

Thurrock Adult Community College has an inclusive approach to student admissions. The College welcomes applications from learners from the local, national and international communities and will encourage participation, progression and success for the benefit of learners. The College's Admissions Policy is operated in conjunction with the General Data Protection Regulation (GDPR) 2018 and the Freedom of Information Act 2000.

The Admissions Policy of the College aims to:

- A. Provide learners with equality of opportunity to the educational opportunities it provides, within the resources available to the College.
 - 1. Give appropriate student entitlement to all learners, including the right to an individual interview where identified by course requirements or learner support needs.
 - 2. Provide timely, accessible information to learners in a format that is helpful to enable them to make informed choices.
 - 3. Provide learners with facility to access accredited Information, Advice and Guidance (IAG) services e.g. National Careers Service online (nationalcareersservice.direct.gov.uk)
 - 4. The College will work in partnership with other providers and the community to achieve these aims.
- B. The College will operate a system of first come first served admissions procedure. Exceptions may apply. Internal learners may be given a priority period for application. Applications (except those detailed separately in the Admissions procedure) will be administered strictly on this basis by the College's Learner Services team.

The method and exceptions will be published and promoted internally. A satisfactory reference from the Programme Manager will be required to facilitate progression as well as evidence of meeting entry criteria and other requirements e.g. Functional Skills, GCSE English/Maths.

- C. The College will admit learners to its programmes where there are sufficient places available subject to:
 - 1. Meeting the entry criteria
 - 2. Satisfaction of any legislative requirements e.g. DBS checks, child protection and/or legal issues pending that may affect the safety and wellbeing of other learners and staff. Where programmes require a DBS or other legislative requirement to be undertaken, the learner will be required to apply for and fund an application for a DBS check. Learner Support Funds may be able to support this cost; some categories of learners will not bear this cost e.g. those in receipt of JSA. Certain convictions may lead to an application being refused for some programmes.
 - 3. Any outstanding fees having been paid from previous College enrolments.
 - 4. Any outstanding resources or equipment loaned to the learner during previous programmes have been returned or paid for.
 - 5. Meeting the costs of all fees at the time of enrolment, unless eligibility for fee remission is confirmed or an instalment plan agreed.

6. Fulfilling other evidence criteria required by the course at interview/enrolment and demonstrating with evidence that a learner can benefit from the programme, be successful, attend punctually and meet minimum attendance targets.
7. The College will normally expect a learner to progress to a higher level of study. In very exceptional cases the College may consider an application at the same level.
8. The College may hold waiting lists of successful candidates, subject to the availability of places. Places will normally be allocated in order of date of application received – earliest first.
9. The College aims to offer candidates a place on an alternative programme in the event that a course may be full or is cancelled due to low enrolments.
10. The College requires overseas learners to prove they are eligible to remain in the UK, they are eligible for funded learning, and that they may be subject to financial status checks.
11. The College reserves the right to withdraw an application if a candidate does not comply with the College's request to complete and return essential documentation in the enrolment process.

D. Disclosure of additional support requirements

The College is committed to supporting learners with disabilities or learning difficulties in accordance with Thurrock Council's Equality of Opportunities Policy. Responsibility for disclosing any special requirements, disabilities or mental ill health issues where additional support may be required rest with the learner who is asked about this as part of the application and enrolment process.

Whilst every effort will be made to accommodate the support needs of a learner, where a disclosure has not been made at enrolment, we reserve the right to convene an admissions panel if necessary. See Appendix 1.

E. Admissions panel

The College reserves the right to convene an admissions panel. See Appendix 1 where an Individual risk assessment has been carried out through the application and enrolment process and a learner has been identified as posing a real and/or significant risk to other learners and /or staff. An advisory panel will be required to act on the identified Action Plan for that learner to make a decision on their access to a course or programme of study

F. Right to refuse admission

The College reserves the right to refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. Persons previously excluded will be interviewed prior to their reinstatement on a course.

The College reserves the right not to admit an individual who previously attended a programme of study with the college but failed to make sufficient effort towards successfully completing their studies.

The College recognises it has a duty of care to students and staff, thus reserves the right not to admit a learner where there is evidence that they could be a threat or danger to others.

The College reserves the right not to admit a learner who has any outstanding debts with them for previous courses or programmes of study.

The College reserves the right to amend any part of this Admissions Policy, without notice, in response to changes in the Education and Skills Funding Agency (ESFA) funding guidance

Appendix 1

Admissions and Review Panel

Where an Individual risk assessment has been carried out through the existing process and a learner has been identified as posing a real and/or significant risk to other learners and /or staff, an advisory panel is required to act on the identified Action Plan for that learner.

Purpose of the Panel

The purpose of the Panel is to advise the Principal regarding the admission or readmission and ongoing support required for the learner where there is a particular and complex coordination of admission or readmission and support processes required after completing an Individual Risk Assessment for the learner

The Panel would discuss and explore all the relevant issues and obtain the necessary information from all the appropriate sources in the case in order to reach a collective agreement on whether a learner is accepted onto a course / resumes their study with Thurrock Adult Community College, or is deemed to be too great a risk. If this is the case, the Panel will come to a collective decision on an appropriate alternative course of action for that learner.

Responsibility for calling a Panel to consider a particular case would lie with the person who would have lead responsibility for the course or programme of study. This would initially be referred to the Assistant Principal who would provide advice and guidance to the operational area handling the admission and where necessary would seek support from other relevant staff to provide ongoing support where a Panel meeting has not been necessary.

A Panel meeting will only be called where it has been judged that the issue is so complex that further scrutiny is required before a decision is made. There may be a need for other people who have responsibility for the support or care of the learner to contribute to the Panel meeting before a final decision is made.

In cases where a Panel is to convene there will be a Pre- Panel meeting between the Assistant Principal, the Safeguarding lead and the Programme Manager to collate and disseminate all necessary documentation to Panel membership.

Minutes and notes of Pre Panel and full Panel meetings will be subject to scrutiny by the Principal, any relevant exam board, stakeholders i.e. learner, parent/guardian/primary carer and external agencies such as Children's or Adult Services.

Panel Membership

A minimum membership will comprise of the following:

Assistant Principal

Programme Manager for relevant curriculum area

Health and Safety representative

In addition, the College can call upon relevant staff or interested parties to contribute to the decision making process

Appeal against that Panel's decision would be heard by:

Principal

Chair of Governors

Safeguarding Governor

External, unconnected, member of local authority staff

NB A full Panel meeting will **only** be convened in extreme circumstances where the existing support services are not sufficient and cannot guarantee the safety of learners or staff. It provides additional support for both learners and staff. The Panel would also show that we are actively promoting Equality, Safeguarding and also Health and Safety to ensure that learners and staff stay safe.