

Admissions Policy and Procedures 2024-25

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1. Introduction and Purpose

1.1 The Admissions Policy 2024/2025 is clearly aligned to the College's overall strategic aims. It is our intention to deliver the highest level of professional and customer service in order to ensure each individual from their first point of contact with London South East Colleges is directed to the right course, at the right level, with the right support.

1.2 The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

The College will achieve this aim by:

- Encouraging applications from all those with the motivation and ability to thrive at LSEC, whatever their background
- Assessing each application carefully and fairly
- Ensuring appropriate course placement based on interest, entry criteria (including English and maths) and aspiration
- Offering places so that applicants progress and achieve at LSEC.

1.3. The procedures through which the College assesses applications and offers places are designed to be:

- Easily understood by applicants
- Transparent
- Fair and robust to ensure the right learner is on the right course
- Based on principles that are applied consistently across the College.

1.4. The College will review the policy and procedures annually in the light of experience, research and best practice. Policies are subject to equality analysis to check that they do not adversely affect any specific group.

2. Scope

2.1 This policy applies to all College programmes except where a specific alternative admission policy applies, for example the direct admission of 14- and 15-year olds.

2.2 This policy encompasses:

- Further education courses for young people and adults at all levels,
- Apprenticeships
- Commercial and leisure programmes,
- Higher Education programmes and franchised HE
- Programmes funded by the Education Funding, Skills Agency and GLA
- Project and self-funded programmes and those funded through Advanced Learner Loans and any other government or agency funded programmes.

3. Expectations and Standards

3.1 The College expects that applicants will:

- Provide timely, full, and accurate information regarding contact details, qualifications and experience and tell the Student Hub Team or Apprenticeship team of any changes to these.
- Provide relevant evidence of qualifications and/or experience
- Provide at least one referee, if requested. In some instances, an offer may be withdrawn following the receipt of a reference.
- Pay for tuition fees, apply for a loan and/or set up an instalment plan or confirm that an employer is paying where fees are due (if applicable)
- Comply with all College policies. Failure to do so could result in a withdrawal of any offers made and/or removal from the programme of study.

Applicants applying for Higher Education programmes are also required to refer to the Higher Education Terms and Conditions which will be forwarded to all applicants on offer of a place.

3.2 Applicants can expect that the College will:

- Take account of legislation, government priorities and funding arrangements in the development of its offer
- Offer programmes designed to meet local and national priorities, to support inclusion, to develop skills in English and maths and to facilitate progression to higher levels of education, training and employment.
- Develop and publish entry criteria for each programme/level. Additional and/or specific entry criteria may be applied to individual courses as specified on the College website.
- Adopt a 'right learner for the right course at the right level with the right support approach – this aims to enable applicants to enrol on the best programme of study, based on their interests, aspirations and previous attainment.
- Treat all applicants with respect and apply a fair and consistent approach to the admissions process in line with our College Equality and Diversity policy
- Administer the admissions process in an efficient and customer-focussed manner
- Give accurate information (e.g. course information, entry criteria) and provide access to impartial information advice and guidance (IAG). Further information on IAG is contained within the College's IAG policy
- Acknowledge the receipt of an application with an email.
- Inform applicants about the next steps in the application process and keep them updated about curriculum events and news.
- Commercial and sub-contracted course applicants will be contacted by the tutor for a discussion.
- Confirm by email the outcome of the application, i.e. conditional or unconditional offer. This will also include any conditions to be met by the applicant.
- Inform applicants of additional support available as appropriate (e.g. financial and additional learning support)
- Refer applicants to suitable alternative provision if the College is unable to meet the course preference and or other needs of an applicant.
- Make reasonable adjustments during the admissions process in line with current legislation for applicants with learning difficulties and/or disabilities/significant medical conditions. In exceptional circumstances, the College may decide it is unable to *make* appropriate adjustments without causing adverse impact to the learning experience of other learners or the person in question. In such cases, the College will inform the applicant as soon as this becomes clear. The College will then make every effort to support referrals to other more appropriate educational provision.
- Collect, process and store information required as part of the admissions process in compliance with current legislation concerning data protection.

4. Reservations

4.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required and this may affect the College's decision on whether to offer a place.

The College aims to reserves the right to:

- Request references and/or school reports for applicants
- Require *DBS* checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer.
- Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an interview with the relevant College manager to assess the applicant's suitability to study at the College and taking account of its duty of care to students and staff.
- Review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, the College will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place.
- Review and refuse admission to an applicant/learner who has any outstanding debt to the College, until it's cleared in full.
- Require that learners are funded by a government body, themselves or another body e.g. employer in order that the College receives payment for the cost of studying.
- Cancel any unconditional and conditional offers at any time during the admissions and enrolment period. The College also has the right to withdraw a place on a Study Programme during the funding confirmation period, at which point learners will be sign-posted to alternative internal or external opportunities as appropriate.=
- Alter or withdraw any course owing to circumstances including (but not limited to) industrial action, change in College circumstances, withdrawal of funding and lack of demand. The College will refund full or partial fees paid in the event of cancelling a course or if the attendance of the learner is made impossible or inappropriate by some action of the College. The College will not reimburse applicants for any other loss or expenditure occurred as a result of the withdrawal of an offer and accepts no liability for any loss occurred.
- LSEC offers universal, targeted and specialised levels of therapy, therefore applicants requiring quantified therapies to be delivered cannot have their specialist needs met at LSEC
- LSEC are unable to support SEND learners who are at risk of absconding or those who present with extreme challenging behaviour.

4.2 Any review process will be conducted in line with legislation and the overall aims of this policy as outlined in the Introduction and Purpose above.

5. General Admissions Procedures

5.1 Application and Course Choice

5.1.2 Applications to our programmes are made online via our website either directly or with the support of staff who can input the relevant information. New applicants will use the online applications process; Learners applying for discrete SEND programmes will be invited to apply using our application form available on the SEND page of the LSEC website.

Consultations will be undertaken between the college and the Local Authority for all learners with EHCPs.

- 5.1.3 Learners applying for discrete SEND programmes will be invited to apply using our application form, available on the SEND page of the LSEC website
- 5.1.4 Internally progressing students are supported under the 'Progression' process (see Internally progressing students).
- 5.1.5 Applications for Higher Education programmes will normally apply through UCAS unless alternative application procedures are referred to within the programme details on the website.
- 5.1.6 All applications, except those for HE, SEND programmes and Apprenticeships will be screened by the Student Hub team who will determine the programme(s) for which the applicant will be considered based on information supplied on the application in order to ensure the applicant is placed on the right course, at the right level and with the right support. Learners with an EHCP will be assessed in line with the SEND Code of Practice to ascertain whether needs can be met at the college.
- 5.1.7 Where the course choice is not clear, the applicant requires further advice or has made multiple applications, a referral to our Careers team will be made. This is usually a one-to-one meeting in which the applicant will be advised on their course and career options.

5.2 Entry Criteria

- 5.2.1 The College publishes on the website entry criteria for all its courses. Entry criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the ability to achieve and succeed on their chosen course. In some cases, entry criteria may relate to a specific requirement for the profession into which the applicant wishes to progress. Entry criteria may be subject to change.
- 5.2.2 Exceptions to the stated criteria may be made for applicants who are identified as being home schooled or Not in Employment, Education or Training (NEET). In these instances, assessment of core competencies via an assessment will be used.
- 5.2.3 The College may also, where relevant, accredit prior learning either in the workplace or in education. These decisions will be made on an individual basis and are subject to approval by the Director for the curriculum area.
- 5.2.4 Adjustments to the stated criteria may also be made for applicants who are assessed as having a disability or learning difficulty in line with the College's Learning Inclusion Policy.

5.3 Fee Assessment

- 5.3.1 If an applicant declares a non-British nationality on their application form, or that their normal country of residence is outside the UK, the Student Hub team or relevant Higher Education Institution will need to assess the applicant's fee status.

The fee status will determine if the learner is entitled to a fee remission or must contribute in part or in full towards the course fees. This information acts as a guide only and is subject to a yearly review as funding criteria for individual programmes are published.

All fees and other costs are subject to the 'Tuition Fee, payment and other charges' policy. Learners may be able to receive financial support from the College in accordance with the College's 'Financial Support' policies. *Please refer to these documents for further information.*

5.4 Late Applications/Open Enrolment

- 5.4.1 Applications received after the main enrolment period will be invited to Open Enrolment* and will be processed in the same manner.
- 5.4.2 Offers made at Open Enrolment are subject to the same admissions procedures as those made prior to enrolment. Places are likely to be limited and therefore a place cannot be guaranteed. Offers to learners with EHCPs who apply late will not have their enrolment confirmed until a formal consultation has been undertaken with the relevant Local Authority and funding has been agreed.

**Open Enrolment starts on GCSE results day and continues until enrolment closes no later than October half term.*

5.5 Programmes Declared 'full'

- 5.5.1 Applications are dealt with in strict chronological order with first priority given to those have been given an offer. Those that have made an application with no offer and those that turn up for open enrolment who have not made an application.
- 5.5.2 A maximum number of places will be determined for each programme. When a programme reaches the maximum number the Career Pathway Director for the curriculum area will propose to the Senior Leadership Team that the programme should be closed to further applicants as it is 'full'. The website will be updated so no further applications can be made.
- 5.5.3 Every effort will be made to provide programmes which meet the first-choice requirements of the applicant. However, where a programme is declared 'full' further applicants may be offered alternative provision, at the College or another provider.
- 5.5.4 Capacity within the SEND TEACCH programme is limited and therefore places will be assessed against need and date of application.

6. Admissions Procedures for Internally Progressing Learners.

- 6.1 Current students' progress up to the next year through the 'Progression' process which is led and supported by Course Tutors and co-ordinated by the Student Hub team. This takes place in March/ April. Enrolment for internal progression students will take place during May and June.
- 6.2 All learners will have a progression discussion with their Course Tutor and offered a place for the following year or an agreed referral to another curriculum area or IAG. The majority of

internally progressing students will progress within the same curriculum area to the next level, with smaller numbers progressing to a different curriculum area or to a course at the same level.

- 6.3 For some learners, an apprenticeship will be the right option and many second-year level 3's will be considering our College HE provision. The apprenticeship Team and HE staff will be fully involved in the progression advice and guidance process.
- 6.4 Priority for places on full-time programmes will be given to students who are progressing internally subject to their course tutor completing the early enrolment process. For those students moving to a new curriculum area tutors will interview student and confirm acceptance on to their course.
- 6.5 Internal applicants may be considered for progression to a higher-level programme for which they do not have the minimum entry requirements by recommendation from their existing Course Tutor and/or Curriculum Manager. They will need to complete a satisfactory interview with the HE Programme Lead and complete assessments prior to enrolment to ensure they meet standard required to succeed on programme.

7. Admission Procedures: full-time FE programmes

- 7.1 Applications for full time programmes will be considered from November of the year prior to the September start date in the next year or when the curriculum plan is ready, whichever is earlier.
- 7.2 Applications made for higher education programmes through UCAS will be required to adhere to the UCAS timeline for applicants, published on the UCAS website.
- 7.3 All new applicants for full time FE programmes will be invited to a subject information meeting prior to an offer being made.
- 7.4 Applicants for FE programmes will normally be given an offer for their first-choice programme, except in circumstances where the Student Hub team deem that further guidance is needed based on information supplied on the application. Student Hub Officers will seek additional information and consult with staff within the Additional Learning Support team if it is felt that the applicant would benefit from further support or has an ECHP.
- 7.5 All applicants will be offered a conditional or unconditional place and will be informed what these conditions are, or make no offer where curriculum feels the applicant is not suitable and refer on to IAG.
- 7.6 Conditional offers will usually be given to full-time applicants in the 2024/25 admissions cycle. Conditions will vary between the courses but should include the following:
 - Complete initial assessment in English and maths or produce evidence of grades
 - Meet entry requirements

Conditions will be confirmed in an offer email.

Where an applicant is not offered a place on their first-choice course, an alternative course will be suggested or a referral to the Career Hub team made.

- 7.7 All applicants will be required to complete an English and maths initial assessment if they can't produce evidence of their current grades. A diagnostic assessment is conducted to

ensure the learner is on the right level of course and to assess any additional learning needs. If required, the applicant is placed on an English and/or maths programme. All 16-18 years old who have not achieved English and/or maths GCSE at either a C or grade 4 will be required to re-sit their English and/or maths at either GCSE or Functional Skills level depending on their grades.

- 7.8 Applicants to Higher Education programmes will be made an offer through the UCAS process. Applications to direct HNC programmes will be made a direct offer.
- 7.9 Keep warm activities, including a newsletter will be sent by Marketing to ensure all learners remain engaged throughout the entire admissions process.

8. Admission Procedures: Part-time FE programmes

- 8.1 The College offers a wide range of part-time courses with a variety of admissions processes.
- 8.2 Some part time courses will require applicants to attend an assessment session/and or interview and the outcome of these assessments will form the basis of any offers made. These offers will be sent to applicants within 2 weeks of their attendance at an assessment.
- 8.3 The published entry criteria will need to be met unless the course tutor makes an approved offer based on other information e.g. work experience or alternative qualifications.
- 8.4 Where the number of accepted places exceeds or meets the number of available places, the College may consider a course as full and further applicants will be referred to the Careers Hub for support.
- 8.5 Invitations to complete their application will be sent to all part time applicants holding accepted offers.

9. Admission Procedures: Apprenticeships

- 9.1 All applicants who express an interest in Apprenticeships should be referred directly to the Apprenticeship Recruitment Team using the referral form [Apprenticeship Enquiry Form \(Isec.ac.uk\)](#) or contacting the team using employers@Isec.ac.uk, Apprenticeship programmes are recruited to all year round with vacancies being available via this link. [Apprenticeships \(Isec.ac.uk\)](#)
- 9.2 Dependent on the campus, applicants will either be invited in for a face to face screening interview and initial English and maths assessment or will be screened by telephone. Applicants who pass the screening process will be put forward to employers for consideration for their vacancies. Those who do not secure an employer after interview are referred to the talent pipeline team and/or the Careers team for additional advice and guidance.
- 9.4 The admission procedures for an apprenticeship are as follows:

- An employer expresses an interest in recruiting an apprentice either by an incoming enquiry or outbound sales activity
- The relevant Key Account Manager goes to meet with potential employer to explain Apprenticeships programme
- A vacancy is created on the Find an Apprenticeship website. All live vacancies advertised on Find an Apprenticeship are also advertised in the Apprenticeship section of the College's own website and are promoted to the College's own curriculum areas and other local agencies such as Prospect and Jobcentre Plus.
- Applications are received through either the Find an Apprenticeship website, the College's own website or directly, and candidates are shortlisted based on the quality of the application
- The employer interviews shortlisted candidates and makes offers if a suitable candidate for the job is found. At this stage an employer can decide to withdraw the vacancy if they have not found a suitable candidate, or extend it
- The successful applicant is offered an Apprenticeship with the employer
- Those who are unsuccessful are referred to the talent pipeline team and Admissions Team

10. Admission Procedures for Higher Education Programmes

10.1 Higher Education: University Franchised Courses: For franchised HE courses the admission regulations of the franchising partner university prevail. The Higher Education curriculum team will make recommendations for offers or rejections to the partner University but the final decision is with the universities.

For full time programmes: Applicants apply through UCAS in the first instance. The current university partners have different procedures from this point; all admissions decisions are the responsibility of the relevant programme lead at the College.

For part time programmes: Applicants apply online and are called within two weeks by a Programme Lead to discuss the programme and the applicant's qualifications and experience and carry out an assessment where required. The programme lead will notify the HE Admissions Registrar of the offer and any conditions to be recorded in UNIT-e.

10.2 Higher Education – Directly funded QA courses

Directly funded Higher Education applicants will apply through UCAS and be admitted by Higher Education staff. It is the responsibility of the relevant programme lead to provide accurate and up-to-date course information at the beginning of the yearly admissions cycle to marketing and the HE admissions Registrar who will update relevant Higher Education portals where applicable throughout the year.

The HE team meet regularly within the HE Managers and HE Academic Standards and Student Experience Board to ensure marketing activities are targeted and appropriate.

The Student Hub team will work closely with the HE Admissions Registrar and HE curriculum staff to ensure an efficient admissions process. Clearing will operate over the summer months and enrolment takes place in September of each year.

For full time programmes: Applicants apply through UCAS in the first instance. All admissions decisions are the responsibility of the relevant programme lead at the College.

Part-time programmes:Part-time applications are made through applying on the LSEC website. An application decision is made by the relevant Programme Lead.

11. Tuition Fees and Financial Support

- 11.1 Where a tuition fee is payable, enrolment onto a course can only be confirmed once the fee (or the first instalment of an agreed payment plan) has been paid in full. All fees and other costs are subject to the 'Tuition Fee, payment and other charges' policy. Learners may be able to receive financial support from the College in accordance with the College's 'Financial Support' policies. *Please refer to these documents for further information.*
- 11.2 Where the applicant is funding the course through an Advanced Learner loan, initial enrolment can be done with the CRN number alone, however the loan offer letter must be supplied at a later date, when asked. Should the loan not be approved the student will be liable for the full cost of the fees, should they remain on the course past the first 42 days.
- 11.3 Where an employer is paying fees, a confirmatory letter on business letterhead signed by the employer or an email with the company signature is required. Otherwise a sponsor agreement form will suffice.
- 11.4 Where the applicant owes the College money all debts must be paid off in full before an applicant can be admitted onto another course.
- 11.5 Attendance on a course will be denied if the fee remains unpaid. Learners who fail to make full payments will have their access passes stopped until full payment is made.

12. Additional Learning Support

- 12.1 Every applicant is encouraged to disclose any disability or learning difficulty at the earliest opportunity, i.e. on their application form, and those who do are offered a confidential interview to discuss their needs.
- 12.2 A member of the College Learning Inclusion Team will provide a specialist interview and completion of a Learning Support Plan Summary of Need to applicants who identify themselves as 'needing support', at application, interview or enrolment. The Summary of Need will be used to confirm the appropriate level and mode of support required. ALS (Additional Learning Support) resources will then be allocated to those learners.
- 12.3 On the basis of a follow up assessment, support might be offered in one or more of the following ways:
- One to one or small group learning support and tuition
 - In class support
 - Personalised arrangements for examinations and diagnostic assessments
 - Internal and external liaison on behalf of applicants
 - Enabling technologies and equipment
- 12.4 If an applicant is eligible for an Education Health and Care Plan, we cannot confirm an accepted offer of a place until the EHCP has been reviewed and agreed with the relevant local authority.

Please refer to the 'Additional Learning Support' policy for further information.

13. Responsibilities

- 13.1 Overall responsibility for the admissions process rests with the Deputy Principal Student Experience and Group Safeguarding who is responsible for ensuring the integrity of the admissions process.
- 13.2 Each Curriculum Director (or other nominated person) is responsible for ensuring that all learners within their directorate have a progression discussion with their Course Tutor and are offered a place for the following year or an agreed referral to another curriculum area or IAG.
- 13.3 Admissions are responsible for ensuring that all applicants and, where appropriate parents, are contacted within two weeks of an application being made and an offer made or a referral made to IAG.
- 13.4 It is the responsibility of the Curriculum Director's and the HE Director to keep the Student Hub team up to date with information about the programmes within their area and any relevant changes.
- 13.5 The Student Hub team will be responsible for implementing the selection process for each programme. The Student Hub team will be responsible for sending out the conditional or unconditional offer letters.
- 13.6 All staff must deal fairly and equitably with applications in accordance with College procedures and guidelines relating to the admissions policy.

14. Complaints

- 14.1 Applicants appealing against an outcome of a selection decision can do so in accordance with the College's Complaints Policy and Procedures.

Please refer to the 'Complaints' policy for further information.

15. Appendix 1 Associated Documents

- Admissions: Higher Education: Canterbury Christ Church admissions policy
- Higher Education: Greenwich University admissions policy
- Higher Education Terms and Conditions - admissions

Learning & Support

- Teaching and Learning policy
- English and maths policy
- Additional Learning Support Policy

Financial Policies

- Tuition Fee, payment and other cost policy

- Financial Support Policy

General College Policies

- Equality & Diversity Policy
- Relationships and Positive Behaviours Policy
- Complaints Policy