

Admissions Policy

Responsible Senior Manager: Deputy Principal - Curriculum

Effective Date: August 2022

Related Policies:

- Fees Policy
- Equity & Inclusion Policy
- Information, Advice & Guidance
- Inclusion Policy
- Data Protection Policy

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1. INTRODUCTION

- 1.1 HSDC (which comprises of main campuses at Alton, Havant and South Downs) aims to offer an appropriate study programme that fits the progression needs and entry qualifications of the applicant through a fair and consistent admissions procedure.
- 1.2 This policy applies to all full and part time applicants for further and higher education courses at all campuses aged 16 and over. Separate arrangements apply for applicants of compulsory school age and apprentices.
- 1.3 HSDC embraces equity and diversity and operates an open access policy. We therefore welcome prospective students with different interests and abilities and from diverse backgrounds. At all times HSDC will consider and adhere to its duty under its commitment to equity, diversity and inclusion in line with the College's Equity and Inclusion Policy and the Equality Act 2010.
- 1.4 HSDC will publish general entrance requirements in the prospectus and on the websites and prides itself on the impartial advice and guidance it provides prospective students regarding the suitability of courses to meet their needs and to help ensure they enjoy and succeed in their studies. Each individual programme of study has their own specific entry criteria and applicants are strongly recommended to refer to the College prospectuses and course information which are available via the College websites, at Open Evenings or on request.

2. ADMISSIONS CRITERIA

- 2.1 Students must hold a valid British passport or meet the criteria of ordinarily resident as set out in the current funding body's Learner Eligibility Guidance document. The Education & Funding Agency regards as ordinarily resident in a given country any person who habitually, normally and lawfully resides from choice and for a settled purpose in that country. 'Overseas' students who do not meet the 'home learner' criteria must meet the UK Border Agency 'Tier 4' requirements (see section 4).
- 2.2 Students from overseas who do not have an UK passport or who have not been living in the UK for the past 3 years may have to pay full tuition fees (where applicable) and will need to meet UK residency requirements and provide the College with further information about their circumstances.
- 2.3 Prospective students must satisfy the qualification entrance criteria for their courses as described in the prospectus and course information, and their programme of study must enable progression.
- 2.4 Applicants with non-standard or atypical qualifications (e.g. applicants with qualifications gained in another country), will be asked to provide evidence of their qualifications equivalent to those recognised by the College and may be required to undertake additional assessments to ensure they are placed on the appropriate course. The applicant will need to provide a Statement of Comparability, which can be obtained through an organisation such as Ecctis <https://www.ecctis.com/>.
- 2.5 We must be satisfied that students applying to the College intend to complete and pass their course.
- 2.6 For some courses, Disclosing and Barring Service (DBS) checks or a certificate of medical fitness may be required.
- 2.7 Any applicant that declares some form of disclosure or safeguarding concern will be asked for further details; the decision to offer a conditional place at the College will rest with the view of the Safeguarding Panel.

- 2.8 Applicants who are over 19 at the start of a full-time programme of study or turning 19 before the start of the second year of their Level 3 qualification will be required to complete the appropriate funding declaration before interview and may be subject to tuition fees.

3. APPLICATIONS

- 3.1 We welcome applications from prospective students from a wide range of backgrounds and abilities. Prospective students will normally be interviewed and usually offered a place at the College, providing they meet the criteria described in Section 2 above.
- 3.2 All current students may apply to undertake a further programme of study following the admissions procedure for internal progression. The College will always consider an application from a student who has proven the need to continue their study to reach their educational potential. The College has the right to decline progression for students due to Government funding restrictions or previous non-achievement of the College standards for attainment, attendance and behaviour.
- 3.3 All applicants for full time courses will be offered a College interview, this interview is bookable by the applicant through an online system activated once the application is received. Where arrangements have been made with the school that prospective applicants will be interviewed at the school then the school will notify applicants of the date of interview. The College reserves the right to offer interviews via telephone, in person or through various online platforms depending on circumstances. Students may apply for more than one course. This will be discussed at their interview and the final place confirmed at enrolment. Some part time courses do require an interview or assessment.
- 3.4 The admission conditional offer will be based on the outcome of the following activities and information:
- Interview/enrolment event
 - Entry Qualifications/experience
 - Academic judgement and discretion when assessing prior attainment
 - Assessment of Portfolio*
 - Audition*
 - References*
 - Skills tests*
- 3.5 At the enrolment stage of the admissions process the final course will be decided upon. The College reserves the right to limit the number of places on a programme, to define a minimum number of students required for a programme to be delivered, and to cancel an advertised programme if required. All courses require a viable number of students before they can run and therefore, to ensure costs are covered, a minimum target number of students is set for each course. Please note that late withdrawals by students can affect viability right up until the course commences. In the rare event that a programme is cancelled at short notice, the College will direct applicants to alternative suitable provision both within the College and at other providers as appropriate.
- 3.6 In some exceptional cases an Awarding Body, for a course, may also themselves specify a minimum number of students to be entered for an examination by a centre at any one session which in turn will determine the minimum number.

* Where appropriate

- 3.7 Admission decisions will be communicated to most applicants directly in person at interview, by letter or email, unless subject to 2.7, 2.8 or 3.4 where the applicant will be informed later.
- 3.8 Applications should be made as soon as possible as popular courses will inevitably fill up quickly. When a course becomes full, subsequent applicants will be placed on a 'waiting list' which will be assessed in date order should it become possible to put on another course. An Assistant Principal or the Director of SEND must approve the creation of any 'waiting list'; the Director for Marketing & Admissions will manage communication with the affected applicants and their placement either onto the course or an alternative.
- 3.9 The College reserves the right to refuse applicants a place in some circumstances, including:
- To re-take a course which the applicant has previously studied at HSDC or any other school/college unless there are extenuating circumstances;
 - If there is evidence to suggest that the student will not benefit from the proposed course at the College;
 - If there is evidence of a significant risk, on safeguarding grounds, that their presence may adversely affect students applying to, or currently at the College; where the interest of the wider college community may be compromised.
 - If a student was dismissed from the College in a previous academic year.
 - Where the College believes that a student is unable to commit the required amount of time or effort to succeed.
- 3.10 Where a programme of study is not considered suitable to meet the applicant's needs, including where entry criteria have not been met, the College will do one of the following:
- Offer a place on a more suitable programme or ensure that a further interview is arranged for a suitable alternative programme
 - Offer a guidance interview with a member of the Careers Team
- 3.11 The College may, in exceptional cases, decide to admit a student conditionally. In these circumstances the conditions which the student must meet, to be admitted to the College and/or to be allowed to remain on their course, will be put in writing. A named curriculum manager will be responsible for ensuring that effective monitoring and communication with all interested parties is in place for such an arrangement.
- 3.12 Students who are under 16 on 31st August, in the academic year they are applying for, will be admitted in exceptional circumstances only. This is normally by agreement with the Local Authority Education Inclusion Manager.
- 3.13 HSDC welcomes applications from students with additional learning needs. Applicants who indicate that they have learning, or medical difficulties/disabilities are given the opportunity to meet a specialist from the Learning Support Team to discuss needs and agree the support to be provided. Where it is impracticable for the College to accommodate an individual because of the specific nature of their needs, the College will inform the applicant as soon as possible and will endeavour to advise on possible alternative arrangements elsewhere.
- 3.14 Where a study programme is substantially changed or discontinued, all applicants will be informed and offered another study programme. Part time enrolments will be contacted and offered another course if available, or a full refund will be made if the course has been cancelled prior to starting.

4. INTERNATIONAL ADMISSIONS

- 4.1 We welcome applications from prospective students who are foreign nationals residing inside and outside of the EU.

- 4.2 Students applying for a Level 3 course of either 'A' Levels or vocational qualifications must meet our standard entry requirements in addition to specific subject entry requirements, or an equivalent qualification if studied outside the UK, and be aged between 16-19.
- 4.3 In addition to meeting published academic entry requirements for their proposed course of study, international applicants must also meet the current UK Visa and Immigration (UKVI) requirements for the Tier 4 (General) Student Visa Points Based System.
- 4.4 Prospective students must be able to demonstrate a level of English equivalent to the International English Language Testing Service (IELTS) of 5.5 in each of Reading, Writing, Speaking and Understanding for a one or two-year course.
- 4.5 In order to comply with current UKVI regulations, international students applying for a Tier 4 (General) Student Visa must be over the age of 16. The College reserves the right to refuse a place or offer a later start date for a student whose 16th birthday falls after the start of the academic year.
- 4.6 If a face to face interview is not possible, online interviews will be held before any formal offer is made.
- 4.7 All payments are required in advance and for the full amount before any Certificate of Acceptance for Study (CAS) is issued.
- 4.8 Full fees for tuition and other associated costs of study must be received by the College before the start of any course.
- 4.9 International students will be accommodated with host families as directed by HSDC staff. HSDC works with agencies for host family accommodation and will link families with the relevant organisations for this.
- 4.10 As a Tier 4 Sponsor, the College is always obliged to meet the requirements of the UKVI Tier 4 (General) Student Visa regulations which are subject to change without notice.

5. HIGHER EDUCATION

- 5.1 For admissions and enrolment of potential students on Higher Education courses franchised by a university, we will adhere to the Admissions Code of Practice as detailed by the University.
- 5.2 Students applying for full-time HNC/Ds will process their application via the UCAS process. Decisions will be indicated on the UCAS portal, which the applicant can track.

6. COMPLAINTS & APPEALS PROCEDURE

- 6.1 Any applicant who has been unsuccessful in gaining a place with the College is entitled to understand why they have not been admitted.
- 6.2 If an applicant is unsatisfied with the reasons given for their refusal, they can appeal in writing via the College Suggestions, Compliments and Complaints procedure which can be accessed via the College website or by contacting Customer Services on 023 9387 9999 for courses on the Havant and South Downs Campuses or 01420 592200 on the Alton Campus.
- 6.3 A designated senior member of staff will:
 - Review the written request by the parent/student;
 - Review the evidence upon which the decision was made;
 - Consider any new factors that are brought to their attention;
 - Determine whether the correct decision is considered to have been made in accordance with the College's Admissions Policy.

- 6.4 If they believe that the decision is incorrect, they may recommend that the student is offered a place at the College. The appeal decision will be final and a written response informing the parents of the results of the review will be sent within 10 working days of the receipt of the written appeal.
- 6.5 Where the College has described conditions, a student should meet before they are admitted, and these conditions are not fulfilled, there is a right of appeal as described above in paragraph 6.4.

Disclaimer: The College reserves the right to change its Admissions Policy, without consultation, in accordance with unforeseen circumstances (e.g. unexpectedly high/low applications or other budgetary issues or unforeseen changes to a course/subject entry requirements)