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**Recruitment and Admissions Policy**

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| **Policy Reference** | SS-01 |
| **Issue Date** | 24 August 2019 |

Document Control

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| **Owner** | Assistant Director of Student Services |
| **Audience** | All Moulton College Stakeholders |
| **Confidentiality** | Low |

Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Description/Changes** | **By** | **Date** |
| 1.0 | Initial Release | ADSS | May 2018 |
| 2.0 | Review | ADSS | Aug. 2019 |

Approval

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| --- | --- | --- |
| **Approved By** | **Meeting Date** | **Next Review** |
| Corporation Board | 24 August 2019 | July 2021 |

Related Policies

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| **Ref.** | **Policy** |
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Equality Impact Assessment

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| **Equality Impact Assessment** |
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**Recruitment and Admissions Policy**

Policy Statement

Introduction

1. Moulton College seeks to select potential students on the basis of motivation, aptitude to succeed and prior experience, rather than by formal qualifications alone, and without creating unnecessary barriers to participation. Access to some courses may, however, be subject to the published restrictions imposed by individual awarding bodies.
2. The College is an organisation driven by the principles of equality, diversity and inclusion. It seeks to recruit students without discrimination by the protected characteristics of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; and sex. Inevitably, however, the nature of the practical training involved in some courses will preclude some potential students with certain difficulties and disabilities from participation. Where this is the case, reasonable adjustments will be made wherever possible to ensure that they are able to participate in other parts of the programme.
3. Moulton College will confirm the identity of students enrolling to ascertain their entitlement to funding and their right to study in the United Kingdom.

General Statement on Admissions

1. Moulton College is committed to dealing with all potential students' applications fairly and efficiently. Clear information regarding application, funding and enrolment will be available to applicants and the College will make every effort to meet the targets shown for handling applications.
2. The College will make every effort to:
3. Deal with all applications fairly and in order of receipt.
4. State clearly the fees payable and what reductions may be available.
5. Handle all applications and admissions in accordance with current legislation and the College's Equality Policy
6. Request and store only information that complies fully with current legislation and with the requirements of the Data Protection Act 1998

Response to General Enquiries and Requests for Information and Guidance

1. A response to an initial request for information will be given out within 1 working day.
2. The response will consist of sending relevant literature with a covering letter.
3. The response will be recorded in the enquiries database on MIS

Information, Advice and Guidance Opportunities

1. To enable potential students to view the College and the facilities it offers, Careers Open Days and Evenings will be held on dates as advertised. On these occasions academic and support staff will be available to give advice and guidance.

Applications for Full-time Further Education Courses

**Receipt of Application**

1. All applicants for a full time course are required to complete an application form.

1. The receipt of the application form will result in the applicant’s full details being entered on to the MIS and a personal file being created. A written offer of an interview will be made within 3 working days from the receipt of the application. An electronic reference will be requested from either the last school attended, for all applicants who are under 19 at the time of application, or their last employer. A close relative would not normally be an acceptable referee. If necessary a Statement of Educational Needs will be requested from the school.
2. If an interview is arranged by telephone the details will be confirmed in writing.

**Interview**

1. The interview will be scheduled on the next available interview date after receipt of the application form. The interview will include a general presentation and the opportunity to view the College and its facilities. During the individual interview the requirements of the course and what it involves together with the financial costs will be explained. Some essential information will be collected and there will be an opportunity for the interviewee to ask questions. The standard format of the interview is informed by the interview checklist. When the interviews are being performed by the curriculum staff and the checklists are not returned within 1 working day the Head of School will be sent a reminder by Student Services

**Outcome of the interview**

1. The outcome of the interview will be confirmed immediately to the candidate and followed up with a signed letter within 3 working days of the interview date. Letters will normally be signed by the principal or Deputy Principal. If a place on a course is offered, the candidate will be supplied with an “offer pack” which will include covering letter providing detailed instructions, a comprehensive information booklet that highlights transport/accommodation and term dates, a financial assistance application form, a pre-filled transport application and a pre-paid return envelope. The MIS will be updated to show that an offer has been made.

**Acceptance**

1. Once the applicant accepts the offer of a place, the MIS will be updated within 1 working day to record this. Heads of School will monitor the list of students who have been offered a place. Where applicants have not confirmed their acceptance of the offer within 10 working days of it being made, a student services administrator will telephone the applicant to offer further advice and guidance. A letter will be sent by Student Services at 28 days giving a deadline for the applicant to confirm and be guaranteed a place.

**Confirmation of a Place**

1. Applicants needing entry qualifications for their course are required to submit evidence to their Course Manager once they have their results. Confirmation will be requested via email on GCSE results day and where this isn’t provided will be sought via telephone by Course Managers within 3 days of the results being published. Results will be recorded by Course Managers onto Columbus via the course list template provided and MIS will import the file into Unit-e.
2. Applicants who have failed to obtain the standard entry qualifications may, at the discretion of the Principal, still be offered a place if they have narrowly missed the requirements or be offered an alternative course. This offer will be confirmed in writing.

**Joining Instructions**

1. Joining instructions will be sent electronically prior to the commencement of the course and include the time and location of enrolment and also the course start.
2. The documentation will include:-

* College rules
* Parental consent form for student visits and for use of images in publicity materials
* Residence agreement and regulations for resident students, where appropriate
* Details of equipment, clothing list and PPE

Enrolment (on-boarding)

1. Prior to the start of the course, applicants will be provided with the opportunity to enrol with the College.
2. Returning students will be provided with an opportunity to re-enrol before the completion of the previous year at the College and where possible will be processed automatically.
3. Enrolment days will be communicated to students in July giving exact dates and times of attendance and will include:

* Course Manager meet and greet
* GCSE check
* programme confirmation
* enrolment
* Identity check
* ID Photo taken
* initial Assessment
* PPE fitting
* Transport
* Finance
* Learning Support.

1. A printed list of applicants that had accepted a place on a given course will be provided to the Course Manager who will check off those who attended and immediately chase those absent with an aim to convert onto “Wave2” of enrolment.
2. A printed list of applicants who have accepted a place and re-enrolled, accepted a place but not re-enrolled and all who remain at offer will be provided to Heads of School by the MIS Office before the start of the programme. On the first day of attendance, each Course Manager will check the names of those attending against the lists and will make contact within 24 hours with those applicants listed who are not in attendance.
3. All students who have pre-enrolled will be issued with their student card from the data stored on MIS and all fees collected, transport arrangements finalised and learning agreements signed during the enrolment process
4. During the induction period, all students who have not enrolled will participate in a formal registration process in which their details will be checked and confirmed on the MIS, student ID cards produced from data stored in the MIS, all fees collected and transport arrangements finalised.

Offender

1. We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.
2. Applications are first given a preliminary check by the Admissions Team, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage criminal conviction data is not considered.
3. If the applicant does meet the basic academic requirements for the programme but a criminal conviction has been declared, then the applicant is asked to provide written details of the nature of the offence(s), including dates, the sentence imposed and the name of the court, with a copy of any conviction notices, and any information about whether conviction(s) are ‘spent’ and the appropriate date. This information is sent directly to the Assistant Director of Student Services (or nominee). The applicant may also be asked to give details of their Probation Officer and to give their consent for the Assistant Director of Student Services (or nominee) to contact him/her in order to obtain the Probation Officer’s views as to the likely danger or otherwise of the applicant’s behaviour to other students and staff. The applicant will generally be required to provide this information electronically; however if the applicant is applying for a programme which requires the student to be interviewed in advance of an offer being made, they may be asked to bring the information to the interview. In all cases and interview will be offered.
4. When this information is received, the Assistant Director of Student Services (or nominee) will consider the information provided and will complete a risk assessment. In doing so, the Assistant Director of Student Services will refer to the Child Protection and Safeguarding Policy and Procedure.
5. The Assistant Director of Student Services (or nominee) will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further. The Sensitive Admissions Sub-Group will always be convened to consider the following convictions:

* Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
* Offences listed in the Sex Offences Act 2003.
* The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply.
* Offences involving firearms, knives and weapons.
* Offences involving arson.
* Offences listed in the Terrorism Act 2006.

1. The Assistant Director of Student Services (or nominee) will have discretion to convene the group for reasons not covered by this list where they determines that there are possible grounds for withholding the offer of a place. In all cases the confidentiality of the applicant will be maintained and personal information will only be made available on a need to know basis.
2. When considering this matter, the opinion will be sought from the lead responsible for young person protection issues (or nominee) and the Head of School where the course is taught. The group shall consult with such other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Services) and will be convened to consider whether a place can be offered. The group will consider the information provided by the applicant and any further information made available by the applicant’s Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission will only be refused if this risk is considered to be unacceptable.
3. If an applicant is found to have a relevant offence which was not declared at the point of application or at any stage throughout the application process, the application will be considered fraudulent and this could give grounds for rejecting the application or, if the applicant has become a registered student, then excluding the student.

**Fraudulent Applications**

1. We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances. We also reserve the right to:

* request additional information to verify an application;
* put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
* withdraw the application/place if it is proven, or we have reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information;
* terminate a student’s registration if they are is found at a later stage to have submitted a fraudulent application;

1. Students will be required to be able to present original academic and personal documentation at enrolment prior to the start of the programme of study.
2. All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void and the offer of a place may be rescinded.

Applications for Part-time Further Education

**Applications**

1. All students will be required to complete an application form. For courses with 60 or more hours, legislative entry pre-requisites or unique entry requirements, students will have prior to an interview and evidence that they meet the entry requirements. All applications will be dealt with in order of receipt. A place on a course cannot be reserved until a completed application form, interview if applicable and full payment has been received or a payment agreement has been arranged with the Finance Office for courses of £500 or more.
2. Points 27 to 37 apply to Part-time Further Education applications equally.

**Interview**

1. When an application is received where an interview is required, Student Services will produce an interview checklist with the candidate’s name and the course applied for. This will be passed to the appropriate Head of School. The subject team will ensure that the applicant is contacted and an interview arranged to take place within 3 working days of the application being received. The interview may take place by telephone but, if the candidate requests an interview in person, this will be arranged within the timescale. Student Services will keep a log of all checklists issued, the manager it was issued to and the date it was issued and returned. When checklists are not returned within 1 working day following the interview, the Head of School will be sent a reminder by Student Services staff. The outcome of the interview will be confirmed within 3 working days of the interview date.

**Enrolment**

1. If an application form with the appropriate payment is received in the post, Student Services will check if an interview has taken place and, if not, an interview will be arranged. If an interview is not required, the application form will be checked and receipted. Enrolment details will be entered on to the MIS. The application will be acknowledged within 3 working days.
2. Where a student's employer is to pay course fees, proof that the employer is responsible for payment is required and must be retained. Enrolments should not be processed without written confirmation that the employer will meet the course fees.
3. Where a student's fees are to be remitted, evidence of entitlement must be seen and the application form must be marked accordingly. The person recording details of the evidence must fill in the correct Unit-e evidence field. 5.3.4. In principle, no enrolments should take place without an application, an interview if required and confirmation of fees or remission supported by current evidence.

**Oversubscribed courses/course cancellation**

1. An MIS report will be produced on a weekly basis showing the number of students enrolled on part time courses. If the course is oversubscribed, late applicants will be offered a place on the next course or their fees returned. If the course is cancelled due to lack of demand, Student Services will generate a list of applicants who are to be refunded within 1 working day from when notification of cancellation is received from the Head of School, working in liaison with the Assistant Director Curriculum. All fees received will be returned by the Finance Office within 3 working days of the cancellation of the course.
2. Where a course start date is deferred, applicants will be offered the new start date or a refund.

Documentation

1. Joining instructions will be issued at the very latest 5 working days prior to the start of the course.
2. The joining letter should include an access map and the location of the class.
3. For vocational courses greater than 60 hours in duration, a joining pack will be issued containing:

* Learning Agreement
* Student rules
* Internet agreement
* Details of equipment, clothing list and PPE

Registration

1. All new students will be met by the Course Manager who will commence the induction process. A class list will be produced by MIS which will list the names of all students who are expected. Any additional students (not listed) will be required to complete an application form and learning agreement at that time. These will either be processed within the registration venue or passed to Student Services immediately, where they will be entered onto the MIS.
2. As part of the induction process a student identity/library card will be produced using information derived from the MIS. Any outstanding fees will be collected at this time, or arrangements put into place to collect via RCP.

Contacting applicants

1. Course Managers should use the register generated via MIS for induction to contact non-attendees within 24 hours of the induction.

Applications for Full and Part Time Higher Education Courses

**Full Time Higher Education Courses**

1. **Receipt of Application** All applications for Higher Education courses are processed through the Universities and Colleges Admission Service (UCAS) and offers and rejections are therefore subject to UCAS regulations. The College is responsible for processing applications. However, applications for Sports courses will be received by the University of Northampton in the first instance. Non-standard applications, for example mature students without the standard entry qualifications, will be referred to the Subject Senior Lecturer who will make a recommendation about an offer or rejection. All applicants will be invited to attend one of a series of “Higher Education Visit Days” held throughout the year. A copy of newsletters, a location map and RSVP slip will accompany the letter.
2. **Higher Education Visit Days** HE Visit Days will be planned on a monthly basis over the entire year by the Head of Higher Education and the Assistant Director of Student Services. The HE Administrator will compile a list of attendees and make this available to the Director of Higher Education at least 5 working days before the event. From October to December, these events will have a format to encourage applications for College courses and include a tour of the campus with emphasis on the specialist facilities for courses; advice from a member of staff teaching in the curriculum area; and the opportunity to view the residential accommodation. The events will include a presentation covering key issues such as the opportunities for university level study at the College, student accommodation and student fees and financial support.
3. **Interview** An informal interview will be arranged to take place within the HE Visit Days subsequent to the receipt of the application form. The interview will include a general presentation and the opportunity to view the College and its facilities. During the individual interview the requirements of the course and what it involves, together with the financial costs, will be explained. Some essential information will be collected, and there will be an opportunity for the interviewee to ask questions. . Formal offers following an interview must be returned to the HE Administrator within 1 working day.
4. **Contacting Applicants** On-going contact with applicants will continue throughout the year, subject to the UCAS published guidelines.
5. **Student Confirmation of Acceptances** Once applicants have firmly accepted their offer as a first choice, the HE Administrator will send out additional information giving details about the course and any clothing/equipment requirements. Information about the availability of and conditions for bursaries and scholarships will also be sent, together with further information about student accommodation. The offer will be confirmed by the HE Administrator when confirmation of qualifications is received from the relevant awarding body.
6. **Clearing** Once GCE ‘A’ Level results are published, College staff will liaise closely with the University throughout the “clearing period”. A list of students confirming their acceptance of places will be produced and updated on a regular basis, up to and including the start of the academic year. Any clearing offers made by telephone must be recorded on a specific clearing form and submitted to the HE Administrator on the same day as the offer so as to record it on the UCAS system. When applicants confirm via UCAS that they want to take up the place, this will be recorded on MIS and joining letters sent out. At this point joining instructions and further information about enrolment and induction will be sent by the HE Administrator.
7. **Closing Courses to Offers** In the situation on a particular course where expected teaching group numbers are exceeded, that course may be closed to all applicants. It will also be necessary to close courses to applicants where there is a possibility that the overall number of students will exceed the finite number of home students allocated by the funding council. In this instance the courses may stay open to international students who do not count against the student number controls. Where courses are closed to all applicants or just home applicants, UCAS must be informed immediately in order to formally close the course(s). Academic and Registry staff will inform enquirers about the status of the course(s) and advise accordingly.
8. **Registration** All students will go through the registration process at Moulton College, where:

* Prior qualifications will be checked
* ID will be checked
* Enrolment forms will be completed and collected
* Outstanding fees will be paid

1. Enrolment forms will be produced from the MIS reports in readiness for this process.

**Part Time Higher Education**

1. **Courses Enquiries** All enquiries for part-time courses will be forwarded to the HE Administrator who will send a Higher Education prospectus and application form to the enquirer with 1 working day.
2. **Applications** Once an application is received it will be sent with an HE Decision Sheet to the Senior Lecturer who is responsible for making the decision for an offer to be made. A copy of the application form and the decision sheet for courses in construction, interior design and sport will be sent to the University of Northampton once the student has accepted their place. The applicant’s details will be recorded on the MIS in accordance with the decision sheet and an invitation to attend an HE Visit Day will be sent where appropriate
3. **Communication with Accepted Students** Once applicants have accepted their offer, the HE Administrator will send information giving details about induction and enrolment.
4. **Registration** All students will go through the registration process at Moulton College, where:

* Prior qualifications will be checked
* ID will be checked Enrolment forms will be completed and collected
* Outstanding fees will be paid

1. Enrolment forms will be produced from the MIS in readiness for this process.
2. In addition students will enrol at the University of Northampton. This may take place either at the University or the College.

Applications for Schools Taster and Schools Links Courses

1. **Schools Taster Days** All GCSE and A level students are invited to attend Taster Days. Applicants will buddy a current student for the day to give an insight into what being a student at Moulton College is like. All applicants will be required to complete a Taster Day application form. Student Services will enter the applicant’s details on MIS within 3 working days of receipt. Confirmation of a Taster Day place will be sent to the student within 3 working days of receipt of the application. The letter will include any details of PPE required if applicable and the meeting location. Places are allocated on a first come first served basis. Where maximum numbers are met, Student Services will contact Course Managers to see if another day could be arranged. Prospective students to confirm any new dates. Permission to attend the Taster Day will be required from the school if the day falls on a school term time date. At least 5 working days before the taster day, Student Services will send Heads of School a full list of students expected to attend. The list will also include details of any students who have not provided permission from their school to attend the Taster Day. The school will then be contacted by Student Services to confirm the student’s attendance.
2. **Schools Links Courses.** Student Services will liaise directly with schools and the Schools Liaison Team Leader to confirm courses and stream options annually. All students will be required to complete an application form which will be sent directly to the school by the Faculty Admin Manager. A joining letter and medical form will be issued at the very latest 2 weeks prior to the start of the course. All new students will be met by the Course Manager who will commence the induction process. Learning Agreements and a class list will be generated by MIS which will list the names of all students who are expected. Any additional students (not listed) will be required to complete an Application Form and Learning Agreement at that time. These will either be processed within the registration venue or passed to Student Services immediately, where they will be entered onto the MIS. All students will be required to obtain a student ID badge, either through Student Services or through the Schools Liaison Team Leader with 1 week of starting at the College.

Complaints or Appeals

**Decision Appeals**

1. Moulton College is firmly committed to the fair and professional handling of complaints. Applicants will be provided with feedback when decisions is made in relation to their application. If the applicant considers that decision has been unfair then they have the right to appeal the decisions. To do this the applicant needs to contact the Assistant Director of Student Services stating that they wish to appeal the decision and the reasons why they consider the decision is unfair. If they have further information that they feel is relevant to the application they can submit this with the appeal. The Head of Admission will consider the appeal and if necessary discuss the matter with the decision maker. The Assistant Director of Student Services will endeavour to notify an appeal decision within 10 working days. However, first and foremost, they will seek to make a considered decision and therefore sometimes it can take longer than this period to make a full assessment.
2. If after this first appeal the applicant still feel s that the decisions reached is unfair they have the right to make a final appeal to the Deputy Principal (or their designate)

**Complaints**

1. If applicants feels that the admissions process has not been followed they may complain using the Customer Complaints Procedure, a copy of which is available on the Moulton College website.
2. All reasonably practicable steps to resolve complaints informally are taken in the first instance. If the complaint remains unresolved, then a formal written complaint can be addressed to the Vice Principal Business and Finance. This may be made on a Confidential Complaint Form, by letter or by email.
3. Please note that, if an appeal is lodged, a complaint cannot be lodged at the same time.
4. The Customer Complaints Procedure, including timescales involved in making a complaint and the appeal process, can be found on the Moulton College website.