

Admissions Policy and Procedure

Author:	Admissions Manager
Date:	April 2025
Version:	V1
Review requirements:	Annual
Date of next review:	April 2026
Approval body:	Strategic Leadership Team
Checked by:	Head of Admissions
Publication:	Staff Intranet, College website

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

FE ADMISSIONS POLICY AND PROCEDURES

Aspiring to be at the heart of the community, creating excellent learning in partnership with every area of our society and economy, Milton Keynes College's guiding goal is that we should be accessible and open to all. We are an inclusive and collaborative Learning Environment, clear about our values which shape all that we do.

We welcome and encourage those who want to learn and improve.

This policy details the support and services provided to all learners of all ages and needs.

Policy

1.1 Milton Keynes College and the IOT are committed to ensuring fairness, transparency and equal opportunities within the legal framework of the UK and best practice.

1.2 We will ensure that applicants have access to impartial information, advice and guidance on the choices available to them.

1.3 All applicants will be provided with appropriate feedback upon request and decisions will be recorded and responded to in that context. There is a mechanism for appeal against an admissions decision.

1.4 There is support for learners with disabilities/learning difficulties and the College makes reasonable adjustments to specialist equipment, facilities and support where possible. All learners declaring an additional need are screened by the ALS team. Where an applicant has an Education, Health and Care Plan this will then be subject to a formal consultation with the relevant Local Authority which will be responded to within statutory timeframes (10 working days) Course interviews will take place once the consultation has been completed as appropriate. The outcome of the application may be delayed where a student has high or complex needs, to allow appropriate decisions to be made. In some circumstances, the College will offer alternative course options either internally or externally.

1.5 The College and the IOT has a duty of care to learners and staff and reserves the right not to admit a learner where there is evidence that they could be a threat or danger to others or themselves, thereby safeguarding the College community. Applicants who have a declared Criminal Conviction will be subject to additional checks, risk assessments and interviews.

1.6 Applicants categorised as Supported Entry learners are deemed to need additional support to meet required expectations. These may also be identified during induction. There will be additional monitoring of progress and attainment with action plans completed and reviews conducted on a regular basis, including an RCR (Right Course Review) during the first six weeks.

1.7 The College supports the development of English and maths skills and some courses may require these as a condition of admission.

1.8 References or reports may be requested from schools/Colleges/employers/supporting agencies/other organisations for a potential learner.

1.9 Applicants are dealt with on an individual basis and complex cases will be referred to a panel.

1.10 The College and the IoT will insist that DBS checks are undertaken for entry into courses that lead to careers where this is a requirement. Admission will be refused, or a student withdrawn as a result of certain convictions. Alternative options may be offered.

1.11 Consideration is given to the changing environment with regard to application numbers and limits. Applications are considered fairly and in date order and this always takes precedence.

1.12 Compliance with the Admissions Policy is monitored through student feedback and other internal audit systems. Feedback is encouraged, whether positive or negative and as a valuable tool to drive improvements in the quality of our services.

Right to refuse admission

1.13 The College and the IoT may in its absolute discretion either refuse an application to study, withdraw an offer or withdraw a student currently on a programme on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirements for the course or programme applied for
- If the course or programme applied for is undersubscribed (with the result that its delivery is not viable for the College, IOT or its students) or oversubscribed or if-for whatever reason, the course is unable to be delivered
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or programme applied for
- If an applicant is considered in reasonable opinion, to endanger or pose a risk of harm to employees or students
- If the applicant has specific physical, medical, social/mental health or curriculum needs which the College or the IoT considers, in its reasonable opinion, it is unable to meet
- If an applicant is not deemed Fit to Study as per the Readiness to Learn Policy
- If an applicant has previously been excluded from this or other educational institutions due to unacceptable behaviour or lack of attendance and/or failure to complete their studies
- If an applicant provides false, or misleading information on an application or enrolment form

An Admissions Panel will review applications for a decision on suitability where a prospective student has been subject to restraint.

The above is a non-exhaustive list and there may be other reasons or circumstances that may give reason whereby a learner could be considered as unsuitable to study on a particular course or programme or at the College and IOT. If it is considered that an applicant is unable to be admitted to the course or programme applied for (whether for one of the above reasons or otherwise), the College and the IoT will explore with the applicant whether there is a suitable alternative course or programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

Minimum Expectations

- 3.1 We are committed to ensuring that everyone will receive the highest level of support and customer service with integrity and within a published time frame.
- 3.2 In return, it is expected that students demonstrate appropriate behaviour and attitude.

Responsibilities

- 4.1 The overarching responsibility for ensuring the quality and effective, efficient, implementation of admission practices is the Executive Head of Business Intelligence, Data and Admissions who also monitors and reviews the Policy on an annual basis.
- 4.2 Ultimate responsibility for Admissions rests with the Campus Principal who delegates operational accountability to a director.

Entry Requirements

- 5.1 Each programme will have a clear statement on entrance requirements as detailed on the website; www.mkcollege.ac.uk
- 5.2 The College may require learners to have an appropriate level of English and maths to access their chosen course of study.
- 5.3 Some applicants may be required to undertake literacy and numeracy screening.
- 5.4 Prospective students are selected not only by their formal qualifications, but also their experience, motivation and interest in the course. This is normally established by an interview for the programme.
- 5.5 Adults returning to education are welcome to apply. Consideration may on occasion be given to previous experience and training as an alternative to formal qualifications.
- 5.6 For International Students, overseas qualifications should be equivalent to the UK requirements.

Admission Procedures

The Admissions Department responds to all initial enquiries regarding an applicant's offer, whether they are through the Admissions help desk, open events or website. Additional

information regarding Learning Support, Counselling and Wellbeing, Careers Advice and Guidance, Childcare provision, and Financial Support is available on the website.

Admission procedures for full time courses are aimed to ensure students have the potential ability to achieve and to successfully complete their chosen course of study and to contribute to the learning environment.

Each applicant is assessed as an individual and this is based on the outcome of some or all of the following activities and information:

- Interview
- Skills or Trades tests
- Taster or portfolio interview
- Previous qualifications/experience
- References

During the initial assessment, the interviewer will explain the options available to match the applicant's interests, including apprenticeships where appropriate. The interview is an opportunity for applicants to discuss their options before making a decision.

All full-time students are required to enrol either online or in person. Learning agreements for these students will be produced and emailed once the enrolment has been completed; ID cards are issued during the student induction days.

Right of appeal against decision to refuse admission

Where applicants are refused a place, an offer has been withdrawn (or refused a place on the course or programme applied for), they have a right of appeal against the decision. This right must be exercised within five working days of the applicant being refused admission by writing to the Group Directors at courseappeals@mkcollege.ac.uk setting out the grounds of their appeal. The unsuccessful applicant will then be invited to an appeal meeting with a Group Director at which they will have the right to be accompanied.

The appeal meeting will normally take place within ten working days of receipt of the unsuccessful applicant's grounds of appeal. The applicant will be written to within ten working days of the appeal to confirm the College's decision. This decision is final and there is no further right of appeal.

