

# Admissions Policy

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**LANCASTER & MORECAMBE COLLEGE**

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**Date: August 2023**



Lancaster &  
Morecambe  
College

## Policy name: Admissions Policy

<b>Policy Owner:</b>	Head of Engagement
<b>Date of Review:</b>	August 2023
<b>Date Approved:</b>	August 2023
<b>Next Review:</b>	August 2024
<b>Responsibility for Review:</b>	Vice Principal: Progress and Performance
<b>Policy Review Frequency:</b>	1 year
<b>Applicable to staff:</b>	Yes
<b>Applicable to students:</b>	Yes
<b>Published on website:</b>	Yes
<b>Published on intranet:</b>	Yes
<b>Notes:</b>	

## ADMISSIONS POLICY

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### Scope and Purpose

The College purpose is interwoven through all policies;

*Creating opportunities and building partnerships across our community; empowering individuals, business and the environment to thrive.*

The aim of the policy is to ensure that all prospective learners are considered on a fair and consistent basis, and that all applicants are able to access appropriate and impartial careers education information, advice and guidance (CEIAG) to allow individuals to make the right choices about their future. The College will monitor the quality of the service through performance data and customer feedback.

This policy is applicable to all applications made by individuals to access learning opportunities within the College's 14-16 provision, 16-18 study programmes, full and part-time adult programmes and apprenticeship provision.

### Policy Statement

Lancaster and Morecambe College (LMC) is an anchor organisation within the local community; the College values underpin its core DNA:

*Community – caring, collaborative and inclusive*

*Opportunity – accessible, aspirational and transformative*

LMC is committed to providing a comprehensive and professional admissions service, which will allow fair and equal access to all prospective learners. The service will comply with equality, diversity and inclusion legislation and LMC will aim to eliminate discrimination.

The College will offer provision to learners with varied prior attainment, promoting opportunities based on intended destinations and base-line assessments; providing an environment for all learners to flourish and demonstrate progression through building skills, knowledge and behaviours, alongside examination and awarding organisations' accreditation.

The College is committed to widening participation through providing opportunities for all learners to successfully achieve and progress through their career and/or further/higher learning opportunities.

The College will provide an impartial careers education, information, advice and guidance service to all potential applicants. Staff providing the service will be trained to a minimum of Level 2 Advice and Guidance certification with an expectation of working towards a Level 4. The College will have a minimum of two staff trained at Level 6 Careers Leader/Advice Guidance Specialists. The College will have a Special Educational Needs and Disabilities (SEND) Specialist to support all applicants and interviews, where required.

The Head of Engagement is responsible for providing and co-ordinating an effective admissions service, adhering to the quality standards and ensuring equal and fair access to all. The acceptance of individuals on provision will be at the discretion of the College, and may include instances where its Safeguarding Policy or Fitness to Study Policy take precedence. If required, individuals will have the right to appeal (*refer to Admissions Appeals Process, Appendix 2 of the Admissions Procedure*).

# ADMISSIONS PROCEDURE AND QUALITY STANDARDS FOR ALL STUDENTS

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The Admissions procedure is intended to ensure that all applicants are treated fairly. Applications for courses are dealt with by: the Admissions Team for Full and Part Time FE; and the Employer Engagement Team for Apprenticeships.

*Please see Appendix 2 for Admissions information for our Year 10-11 provision.*

## **APPLICATIONS:**

Applications for all courses should be made via the LMC website, where prospective students will create a Prospect account, enabling them to track their application through to enrolment. Paper forms are available, if required.

All FE and Apprenticeship applicants can select an appropriate interview date and time upon application. Applicants for part time and distance learning courses will be informed of their interview date and time by phone or email.

Any FE applications received after the course has started will be referred to the Programme Area Manager and interviews should be held within two days, providing places are still available.

Applications will be continuously monitored by the Admissions and Employer Engagement teams and, where appropriate, applicants may be referred to the Careers Education, Information, Advice and Guidance (CEIAG) Team for advice & guidance.

## **INTERVIEWS:**

Most interviews for full-time courses are held in The Hex on Tuesdays during term-time, between 4.00pm and 6.00pm. Where required, alternative dates and times will be offered to accommodate a variety of needs. Interview time-slots will be a minimum of 30 minutes.

Prospective students will be asked whether they have any particular needs/requirements for the interview. Every attempt will be made to meet those needs.

Students under 18 are encouraged to bring a parent or guardian with them to the interview. They should sign-in at Main Reception and wait to be accompanied to the location of their interview.

Students who wish to attend with their own support worker should identify this on application and at interview. The LMC Safeguarding Manager must be informed in order to ensure compliance with the College Safeguarding procedures.

If a prospective student cannot attend an original interview, a second date and time will be offered. If a prospective student misses three interview dates, a postcard will be sent advising them to contact the College, or have their application withdrawn.

At the end of the interview, the tutor or training coordinator should outline the offer and a 'What Happens Next?' card will be given to the applicant.

Applicants for full-time FE courses should be advised that their offer will be added to their Prospect account within 48 hours, and they can accept or decline this at any time prior to the course start date.

Applicants for Apprenticeships will receive an offer letter via email, with further information on their next steps.

If no offer is to be given at interview, this should be fully discussed with the applicant, who will then be offered further guidance by the Engagement Team.

Applicants with Education, Care and Health Plans (ECHPs) or who declare any Special Educational Need or Disability (SEND) details, will be contacted by the Additional Learning Support (ALS) team following their interview, to discuss available support.

If any Safeguarding issues are disclosed during the interview, this will be recorded and then referred to the Safeguarding Manager.

The College will contact applicants to ask for feedback on the interview process and any areas for improvement will be referred to the relevant departments.

If at any time an applicant decides to withdraw their application or wishes to transfer to another course, this will be managed supportively and further advice will be offered.

The College retains the right to refuse admission to any student.

## **Appendix 1**

### **ADMISSIONS APPEALS PROCESS**

The College welcomes applications from any person, and will make reasonable adjustments, wherever possible.

There may be occasions when an applicant is not offered a place on a course, and although the College endeavours to provide alternatives, this is sometimes not possible.

If an applicant believes they have been refused a place on a course despite meeting all the criteria outlined on the course information sheet, and as required by the awarding body, they can appeal this decision.

Admissions Appeals Procedure (FE, Work Based Learning (WBL) and Higher Education)

#### **Stage One**

Contact the Head of Engagement, who will investigate why the offer was declined and discuss this with the applicant.

#### **Stage Two**

If the applicant is not satisfied with the response from the Head of Engagement, they can then request that the Director of Curriculum and Innovation investigates the matter.

#### **Stage Three**

If the applicant is not satisfied with this response, it will be escalated to the Principal, whose decision is final.

### 14-16 PROVISION

**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;
- all relevant up to date risk assessments are provided and agreed; and
- the referral body and/or parent is in full agreement of the learning plan proposed.

### **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) All enquiries should be referred to the Year 10/11 Co-ordinator, who will manage all requests.
- ii) The College only offers interviews after the education provider has given permission.
- iii) The young person is interviewed by the Year 10/11 Co-ordinator, or the Programme Area Manager of Foundation Learning, who will 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. The external support worker must be added to the Central Register prior to working in College.
- iv) A further interview is then arranged with other staff who are likely to be involved in the student's learning.

- 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.



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

To be completed prior to a Policy and/or procedure being introduced/renewed.

### PART ONE: INITIAL SCREENING

<p><b>Name of Policy/Plan/Procedure being assessed:</b> Admissions Policy  <b>Is this a new or existing policy/function?</b>          Existing</p>	<p><b>Name of manager/group carrying out the assessment:</b>          Victoria Carter, Head of Engagement</p>
<p><b>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact?</b> <i>These areas follow the College Single Equality Scheme (SES).</i></p> <p>NB: This could be positive as well as negative.          (please tick box)</p>	<p><input checked="" type="checkbox"/> Gender  <input checked="" type="checkbox"/> Race and Ethnicity  <input checked="" type="checkbox"/> Disability  <input checked="" type="checkbox"/> Sexual Orientation  <input checked="" type="checkbox"/> Age  <input checked="" type="checkbox"/> Religion/belief  <input checked="" type="checkbox"/> Socio-Economic  <input checked="" type="checkbox"/> Pregnancy/Maternity  <input checked="" type="checkbox"/> Gender Reassignment  <input type="checkbox"/> None expected  <input checked="" type="checkbox"/> Marriage/Civil Partnership</p>
<p><b>2. What are the risks of introducing this change to any of the above groups?</b></p>	<p>None</p>
<p><b>3. What are the expected benefits of introducing this change to any of the above groups?</b></p>	<p>None</p>
<p><b>4. Are there any areas or issues that could impact on the safety of staff or learners?</b></p>	<p>None</p>
<p><b>5. What evidence do you have for the listed areas?</b></p>	<p>None.</p>
<p><b>6. Is this policy/plan/procedure deemed to have a 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>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>          If yes, please move to complete Part 2 overleaf  <b>Date of review: August 2023</b></p>
<p><b>Signed (completing officer):</b> Victoria Carter  <b>Job Title:</b> Head of Engagement</p>	<p><b>Date of completion of Impact Assessment:</b>          2<sup>nd</sup> August 2023</p>

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