

## **ADMISSIONS POLICY/PROCEDURE AND QUALITY STANDARDS**

### **FOR ALL STUDENTS**

#### **1. POLICY**

Lancaster and Morecambe College believes that individuals should be encouraged to participate in the education process throughout life and to undertake learning programmes that will provide maximum benefit to them as individuals.

Lancaster and Morecambe College welcomes applications for its courses from any person regardless of age, gender, colour, race, language, religion, marital status, disability, sexuality, social background or any other justifiable reason and we will take into account and plan to accommodate any difficulties in accessing the College or understanding or answering questions which may arise from an applicant from any of the above groups.

#### **2. PROCEDURES AND QUALITY STANDARDS**

The Admissions procedure is intended to ensure that all applicants are treated fairly. We encourage applicants to apply online via our website. Application forms are also available from Student & Learning Services, our prospectus and various publications, Inspira and School's Careers Teachers.

- 2.1 Applications for all courses are dealt with by the Admissions Team. All students should be offered an interview within three weeks (and earlier if possible) of their application being processed.
- 2.2 If an application is made in September after the course has started the Admissions Team will personally contact the Programme Area Manager and arrangements for interviews will be made immediately provided that places are still available.
- 2.3 If applicants appear to be vocationally uncertain, the application will be passed to Advice and Guidance staff in Student & Learning Services who will offer the applicant a guidance interview (*see Guidance Policy/Procedure*) to discuss the range of possible options. This will be completed within 10 working days of the application being received.

Applications for part time courses will be informed of their interview date and time by            phone,            e-mail            or            face            to            face.

## 2.4

- i) Prospective students attending for interview will be asked whether they have any particular needs for the interview. Every attempt will be made to meet those needs.
- ii) Prospective students who wish to attend with their own support worker must identify this on application and at interview. The LMC Safeguarding Manager must be informed in order to ensure compliance with the College Safeguarding procedures.
- iii) Ten days' notice will be given to prospective students requested to attend for an interview. If a slot becomes available sooner, we will contact the applicant first. (please also see 2.1 above)
- iv) Interviews are usually on Tuesday between 4.00 and 6.00 and other slots will be offered at different times so all students can be accommodated. Every effort is made to ensure suitable interviews are arranged and where two interviews are required, for example applying for different subjects, Admissions will liaise with the Tutors to see if coinciding interviews can be arranged.
- v) Parents of 16-18 year old students will be invited to attend if they wish.
- vi) Arrangements must be made for those arriving early, to sit in a comfortable place with College literature to read.
- vii) Every applicant attending for interview will be given a copy of the course information sheet by the interviewer.
- viii) All students will be met at Reception and accompanied to the location of their interview.
- ix) If holding multiple interviews, staff who interview must plan activities for the students/parents who are waiting.
- x) All interviews will be held either in the Hexagon or a discrete area providing a place where students will be encouraged to speak and be made to feel at ease. A private interview room will be available, if required.
- xi) All interviews will be scheduled to last a minimum 30 minutes.
- xii) To allow for over-running, staff will always timetable themselves some extra time in each hour of interviews.
- xiii) Every effort will be made to ensure that the interview is not interrupted by the telephone etc.
- xiv) Staff interviewing must be aware of all courses and apprenticeships on offer in the Programme Area and be prepared to refer prospective students to Student & Learning Services for information about other courses.

- xv) In some cases, an employed person may be interviewed in their workplace and standard procedures will then apply. An interview record sheet must be completed for every applicant and returned to Admissions.
- xvi) Only staff who have undergone interview training are authorised to interview students.
- xvii) If a prospective student cannot attend an original interview, a second date and time will be offered, further appointments will be made if the applicant is unable to attend but once an applicant hasn't attended or contacted us, a postcard will be sent asking them to get in touch if they wish to proceed with their application.
- xviii) Most students being interviewed at College main site will leave with an offer letter. If not, a 'What Happens Next?' card will be given at the end of the interview
- xix) If no offer is to be given at interview, this will be fully discussed with the applicant at the time, by the interviewer, who should then take the student to Student & Learning Services so that further guidance can be given. In the case of Access students who are unsuccessful at assessment, an IAG staff member will contact them directly to discuss their options.

2.5 Students will be sent a formal offer letter or e-mail within ten working days of the interview date if this is not given at the time of the interview.

A random selection of students will be contacted for feedback on their experience and any areas for improvement will be referred to the relevant departments.

2.6 If the interviewer believes there may be a Learning Support need, this should be discussed at interview and recorded on the interview record sheet; a copy of which will be given directly to Learning Support by the Admissions Team. The Children and Families Act 2014 states that, once named in the Education, Health and Care Plan (EHCP), LMC has a duty to admit, however applicants must still meet the entry criteria for specific courses. If an applicant does not meet the entry criteria, this will be assessed on an individual basis which may result in an alternative and more appropriate course offered. This could also result in the non-offer a place at this time if not considered an effective use of resources or not in the best interest of the learner. We would however, suggest an alternative agency/provider to support their development of skills to be successful in this environment.

2.7 If a safeguarding issue is disclosed, this will be recorded on the interview record sheet and the interviewer will inform the DSL as soon as possible after the interview. Discretion should be used when recording sensitive information, which may need to be discussed with the DSL in person.

2.8 In considering applications for any course, the interviewer will take into account the previous experience, qualifications and interests of the individual as well as their learning needs. If an applicant cannot be offered a place on the course for which they have applied, suitable alternatives will be discussed with them at interview and

feedback should be given to the Admissions Team with clear details to be included on the interview prompt sheet. (see also 2.4 - xviii)

- 2.9 If at any time an applicant decides to withdraw their application or wishes to transfer to another course, they will be dealt with supportively and further advice will be offered.
- 3.0 The College retains the right to refuse admission to any student.

**At any stage the Programme Area Manager/Course Tutor should be able to monitor the progress of any application or the position in regard to any course on EBS.**

## **PRE 16 YEAR OLD STUDENTS**

### **GENERAL**

The College enrolls a small number of Year 10/11 pupils every year if:

- The current education provider has approved their application and agreed to fund the placement.

### **POLICY**

The College will take students under the age of 16 on 1st September in the relevant funding year, if:

- i) A programme of study can be agreed which meets the students' needs.
- ii) A level of support appropriate to the students' needs can be offered.
- iii) Funding has been agreed with the education provider.
- iv) If an external support worker is to be used then full compliance with the LMC Safeguarding policy and procedures must be carried out before the student starts.

### **PROCEDURE**

#### **Requests directly from internal/external agencies, etc:**

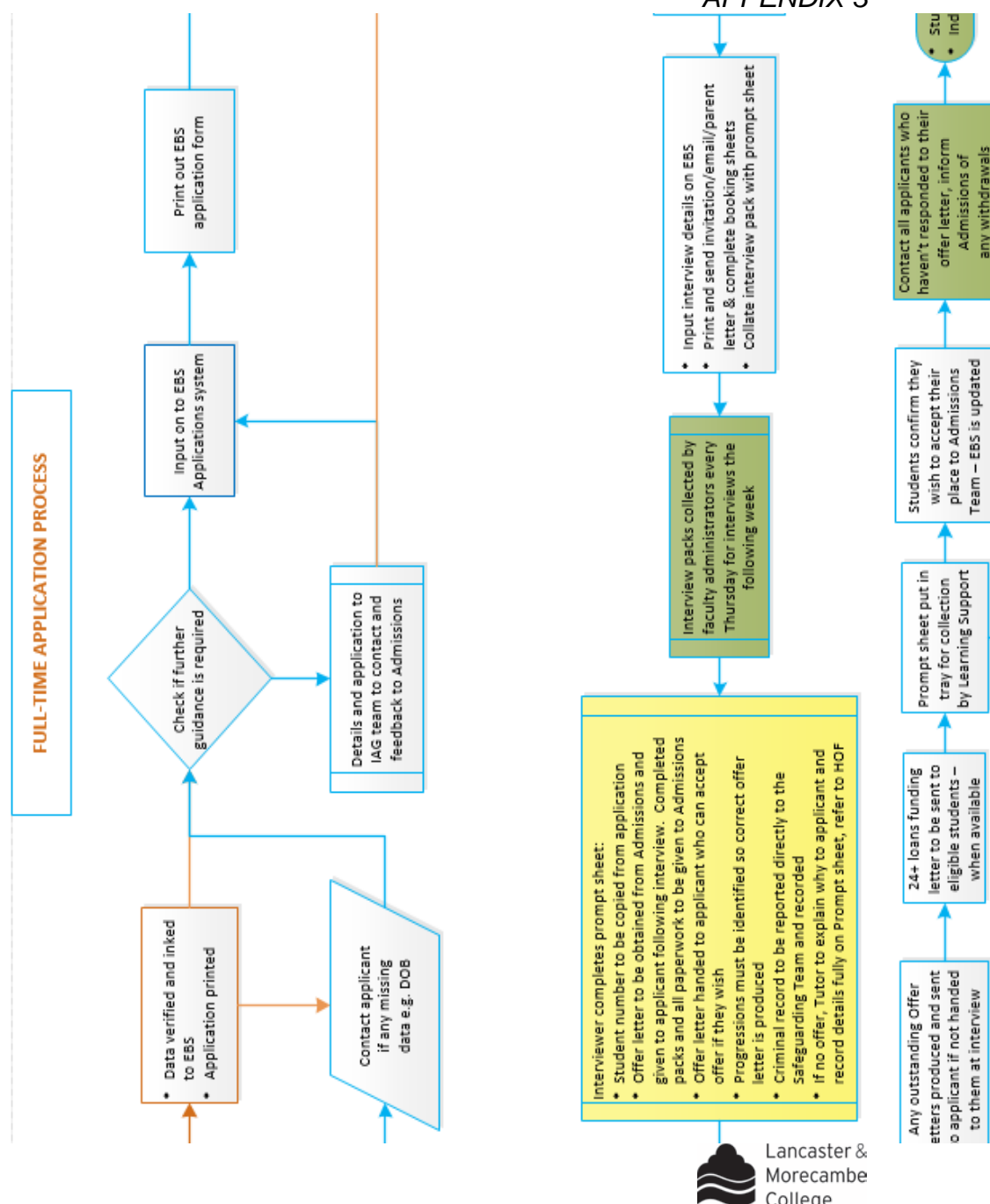
- i) Student Services pass on direct requests to College Year 10/11 team in Foundation Learning who will co-ordinate all requests.
- ii) The College only offers interviews after the education provider has given permission.
- iii) The young person is interviewed by the Foundation Learning team who discuss possible options with them.
- iv) If an external support worker is to be used, the LMC Safeguarding Manager must be consulted and conduct appropriate checks prior to the student starting.
- iv) A further interview is then arranged with other staff who are likely to be involved.
- v) Some Year 10/11 students are offered vocational sampling to ensure their choice of course is appropriate for them.
- vi) The young person is then enrolled as a student on the appropriate course.

**AUDIT CHECKLIST**

Guidance interview arranged within 10 working days of receipt of application	✓ <input type="checkbox"/>
Curriculum interview arranged within 3 weeks of application being processed	<input type="checkbox"/>
At least 10 days' written notice given prior to interview	<input type="checkbox"/>
Interviewees met at Reception and accompanied to interview	<input type="checkbox"/>
Interviewed for a minimum 30 minutes	<input type="checkbox"/>
Interviewers trained annually	<input type="checkbox"/>
Interview record returned to Admissions Team via faculty administrator	<input type="checkbox"/>
Students informed of outcome of interview within 10 working days	<input type="checkbox"/>

4. **EVIDENCE**

- E-applications (dated on EBS)
- Paper application forms (date-stamped)
- Acknowledgement/Interview Invitation
- Interview prompt sheets
- Conditional offer letters



## Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Procedure being introduced/renewed.

### PART ONE: INITIAL SCREENING

<b>Name of policy/Plan/Procedure being assessed:</b> <b>Admissions Further Education</b>	<b>Name of manager/group carrying out the assessment:</b> <b>Valerie Osborne</b>
<b>Is this a new or existing policy/function?</b> Existing	
<b>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact?</b>	<input type="checkbox"/> Gender <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Race and Ethnicity <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion/belief

<p>These areas follow the College SES</p> <p>NB: This could be positive as well as negative. (please tick box)</p>	<input type="checkbox"/> Socio-Economic <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership
<p><b>2. What are the risks of introducing this change to any of the above groups?</b></p>	<p>Age – not funded for pre 14, and only pre 16 in some circumstances.  Disability – Children and Families Act duty</p>
<p><b>3. What are the expected benefits of introducing this change to any of the above groups?</b></p>	<p>Age – none  Disability – LMC has a duty to assess the application and support needed within 15 days of date of writing by local authority. LMC to respond within specified timeframe which removes any disadvantage.</p>
<p><b>4. Are there any areas or issues that could impact on the safety of staff or learners?</b></p>	<p>No</p>
<p><b>5. What evidence do you have for the listed areas.</b></p>	
<p><b>6. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk?</b></p>	<p>Low</p>
<p><b>7. Is there any further action to be taken as a result of completing this screening form?</b>  <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review.</i></p>	<p><b>Is a full screening Impact Assessment required?</b>  No  If yes, please move to complete Part 2 overleaf    <b>Date of review: 15/05/15</b></p>
<p><b>Signed (completing Officer)</b></p> <p>Valerie Osborne</p> <p><b>Job Title: Student and Learning Services Manager</b></p>	<p><b>Date of completion of Impact Assessment:</b></p> <p>15/5/15  Reviewed and amended 10/3/18</p>

***This document should be securely stored with the relevant policy/procedure***