



CENTRAL SUSSEX COLLEGE

Admissions Policy

Ref.
Effective

Student 2.5
01/09/08

POLICY STATEMENT

The College welcomes applications from learners of all abilities, and will ensure that professional standards are followed in each application to any course or learning programme.

REASONS FOR THE POLICY

The College is committed to:

- Endeavouring to offer places to all applicants at a level appropriate to them, in order to help them achieve their aspirations;
- Promoting equality of opportunity for all applicants and accommodating, where possible, the diversity of their needs;
- Delivering clear, consistent, fair and timely application processes.

POLICY OBJECTIVES

- There will be consistency across the college in its process for admissions, and this will be understood and adhered to by staff and applicants.
- Applicants will be admitted to courses:
 - a. That are appropriate to their individual learning objectives and level of prior attainment, so that they have a realistic chance of completion and success (with appropriate support where necessary);
 - b. That provide progression towards their educational or employment aspirations by improving their existing skills and knowledge.
- The admissions process will be administered in an efficient and cost-effective manner.

POLICY

1. Equality and Diversity

- The College will conduct its applications and admissions process in accordance with its policy on Equality and Diversity and with due regard to the individual needs of all applicants.
- All staff interviewing learners are required to receive training in Equality and Diversity awareness and interview techniques.
- Every effort will be made to provide appropriate support to facilitate the admission of students with challenging needs.

2. Information for applicants

- The College will provide enquirers and applicants with timely and impartial information, advice and guidance to help them select and apply for appropriate programmes of learning.

- The College will advise applicants of the requirements upon them (e.g. entry requirements, and selection criteria used at interview), and keep them informed of the progress of their application.
- The College will give clear information about the price of its courses, including fees and any additional expenditure required of students, and will explain how to apply for financial assistance where applicable.
- The College will maintain and publish up to date information about course content and progression routes available.

3. Admissions process

- College staff will follow the admissions process as laid down in guidance issued by the Admissions team, in order to ensure consistent and high standards of customer care (including efficient and timely decisions on acceptances and referrals).
- Progression opportunities will be described to existing students via tutorials and 'internal' applicants will be fast-tracked through the admissions process at an early stage.

4. Selection criteria

- In general, the College will consider evidence of prior achievement and/or experience when placing learners on to College learning programmes. This evidence may either be in the form of qualifications, or other experience relevant to the programme applied for.
- The College reserves the right to take up academic references on all its applicants.
- All full-time and work-based applicants from Entry Level 1 to Level 2 courses will normally be required to be assessed for Basic Skills prior to interview. This assessment may be waived where students' Basic Skills levels have been clearly established (e.g. by proxy) prior to interview, and are judged in the opinion of the College to be at the required level for the course applied for. The College may also assess the candidate using other screening and/or diagnostic tests, in order to ensure that the place offered to the candidate is at a level appropriate to their prior attainment and the demands of the course.
- When admitting applicants, the College will try to identify their individual support needs – for example, learning difficulties; English as a Second Language (ESOL); low prior attainment in Basic Skills (usually maths and English); health issues or disabilities. The College will make adjustments to assist people with disabilities, and will arrange support where possible in order to ensure equality of opportunity for all applicants. This support may include Additional Learning Support and English language support as appropriate.
- Where interviews are required, applicants are welcome to invite parents and carers to accompany them.
- Generally, 16-18 year old applicants will be given offers conditional upon a performance-related target.

5. Over-subscribed courses

- Where applications for a course exceed the number of places available, applicants who meet the entry requirements and are successful at interview will be offered a place in application date order.
- In some cases the College may operate waiting lists based on the same selection criteria, which will be managed by the College Admissions team, or may try to offer additional courses (subject to viability).
- In any case of a student being refused a place because a course is oversubscribed, they will be offered other possible course options.

6. Monitoring

- The learner experience of the admissions process, in each faculty or campus, will be formally reviewed on an annual basis by the College Leadership Team.

DEFINITIONS

None.

RELATED POLICIES

Equality and Diversity Policy.

CONTACTS

Executive Director Learner Services.
Director of Learner Support Services.
Curriculum Support Leader Haywards Heath.

WHO SHOULD KNOW ABOUT THIS POLICY

(Prospective) learners and all staff dealing with the admission of learners.

RESPONSIBILITY

The Director of Learner Support Services is responsible for ensuring that this policy is followed.

HISTORY

Policy reviewed and revised March 2003.
Policy reviewed and revised October 2004.
Policy reviewed and revised October 2007.
Policy reviewed and revised September 2008.
Policy reviewed and reaffirmed June 2009

Signed _____
Principal

Date _____