Admissions Policy 2024-25

Effective for all course applicants

Overall responsibility: Enrolment Centre Manager

Implementation: Department: Finance and Corporate Affairs

Date issued: February 2024

Date for review: February 2025

Endorsed and approved by Policy & Strategy Group   Date: 12.3.24

Pat Brennan-Barrett   Principal

Contents

1. INTRODUCTION

It is the aim of Northampton College's admission process to match each applicant's interests and/or career aspirations with a suitable learning (study) programme on which they are likely to succeed.

2. RESPONSIBILITY

Enrolment Centre Manager

3. SCOPE

Northampton College is committed to the provision of a high quality service from initial enquiry through to enrolment by providing appropriate information, advice and guidance at each state of the process whilst reserving the right to make individual judgements on a student's suitability for a course of study.

4. POLICY STATEMENT

Northampton College is committed to offering a high quality admissions service to ensure that applicants are offered education appropriate to their needs.

5. KEY PRINCIPLES

Northampton College will operate this policy to welcome all persons entitled to study and as such is committed to ensuring that no applicant will be treated less favourably than others and will not be disadvantaged as a result of belief, religion, age, gender, sexual orientation, disability, ethnicity or social background.

Northampton College will confirm the identity of students enrolling to confirm their entitlement to funding and their right to study in the United Kingdom.

The admissions process is personalised, provides opportunities to identify and respond to the careers education information, advice & guidance and additional support needs of the individual and builds on previous enrolments and outcomes with Northampton College, previous learning, experience and qualifications achieved.

6. THE PROCEDURE

Application Processing and Entry Requirements:
All applications are reviewed upon receipt to ensure the applicant is applying for the most appropriate level (this is based on the qualifications achieved or predicted as submitted by the applicant)

Applications are processed for the required programme or a suitable alternative based on entry requirements and/or the applicant's statement about their course choice.

Where the applicant does not have the essential entry requirements alternative advice is given to enable the applicant to access suitable learning with a view to progression to the student's first choice.

Additional Support Needs:
Where the applicant discloses an additional support need, a referral is made to the Additional Support Team.

Where the applicant has an EHCP a copy is requested from the applicant and from the feeder school. This is then forwarded to the Additional Support Team for the relevant discussions to take place to ensure Northampton College can meet the needs of the student.

Non Standard Entry

Northampton College recognises that not all students follow the same route into Further Education. The procedures outlined in the Non Standard Entry Policy are followed to ensure the recruitment of applicants from various backgrounds including but not limited to applicants who are:

Electively Home Educated
Hospital and Outreach
Refugee and Asylum Seekers
Looked After Children
Offenders
Foundation Studies students
ESOL students
Students newly arrived in the UK

7. Reporting

Regular reporting to management and other interested parties of application numbers and status of college applicants via the Pro Metrix suite of reports.

8. Associated Policies

- Student Behaviour & Disciplinary Policy
- General Data Protection Policy
- Compliments, Concerns and Complaints Policy
- Non-Standard Entry Policy
- Ex-Offender Policy
- Careers Education, Information Advice and Guidance Policy
- Special Educational Needs, Disability and Learning Support Policy
- Dignity, Diversity and Equality Policy
- Fitness to Study Policy
- Tuition Fee & Charges Policy

9. Approval Process

- Policy & Strategy Group

10. Appendices:

Appendix 1: Equality Impact Assessment

Appendix 1. EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Admissions Policy
Is it new or existing?	Existing
Department	Enrolment Centre – Finance & Corporate Affairs
Policy Author (postholder title, name)	Enrolment Centre Manager – Alex Summers
Author of Equality Analysis	Alex Summers
Date of completion	26.01.2024

Aim and Objectives
Briefly describe the aims and objectives of the policy
It is the aim of Northampton College's Admissions Policy to match each applicant's interests and/or career aspirations with a suitable learning (study) programme on which they are likely to succeed.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (√) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			X	
Religion and/or belief			X	
Sex (Gender)			X	
Gender Identity			X	
Disability			x	
Age		x		Due to funding constraints
Sexual orientation			x	
Marriage and/or civil partnership			x	
Pregnancy and/or maternity (including surrogacy and adoption)			x	
Other identified group (e.g. carers)			X	

Action Planning		
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.
Promote the uptake of Advanced Learner Loans, Higher Education Loans, the opportunity to spread payments by direct debit and the		Funding constraints for students aged 19+

opportunity to consider other programmes of study that may be funded, whilst enabling the student to progress appropriately.		
Higher Education fee information is published on the website along with links to Student Finance England - including facebook and twitter. Information is given within the HE offer letter.		

Monitor and Review
How will you monitor the impact of your policy once it has been put into effect?
The policy will be monitored through feedback from services users gathered via: College Complaints Procedure Feedback from Students
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Alex Summers	Enrolment Centre Manager
Mark Owen	Assistant Principal – Student Services
Victoria Murphy	Head of Marketing and Communications

Equality Analysis Sign-Off Signature and Date:	26.01.2024
Review Date:	26.01.2025

Appendix 4: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy
- require the collection and use of data in addition that normally collected by the College?

~~Yes~~ **/ No (if Yes complete Assessment point number 1)**
- require the sharing of data with partners?

Yes / ~~No~~ (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

No

Is data collected personal and/or sensitive?

How will you collect, use, store and delete data?

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

Data will be shared with schools where the student has given permission via their application form. Data will be shared with: Prospects – DfE requirement Social Services -requirement of KCSIE (statutory duty) Police – they complete a request per incident/crime/missing person which is saved in the Executive office. Youth Offending Service – data sharing agreement held by Assistant Principal Student Services.

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

Data will be shared for the purposes of recruiting applicants to the most appropriate course – resulting in improved retention and success rates. Data will be shared with partners to ensure the college and the partners are fully informed of any additional support required to best support the student. Data will be shared with partners to ensure the college and the partners are fully informed of any risk to the applicant, other students and staff where the applicant has a history of offending.

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

Stakeholders are consulted in writing and by telephone communications.

Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?

Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

Public task: the processing is necessary to perform a task in the public interest or our official functions, and the task or function has a clear basis in law.

Contract: the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.

Vital interests: the processing is necessary to protect someone's life.

How will you ensure data quality and data minimisation?

Data relating to additional support needs is checked by specifically trained members of staff and forwarded to the appropriate specialists in the Additional Support Team.

Data relating to the offending history of an applicant is forwarded to the Assistant Principal – Student Services and is stored in a secure area on the college network for the period it is required.

Minimal data is recorded in specific fields in Pro Solution.

What information will you give individuals?

Applicants are informed about why we are asking for each piece of data via pop-up notes on the college application form.

Individual applicants are written to as follows:

Applicants with additional support needs: to request EHCP - explaining the requirement for Northampton College to be named in the plan.

Applicants with an offending history: to request completion and return of the Offender Disclosure Form – explaining that a risk assessment process will take place.

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name: Julian Wood

Date: 26.01.24

Appendix 5: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: Admissions Policy	DATE APPROVED BY Date: 26.01.2024

AUDIENCE (select appropriate with √)					
Managers	x	Curriculum teams		Business Support teams	
All staff	x	Suppliers		Partners	x
Other - Students	x				

CHANNEL (select appropriate with √)					
Policy & Strategy Team (PST)	x	Quality Improvement Network (QIN)		Marketing team	x
Meeting	x	Meeting		NC Update Intranet Website	 x
Individual team	x	Suppliers		Partners	x
Document Library Noticeboards Team meeting Email	x	e.g. Letter or email Meeting		e.g. Letter or email Meeting Website	 x
College Management Team (CMT)		JCNC		CORPORATION	
Meeting		e.g. Meeting Email		e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Alex Summers Department: Enrolment Centre - Finance & Corporate Affairs	Job title: Enrolment Centre Manager	Date: 26/01/2024