommodation (if applicable) and complete their Health and Wellbeing Consent Form (using their MyPage Student Login). Please refer to the Allocation of Student Residential Accommodation Policy and Procedure for more information about residential applications.
- 7.3. For applicants applying for a 14-16 course, following a successful interview, a Conditional Offer letter will be issued. Enrolment onto the course cannot proceed until any additional support information and/or Health and Wellbeing Consent information has been completed. For Home Educated students, enrolment will not take place until the Confirmation of Home Education Form has been completed. In the case of a rejection, the School or parent for home-educated applicants will be contacted in the first instance so that any options may be explored or recommendations of alternative courses can be discussed.

8. Exceptional Entry

- 8.1. Where applicants do not meet the standard entry requirements, exceptional entry may be considered. Under these circumstances, applicants may be asked to provide evidence of completed work experience, training courses and similar work related activities. In some cases, pre-entry assignments may be set to assist in determining the appropriate course offer for an individual applicant.

Myerscough College and University Centre has an Equality, Diversity and Inclusion Policy that encourages applications from students with non-standard entry requirements. All students are recruited with integrity and should be capable of satisfactorily completing the course upon which they are enrolled.

- 8.2. Each student is considered on his/her own individual merit. Applicants will be identified as exceptional entrants at the time of application.
- 8.3. **For Higher Education applicants:** Myerscough College and University Centre will follow the exceptional entry guidance and Academic Regulations of the relevant University as well as the relevant sections of the Quality Assurance Agency (QAA) Quality Code. In line with the University's Academic Regulations, the College will not normally make unconditional offers to Higher Education applicants after only one year of post-16 study. In cases where examining bodies allocate multiple grades and where there is no direct comparable grade in an alternative qualification, the deficit in UCAS tariff points will be considered in the positive.
- 8.4. **The Further Education applicants:** the College's curriculum is structured such that courses are offered at all levels. Consequently, all applicants for Further Education courses may be made an offer of a place on a course at a level commensurate with their qualifications. Where an individual wishes to pursue an application for a Further Education course at a level above that for which their qualifications are appropriate – exceptional entry may be considered.

8.5. Assessment of Exceptional Entry

Tutors will interview exceptional entry applicants and make recommendations to the Head of Area. The relevant Head of Area (FE) or Assistant Principal (HE) will approve all exceptional entrants. The following selection criteria may be used:

- written application
- pre-entry assignment
- reports/references
- study skills/access course
- individual interview(s) of both a formal and informal nature
- written tests and/or assignments

This is not an exhaustive list and other evidence may be considered such as:

- age and maturity
- students' needs, aspirations and potential, and how these are compatible
- Record of Achievement
- employer references and/or College reports
- range of work experience
- level of numeracy and literacy

8.6. Where an applicant is applying for a part-time course of study, employer support may also be an important factor for consideration.

8.7. Where approval is given, the standard Admissions procedure will then apply.

9. Equal Opportunities and Failure to Disclose

9.1. Further Education, Apprenticeship, 14-16 and Higher Education Part Time application forms request information from applicants in relation to unspent criminal convictions*. The College believes in equal opportunities and will not immediately consider a disclosure of a criminal record as a barrier to study.

9.1.1. *Applicants for Teacher Training courses will be asked to confirm any non-spent convictions as well as any driving offences as part of the UCLAN's Suitability to Teach Initiative.

9.1.2. HE Full Time applicants will be asked for this information as part of an online questionnaire, post offer stage but prior to enrolment.

9.2. Where a disclosure is made, the College will contact the applicant for further information in relation to the disclosure. Any additional information that the applicant provides in relation to a conviction will be dealt with confidentially. We may also request references from key support workers or contacts in the probation services. We would ask for permission from the applicant to contact them for more information or supporting documents. The College will use the information to assess any safeguarding concerns and other potential risks to both the applicant, the College Staff and Students.

- 9.3. The final decision of acceptance will be made in the Admissions and Support Advisory Panel.
- 9.4. Where the applicant is a member of staff, then a decision will be made in conjunction with any information already provided to the College's HR team.
- 9.5. The College reserves the right to withdraw any offer made, where an applicant has failed to disclose information or who discloses at a late stage, information which may influence the admissions process and/or decision of an offer.

10. Appeals and Complaints

- 10.1. Applicants who wish to appeal or complain about an aspect of the College's admissions process should write to the Director of Corporate Services within 10 working days of notification of the decision. They should clearly indicate the grounds on which the complaint or appeal is based.
- 10.2. The Director of Corporate Services will record and acknowledge receipt of the complaint or appeal within 5 working days.
- 10.3. A complaint is a specific concern related to a procedural error, irregularity or maladministration in the admissions process will be dealt with in accordance with the College's Complaints Policy and Procedure.
- 10.4. An appeal is a request for a formal review of an Admissions decision or condition of offer and will be presented to the Admissions and Support Advisory Panel for their deliberation and decision.
- 10.5. Where an appeal is against a decision made by the Admissions and Support Advisory Panel, this will be heard by the Vice Principal.
- 10.6. The Director of Corporate Services will be responsible for informing the applicant of the outcome of the Appeal. The decision of the Vice Principal is final.
- 10.7. Appeals will not be considered if they are:
 - regarding matters of academic judgement regarding an applicant's ability to study a programme;
 - about an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular programme (eg criminal records checks).

11. International Admissions

- 11.1. EU Applicants will be considered for entry on a course where comparable qualifications (to the UK) can be provided.

11.2. For non-EU applicants or any applicant who requires a visa to study in the UK, the standard application process will apply, however applicants will be required to meet additional criteria, which is set by the UK Government. The College will provide a bespoke guidance document to the applicant, instructing them on the steps they need to take and the fees involved. The College can only accept applicants for full time courses that are QCF Level 3 or Higher.

Documents Associated with this Policy:

- Myerscough College Application Form (FE Full-time, FE Part-Time, HE Part-Time)
- UCAS Application (www.ucas.com)
- HE Programme Specifications
- UK Quality Code for Higher Education
- Myerscough College Internal Application Form
- Admissions and Support Advisory Panel Constitution and Terms of Reference
- Complaints Policy and Procedure
- Allocation of Student Residential Accommodation Policy and Procedure
- Equality, Diversity and Inclusion Policy and Procedure
- UCLan Academic Regulations



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Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
Common Inspection Framework			
MATRIX			
QAA		<ul style="list-style-type: none"> UK Quality Code for Higher Education 	
QIA			
ESFA			

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding, Child Protection, Prevent and Missing from Education

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.