



East Coast College

Admissions Policy

Quality Document Number	QD130
Version	January 2023
Document type	Policy
Accountable Officer	Deputy CEO
Responsible Officer	Admissions and Reception Team Leader
Review Period	Biennially
Review Date	Feb 2025
Equality Analysis	January 2021
Student council	Student feedback collected – student council approval pending
SLG Approval	17 4 23
Informed	All departmental staff

Contents

1.	Background.....	3
2.	Conditions for Admission to the College.....	3
3.	East Coast College commitment to prospective students.....	3
4.	FE Course Application Process.....	4
5.	University of Suffolk (UoS) Higher Education (HE) Course Application Process.....	5
6.	Apprenticeships, Commercial and Projects.....	5
7.	Maritime	5
8.	Offers of a place on a course.....	6
9.	Reasons for not offering a student a place	6
10.	Enrolling at the College.....	7
11.	Admission appeals/complaints procedure.....	7
12.	Monitoring and Quality	8

1. Background

East Coast College is committed to supporting all applicants locally, nationally or internationally seeking entry to East Coast College to access the right course for them. The College is fully committed to considering applications from prospective full and part time students in a consistent manner and without prejudice. The College will ensure effective supportive information is in place to allow prospective students to make an informed decision on their choice of programme.

East Coast College aims to provide a curriculum offer that meets the diverse needs of our customers, supported by our values to be aspirational; respectful; professional and successful. The College will seek to enhance the wellbeing of all our students and provide a learning and working environment in which each individual is encouraged to fulfil their potential.

We are clear that placement onto the right course and programme of study is at the heart of student success. Whilst we aim to offer provision to all applicants, we recognise that for some students the College, its courses or facilities, may not be appropriate. In these cases we will provide impartial advice about provision at other colleges, training providers and educational institutions and support transition where required.

2. Conditions for Admission to the College

East Coast College has general conditions for admission of students to the College:

- The ability for student to benefit from, and succeed in one of the programmes of study that the College offers with reasonable adjustment where required.
- The willingness of a student to positively commit to their whole programme and to the College community with reasonable adjustment where required.
- That all conditions of a place offer are met.
- That all course fees, where applicable are paid as required.
- That all requested information that is relevant to their application is provided accurately to the College.
- That the student can provide documentation of their eligibility and right to stay and study in the UK.

3. East Coast College commitment to prospective students

Prospective students will be provided with clear, consistent and accurate information from which to base their decisions in an accessible format appropriate for their needs. This will include:

- All applications will be considered consistently, impartially and fully by the relevant subject course tutor / interviewer.
- Referral will be made to the College safeguarding team to support:
 - Looked After Children (LAC)
 - Unaccompanied / Asylum Seekers
 - Unspent criminal conviction is disclosed
 - Mental Health disclosure
 - Social Worker / Support worker disclosure
- Referral to the College SEND team where an EHCP, high needs, medical need or learning support need or disability is identified at applications stage. To ensure the individual's needs can be supported, adhering to all appropriate duty.

- Course entry criteria, content, indicative work commitment and methods of assessment.
- Entry target qualifications and conditions where applicable and in line with advertised criteria.
- Details of grants, loans, subsidies and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees.
- Details of the curriculum support services and assistance which are available to students with specific learning requirements. This will provide the opportunity to visit the College and meet with course tutors and support staff.
- Opportunities to receive impartial advice and guidance from College careers team and signposting to information.
- Where it is necessary to place the prospective student on a waiting list, they will be updated with any progress.
- Information made available for speakers of other languages and in an accessible format to meet needs.
- Advice on eligibility when considering pre-16, 16-19 and adults in line with current funding guidance.
- Advice on courses, levels, modes of study and progression routes.
- Enrolment, awarding body registrations, tuition, examination and any other financial charges associated with a course which a student will have to bear during the course.
- Financial support available.

4. FE Course Application Process

All applications will be considered consistently, impartially and fully by the relevant course tutor / interviewer.

Applications can be received via:

- ECC website
- Help you choose
- In person
- Email

An applicant can expect:

- a) An automated acknowledgement of the application being received electronically. Where an application is completed in person an acknowledgement will be sent within 24 hours of receipt.
- b) An interview will be arranged within one week of the application being received, apart from when interviews are held at the school and dependent on the school to agree a date.
- c) Opportunities to discuss any disability or additional support requirements with a suitably qualified member of staff prior to or during interview.
- d) An interview which is informative for the potential student and the College. It should provide the opportunity of exploring the applicant's reasons for application, career plans, any support needs and other factors which may influence the applicant's suitability for the course. The interview may be face to face, video-call or by telephone.
- e) An offer of a place on an appropriate course will be sent within 5 working days of an interview.
- f) The opportunity to take part in applicant feedback.
- g) Communication to follow up offers made.
- h) Information to support transition to college.
- i) Information on the enrolment process.

5. University of Suffolk (UoS) Higher Education (HE) Course Application Process

- All applications for HE programmes must be made via the UCAS online system. Full details of how to apply and help to navigate the UCAS Apply system are available online at www.ucas.com.
- Applicants are responsible for creating their own tracking profile with UCAS, which will enable them to apply to up to 5 higher education institutions, should they so wish.
- All applications will be considered consistently, impartially and fully by the relevant Course Tutor. In some instances an applicant may be asked to attend an interview, in which case the HE Office will write to those applicants to advise of the date, time, location and any additional details required for the interview.
- All decisions made by UoS (conditional/unconditional offers or declined applications) will be processed via UCAS by the set UCAS deadlines. Applicants are expected to respond to offers by the set UCAS deadlines. Failure to respond will result in an offer being retracted via UCAS process 'Decline by Default'.
- It may be possible for applicants to add additional choices if they have not used their initial 5 choices, have been rejected from their choices or have received declined offer(s) (UCAS Extra).
- Applicants who have received their results but no offers have been received or they have not met the criteria of their conditional offer, will qualify to enter the 'Clearing' process which starts mid-July
- UoS will aim to confirm places by the end of August and applicants will be invited to enrol with UoS at the end of August/beginning of September.

6. Apprenticeships, Commercial and Projects

- **Apprenticeship applications** can be received through a general enquiry or a direct referral from an employer. The process will ensure that there is direct contact with the prospective employer and apprentice, as well as initial assessment and advice on proceeding with the application. Where the college feels that there may be the requirement to undertake pre-apprenticeship training, this will be fully discussed to ensure that the offer meets individual need and a suitable apprenticeship starting point.
- **Commercial applications** can be received via the website application process, direct to the business co-ordinator or via the relevant employer enquiry process. Where the required is a refresher, the delegate will need to produce the required qualification evidence to justify refresher training. Once the course booking has been confirmed, joining instructions will be forwarded to the delegate.

7. Maritime

International Maritime

- Applications are via the college website and shared with the Maritime department or applications can be made directly to the maritime department through maritime@eastcoast.ac.uk. The Maritime administrator arranges the interview directly. The Maritime team conduct further checks to ensure applicants meet the criteria of the course, making the conditional offer once complete.
- Where a conditional offer is made, the maritime administrator will then send the offer to the applicant and liaise between the applicant and the University of Suffolk to administer the CAS interview and acceptance process.

Enrolment will only be made following CAS issuance and full payment of course fees.

Maritime Cadets

- Maritime Cadet applications will follow a two-stage process. The first stage of application will follow the FE application process (as detailed in section 4). Following an offer of a place on the cadet course the maritime administrator will direct the applicant to the available cadet training companies for the second stage of application. The applicant will be interviewed by a training company before the sponsorship and allocation of employer placement for the programme can be made.
- *Training companies administer the cadet employer sponsored placements and monitor the cadet through out there training course.*

Access to Maritime and Pre-Cadet Programmes

- Applications are via the college website and shared with the Maritime department. The application will follow the FE application process (as detailed in section 4). The Maritime administrator arranges the interview directly. The Maritime team conduct further checks to ensure applicants meet the criteria of the course, making the offer once complete. On receipt of the interview form with the confirmed offer the college admissions team send the offer to the applicant.

8. Offers of a place on a course

- An offer of a place on a course may be conditional or unconditional. If the offer is conditional these will be clear in writing to the applicant. Even if an offer of a place is made, the delivery of the programme remains subject to sufficient actual enrolments being made.
- In the event that a programme becomes oversubscribed, the College will explore increasing the number of cohorts available or, where possible, offer a suitable alternative programme.
- The College reserves the right to change the campus that the course is offered at where the need is required. The College will contact applicants as soon as a decision is made to inform them of the necessary changes.
- An offer may be withdrawn if the applicant does not accept it by any deadline stipulated in the offer letter. The College will withdraw an offer if a student submits false or misleading information that was instrumental in securing the offer of a place.
- Where an applicant is not given an offer of a place they can request a clear explanation of the reasons, referred to an adviser and follow the complaints procedure.
- Formal acceptance of offers is subject to learners accepting the College's terms and conditions and completion of any other documentation or expectations that the College may reasonably request or accept.
- The College reserves the right to amend or withdraw any offer on the basis of subsequent information received or becoming evident.

9. Reasons for not offering a student a place

The following reasons may apply when not offering a student a place on a course:

- Evidence is available that the applicant is unable to meet the minimum entry requirements for the course.
- The applicant has provided false or misleading information.
- The applicant does not have the right to stay and study in the UK.
- The applicant does not ordinarily reside in the UK.
- Following a full investigation (including Disclosure and Barring Service checks where

appropriate e.g. teaching, childcare, health studies) the applicant is found to be unsuitable to work with any relevant groups.

- Judged against the entry requirements of the programme, the applicant is unlikely, in the opinion of the College, to be able to succeed in, or benefit from, attending the programme.
- The provision of the necessary facilities and support would place an unjustifiable demand upon College resources.
- Insufficient numbers have applied for a course and it is necessary for the College to close or cancel the course. The College will endeavor to inform applicants as soon as they are aware that a course is full or cancelled and aim to help find a suitable alternative programme.
- The College reserves the right to decline admission to an applicant who has previously been excluded from this or any other educational institution, following careful consideration.
- The College has a duty to ensure that it spends / invests public funds, with care. It reserves the right not to admit an individual who previously attended the College but in the view of the College failed to make sufficient effort or progress towards successfully completing their studies.
- In the interest of duty of care, East Coast College reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to themselves or others.
- East Coast College may choose not to admit an applicant where there are concerns that the student is not well enough to study or complete the programme, fully, or where there are significant concerns that to undertake the course of study may not be in the best interest of an applicant's health or wellbeing.
- East Coast College may choose not to admit an applicant who has any outstanding debt to the College.
- The vast majority of applicants with spent convictions are admitted to College, but the College has a duty of care to all staff and students. The College, where it deems appropriate, will consult with appropriate supporting agencies when considering the application and will carry out a risk assessment following disclosures of criminal convictions.

10. Enrolling at the College

- To enrol as a student at East Coast College, applicants must complete an enrolment form, this must be signed by an appropriate member of staff and make arrangements to pay the stated fee. This is an important contractual stage in the admissions process.
- Students will be expected to provide suitable ID, such as birth certificate or passport upon request in order to ensure eligibility to study in the UK. Evidence requested may vary depending on funding requirements for each course.
- Students will be required to provide evidence of prior qualifications upon request.

11. Admission appeals/complaints procedure

Any complaint relating to the admissions process should be made following the standard college complaints procedure. If the applicant has reason to believe that the decision was subject to procedural irregularity, prejudice or bias, or that extenuating circumstances should be, and have not already been, taken into account. The challenge would be dealt with as a form of complaint.

- We recognise applicants may wish to ask why their application has not been successful or believe they have cause for complaint. Due to the level of competition for places on some courses there may be occasions where an applicant is disappointed with our decision.
- Applicants will not be discriminated against in any further application should they make an admissions appeal or complaint. All admission appeals/complaints that are received

from applicants are recorded confidentially and monitored as appropriate by the senior management team. Whilst following this procedure, information may need to be shared with other persons or organisations, which will be managed in accordance with the GDPR and the Data Protection Act 2018.

- If an applicant is able to present new information, relevant to their application, which was unavailable at the time the decision was taken by the interviewer not to offer them a place, then the application may be reviewed. Such information should be submitted in writing to the Admissions and Reception Team Leader.

The Admission Appeals/Complaints Procedure cannot be used where our decision resulted from:

- A failure on the applicant's part to fulfil academic requirements.
- A failure on the applicant's part to fulfil non-academic requirements (for example an unsatisfactory DBS Enhanced Disclosure).
- The applicant does not have the right to stay and study in the UK.
- Inappropriate funding being in place.

12. Monitoring and Quality

The Admissions Policy will be reviewed and evaluated through the Self-Assessment Review process. Evaluation of admissions processes is done through student and stakeholder feedback. This policy will be reviewed bi-annually. The College reserves the right to vary this policy.