

Admissions Policy 2025-26

Effective for all course applicants

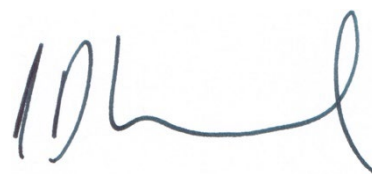
Overall responsibility:	Enrolment Centre Manager
Implementation:	Department: Finance and Corporate Affairs
Date issued:	February 2025
Date for review:	February 2026

Endorsed and approved by Policy & Strategy Group

Date: March 2025

Jason Lancaster

Principal



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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 stage 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 because 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 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
Progression Pathway students
Supported Learning students
ESOL students/Students newly arrived in the UK

Admission Refusals

Northampton College is committed to providing a safe and supportive environment for all students and staff. As part of this commitment, the College reserves the right to refuse admission to applicants where there are concerns relating to safeguarding, previous behaviour at the College, patterns of low attendance, or a lack of engagement in prior education or training.

Each application will be considered on an individual basis, taking into account the circumstances and any evidence of improvement or willingness to meet the College's expectations. Our priority is to ensure that all members of the College community can thrive in a positive and secure environment.

Where a decision to refuse admission is made, alternative educational or development opportunities will be recommended.

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 2: Communications Plan

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	15.02.2025

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	
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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 available fee remissions, Advanced Learner Loans, Higher Education Loans, the opportunity to spread payments by direct debit and the opportunity to consider other programmes of study that may be funded, whilst enabling the student to progress appropriately.		Funding constraints for students aged 19+
Higher Education fee information is published on the website along with links to Student Finance England -. Information is given within the HE quotation and subsequent offer letter.		

Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect?	
<p>The policy will be monitored through feedback from services users gathered via:</p> <p>College Complaints Procedure Feedback from Students</p>	
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:	15.02.2025
Review Date:	15.02.2026

Appendix 2: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: Admissions Policy	DATE APPROVED BY Date:
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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: 15.02.2025