

# Student Admissions Procedure

The C&M College Network  
where people flourish, and achieve  
extraordinary things

## Process

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## Introduction

The Student Admissions Procedure applies to all new admissions and progressions of students at The Cheadle and Marple College Network and describes the stipulations and processes for those applications and admissions.

The Admissions Procedures supports the missions statement “To provide the highest quality education to students, whatever their age, background and ability and to be recognised as outstanding in the community we serve.”

The aims of the procedures are:

- To ensure admissions are transparent, explicit and consistently applied
- To ensure equality to students with special educational needs and / or disabilities and admit those individuals in accordance to The C&M College Network SEND Commitment
- To ensure admissions equality for all applicants with protected characteristics
- To provide impartial information, advice and guidance both pre, and post, enrolment
- To ensure individuals have the right to complaint or appeal against admissions decisions
- To ensure that The C&M College Network operates in accordance to ESFA funding rules and statutory data protection laws

### Compliance: Legal, Statutory and Internal Regulations:

- |  |   |
|--|---|
| • ESFA Funding Guidance & Regulations                | • CEIAG Plan  |
| • Local Authority Funding Guidance                   | • Equality Policy & Procedures                                      |
| • Equality Act 2010                                  | • Data Protection Policy & Procedures                               |
| • The Equality Act 2011: Specific Duties Regulations | • Student Fees and Funding Remission Policies & Procedures          |
| • Apprenticeship, Skills, Children Learning Act 2009 | • Safeguarding Young People & Vulnerable Adults Policy & Procedures |
| • GDPR 2018  | • Complaints Procedure  |

### Scope:

The Admissions Procedure applies to anyone applying for or progressing to any study programme or course offered by The Cheadle & Marple College Network.

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure admissions are handled in accordance to external and internal compliances
- The Assistant Principal: Student Progression has responsibility to ensure appropriate policies, procedures and practice are in place and applied consistently
- The Associate Director: MIS & Administration & MIS has responsibility for fees, ESFA and Local Authority funding and operational compliances
- The Admissions Team and those accountable for Apprenticeships and Adult & Community Learning are responsible for ensuring the validity of information provided on Application and Enrolment Forms, appropriate evidence is provided to support applications and specific additional support such as finance, learning support etc. and that procedures are accurately and consistently followed

## **Procedure:**

### **1. Entry Requirements:**

With the exception of Community Learning courses, entry requirements are applied to ensure that students meet legal requirements for study in the UK and to ensure they have adequate English language skills to ensure language is not a barrier to academic progress.

Entry requirements include but are not limited to:

- Residency in the UK of 3 years or more, or alternative evidence of eligibility for “home” funding as detailed in the ESFA Funding Guidance
- Evidence of previous academic qualifications (for some study programmes)
- Age at enrolment for funding purposes
- Where appropriate, medical conditions, access requirements, learning support needs or information regarding spent and unspent criminal convictions
- Paid employment of commitment to be in paid employment for Apprenticeships

### **2. Applications:**

Applications for Community Learning and full time study programmes can be made:

- On line via the website
- As a hard copy Application Form either in person or by post

For full time study programmes, a completed Application Form must be received regardless of the route of application.

For Apprenticeship Programmes an Initial Interest Form will be completed by/ for each enquirer, which will generate an interview appointment.

### **3. Applications with medical conditions:**

All applications and admissions processes will comply with The C&M College Network policies and procedures relating to Equality, Health & Safety, Safeguarding, SEND (Local Offer) and General Data Protection Regulations.

Collection of this information will not influence the decision to enrol the student. It is collected to ensure appropriate support is planned where ever possible, prior to enrolment.

Applicants (or their parent / carer) are required to provide details of known medical issues (medical conditions, allergies etc.) that require attention and / or medication on a regular basis. The applicant (or their parent / carer for applicants under 18 years old) are required to provide permission for the administration of first aid and appropriate medication as outlined in the Safeguarding and Health and Safety Procedures.

Where this information is not provided, The C&M College Network will not be ultimately responsible for not providing an appropriate Medical Support Plan.

Medical information provided will be stored securely and confidentially and only shared with others on a “need to know basis”.

#### **4. Special education needs and / or disability:**

The Cheadle and Marple College Network is committed to supporting the learning of all students and strives to be an inclusive learning environment.

The Inclusion Team have an extensive School Links Programme working with schools to plan transition arrangements and support requirements for applicants ensuring a seamless progression. Where applicants have an Education Health Care Plan (EHC Plan), prepared by Services for Young People, or evidence of any other formal previous support, this will be forwarded to The C&M College Network.

SEND information will be used to ensure the applicant receives the right level of support whilst at The C&M College Network. Applicants, and their parents / carers, where applicable, will be invited to a meeting to prior to enrolment to discuss the support required and confirm the support offer.

Where the support offer is unconfirmed prior to enrolment, The C&M College Network will not be ultimately responsible for not providing an appropriate Support Plan or for the Support Plan being delayed.

Individuals participating in provision other than full time study programmes will be offered support, information, advice and / or guidance that is appropriate to their mode of study.

#### **5. Disclosure of Spent and Unspent Convictions:**

The Cheadle and Marple College Network is committed to ensuring the general duty of care, safety and well-being to all customers, including employees, students and visitors; specifically, to those under 19 years and particularly those under 16 years old and vulnerable adults.

In order to meet these responsibilities, it is necessary to request a declaration of convictions to enable a judgment to be made regarding potential risks posed by inclusion. The judgment will also be informed by the type of study programme and the circumstances / nature of the offence.

The Student Disclosure of Spent and Unspent Convictions (Addendum to the Safeguarding Procedure) provides a consistent procedure and documentation to be followed where an applicant discloses criminal convictions at application.

In some circumstances, it may not be appropriate to enrol an applicant on some study programmes. A Risk Assessment Panel will, as far as reasonably practicable, assess the risk to the individual and others of participation in the study programme and identify support structures and control measures that will assist the individual in participating and progressing

Where an application/ enrolment is rejected the individual has the right to appeal against this decision.

Where an applicant or student fails to disclose a criminal conviction, this may jeopardise their place at The C&M College Network.

## **6. General Data Protection Regulations:**

The Cheadle and Marple College Network aims to ensure that personal data requested, processed and retained meets the principles of personal data protection of the General Data Protection Regulations (GDPR) 2018 and previous Data Protection Act 1998.

The C&M College Network also recognises its duties under Section 21 of the Counter Terrorism and Security Act 2015 and supports the Governments Prevent Strategy.

Individual data and sensitive information will only be used for the purposes it has been collected. It will be stored securely, not disclosed either orally or in writing, accidentally or maliciously to any unauthorised third party and will only be retained for as long as necessary to fulfil the purpose for which it was collected and / or as required by law and / or contractual compliances.

Refusal to sign / accept the Data Protection Declaration may result in any learning offer being withdrawn.

## **7. Application Closing Dates:**

The closing date for full time study programmes is posted on The C&M College Network website.

Apprenticeship Programmes are generally offered throughout the year and participation is dependent on establishing paid employment and in some circumstances meeting entry requirements.

Community Learning Programmes commence in September and January and applications are received until the week prior to the start date of the programme. In exceptional circumstances applicants may be considered after the course has commenced.

Where there is, an application closing date, late applicants will only be received after the closing date if there is sufficient time to carry out the admissions process fully during the induction period and prior to the late admission having significant impact on the individual's studies.

## **8. Application Offers:**

For full time study programmes, applicants will be offered an unconditional or conditional offer or in a few circumstances may be declined.

Applicants will be offered unbiased information, advice and guidance prior to and / or at enrolment and thereafter for support and progression purposes.

**Unconditional Offer:**

Where application information has been validated, and meets all entry requirements, an unconditional place on the applicants chosen study programme may be offered (subject to availability).

**Conditional Offer:**

Where an applicant is awaiting results or other information or who will be required to participate in tests or assessments to determine if they meet entry requirements will be offered a conditional place on a study programme, subject to availability.

Applicants will be informed that places on study programmes / courses will only be registered following confirmation of acceptance of the offer.

Study programmes and course places are allocated on a first come, first served basis.

Individuals receiving an offer of a place at The Cheadle and Marple College Network will be made aware of:

- The details, terms and any conditions of the offer
- Withdrawal of the offer if the conditions on which the offer was made are not met
- The total of any fees associated with the study programme/ course
- Opportunities for bursaries, free school meals, travel etc. (if applicable)
- Where and when to enrol
- How to confirm or decline the offer
- The C&M College Network Privacy Statement
- Who to contact with queries or for further information

At enrolment, should an applicant not meet the entry requirement for their chosen study programme, The C&M College Network must ensure that the applicant and their parent / carer, if applicable, understands the reason for the decision not to accept the individual for the study programme or course.

If appropriate, information will be provided regarding options to consider, to work toward attaining the entry requirements. Alternatively, applicants will be provided with details of alternative study programmes.

Applicants who narrowly fail to meet the entry requirements will be referred to the Principalship Team who will consider their circumstances on an individual case basis.

**9. Fees and Charges:**

Fees and fee remissions will be made in accordance to the published Student Fees Policy. In some circumstances, financial support may be available and applications will be considered in accordance to the Student Financial Support Policy and associated procedures.

## **10. Cancellations and Refunds:**

The Cheadle and Marple College Network reserves the right to cancel a study programme or course onto which applicants have been accepted. Where fees have been charged, and paid, a full refund will be given in these circumstances.

Where an individual cancels an enrolment up to 5 days prior to the commencement of the study programme or course, a refund will be provided excluding the administration charge.

All other requests for refunds or credit notes must be in writing to the Associate Director MIS & Administrative Services within a maximum of 4 weeks of withdrawing from the course. Only exceptional circumstances will be considered. Credit notes will only be valid until the end of the following academic year.

No refund/credit note will be issued after the start date where the course is based on full cost recovery.

## **11. Complaints:**

Applicants have the right to make a complaint relating to any aspect of the application and admissions process following the published Complaints Procedure.

## **12. Data Retention:**

All records relating to student applications and admissions will be retained in accordance to The C&M College Network Data Protection Policy and Procedure and statutory regulations.