Admissions Policy

Valid from	**October 2025**
Next review (academic year)	**2027/28** **(earlier if any significant legislative or funding changes)**
Policy Owner	Justine Gooch
Committee approval	
Policy & EIA Approval date	
Board of governors' committee Approval date	**07/10/25**
Board approval necessary	**Yes**
Date of Board approval	
Summary of Changes	*Policy document has been rewritten to ensure coherence and remove unnecessary information eg funding eligibility criteria that is better explained elsewhere* *Main admissions policy content and sections remain the same* *Clarified information re safeguarding risk assessment, declaration of criminal convictions and reasons for refusing admission and appeal process.*

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SCOPE

This policy outlines the principles followed by Stanmore College to operate an effective, fair, reliable and inclusive admissions and recruitment process for FE students.

POLICY STATEMENT

Stanmore College welcomes applications from all prospective students. The College will ensure that all applications are considered fairly on an individual basis without discrimination. The College welcomes a student body that is diverse in terms of background and experience

Stanmore College adheres to relevant UK Government funding and eligibility guidelines which are regularly updated and publicly available.

Stanmore College will ensure that all admissions activity and data handling complies with General Data Protection Regulations

1. RESPONSIBILITY OF APPLICANTS IN THE ADMISSIONS PROCESS

Applicants are expected to:

1.1 Provide accurate information in course applications submitted to the College.

1.2 Respond in a timely manner to any requests for further information from the College (this includes third party references or school reports).

1.3 Communicate any changes to the information originally supplied in their application as soon as possible.

1.4 Learners with an EHCP or learning or other disability should ensure that this information forms part of their application to ensure that the College inclusive learning support team can discuss and support reasonable adjustments where these are needed and that the applicant can be effectively supported both as part of the application process and on course.

1.5 Applicants will only be considered for qualifications the College offers to their age group (16-18 or 19+)

2. RESPONSIBILITY OF THE COLLEGE IN THE ADMISSIONS PROCESS

The college will:

2.1 Give all applicants the opportunity to disclose a learning and/or other difficulty or any other barriers to their education

2.2 Offer all potential learners' impartial advice and guidance in order to help individuals decide on the course of study best suited to their needs and aspirations.

2.3 Ensure that all applications are considered fairly and in line with the College's Equality, Diversity and Inclusion Policy.

2.4 Issue a clear decision to the applicant, which could be:

- a conditional offer (e.g. conditional upon criteria such as exam results)
- an unconditional offer / a direct offer
- a deferred offer

- a rejection/no offer

2.5 If an applicant is not offered a place on a course, they will be given a clear reason and be offered support to explore alternative study options where possible.

2.6 Ensure the applicant is made aware of any fees required, where applicable. Admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees where these are required by the due date.

2.7 Ensure all admissions procedures including assessment and other screening are fair and recognise the specific access needs of the College's diverse community.

3. MARKETING AND RECRUITMENT

3.1 The College is committed to the provision of timely, clear and consistent messages in its marketing and recruitment information, and to the management of activity, which leads to the inclusive admission of students to the College.

4. CRITERIA FOR ADMISSIONS

4.1 Entry requirements are determined before the proposed point of admission and are published on the website and will be discussed with/ made clear to applicants. The College reserves the right to amend its entry requirements and/or fees (subject to approval by its validating institution where appropriate) before enrolment.

4.2 Where admission is dependent upon external funding, the College reserves the right to make sure that this funding is secure prior to enrolment.

4.3 Admission will be approved providing:

a) The applicant meets DfE/GLA ASF or any relevant other funding body's eligibility criteria and requirements, where applicable

b) The applicant satisfies all pre-course entry/assessment requirements including completing all paperwork accurately, returning requested forms on time, attending appointments/interviews/assessments where required

c) The applicant meets the specific entry requirements of the course(s) applied for

d) Approval from the relevant curriculum staff is received by the admissions team.

e) Satisfactory references and/or school reports are received, if requested.

f) There is sufficient demand to run the course, and space available on the course or programme of study

g) In the case of an apprenticeship or other study where employment is a required part of the programme, that appropriate employment is secured

h) A satisfactory DBS check has been provided where required (eg Early Years)

i) Where learners are fully or co-funded or have other fee remittance, the applicant must provide all relevant evidence and documentation as required by the funding agencies

j) Any other specific requirements, as noted in individual course information, are met

4.4 To be officially enrolled a learner must have completed and signed relevant and up to date enrolment documentation and committed to the appropriate fee (where this applies).

5. SAFEGUARDING RISK ASSESSMENT

5.1 Applicants are encouraged to alert the College of any reason or circumstance that may affect their attendance, safety and wellbeing, or the safety and wellbeing of other students or users of the college. The College reserves the right to conduct a Risk Assessment based on any information declared or that comes to light. This will be taken into consideration by the Safeguarding Lead when making a decision about admitting an individual to the College

6. CRIMINAL CONVICTIONS

6.1 Stanmore College welcomes applications from all potential students including those who have criminal records. The College will not reject a place to an applicant with a criminal record purely based on the disclosure of it.

6.2 The College will carry out a risk assessment to ensure that applicants with a criminal record are not a risk either in relation to the chosen course or for other staff or students. The risk assessment may involve gaining information from third parties (e.g. probation, multi-agency teams).

6.3 It is the responsibility of the applicant to ensure that honest disclosure is made. Where a risk assessment shows that the criminal record held by the applicant poses a safeguarding risk to themselves or other students or staff or cannot meet the criteria to be successful on the course the College will reject the application.

6.4 If a student fails to declare their criminal record at the application/ enrolment stage and this subsequently comes to light the College will carry out a risk assessment. The College reserves the right to withdraw the enrolled student If the risk assessment shows that the student is a safeguarding risk to themselves or other students staff or cannot meet the criteria to be successful on the course.

7. APPLICATIONS FOR STUDENTS UNDER THE AGE OF 16

7.1 All applicants must be 16 or over on 1st September of the academic year in which they wish to start their study. 14-16-year-old learners will not be given a place at the college and should ensure they contact the relevant local education authority for advice on school admissions. Any requests for group or individual 14-16 provision will solely considered at the bequest of the local authority, will be directly funded by the local authority and carried out in partnership.

7.2 If the College develops specific discrete 14-16 provision, then recruitment to this will typically be done in conjunction with local authorities or partner schools/ organisations.

8. INTERNATIONAL STUDENTS

8.1 An international student is one who does not qualify as a Home Student under DfE/GLA funding guidance. International students are charged fees at a higher rate to reflect the full cost of their individual learning programme.

8.2 Stanmore College does not typically take international students through the UKVI route but may do so in exceptional circumstances in line with its allocation and all criteria and eligibility rules in line with UKVI requirements and its own College requirements. International applicants should contact the admissions manager at the college for further information in the first instance

9. ENTRY CRITERIA

9.1 The College accepts a wide range of qualifications from UK applicants as entry criteria for its courses. The College will verify the result of any qualification. Applicants will be required to present original results slips/ certificates as part of the enrolment process.

9.2 For some programmes and courses, applicants will also be asked to take an initial screening or course specific assessment. The purpose of this is to assess the applicant's level (of maths and/or English or a skill where the course is skills-based) in order to place the student on an appropriate level of course.

9.3 Applicants who have previously taken qualifications outside the UK should present evidence of their previous qualifications to enable the College to determine their equivalency using UK ENIC.

9.4 For some 19+ courses previous qualifications are not necessary and

applicants' ability or suitability will be assessed via initial screening or course specific assessment prior to acceptance on the course.

9.5 The College may request a reference or report from an applicant's previous school or other relevant referee showing their suitability to follow a programme of study at Stanmore College.

9.6 Applicants wishing to be considered for entry to the second or third year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying, will be considered in accordance with the relevant awarding bodies policy on Accreditation of Prior Learning.

9.7 Students progressing within the College (to the next year, a higher level of study or to another course or subject, in line with funding guidance) must have a positive record of study at the college and have passed the relevant qualifications and assessments for progression. Specifically -

- The previous programme of study has been completed, and students meet the entry criteria set for the course they wish to progress to
- There is a good record of behaviour, punctuality and attendance to all lessons, support sessions and tutorials
- Students meet funding and eligibility criteria as specified by the DfE/ GLA or other relevant funding body.
- The learner is able to cope with the demands of the next level of study.
- The teacher indicates that the learner can progress to the new programme
- Where the entry criteria have not quite been reached by exception and with consideration of individual circumstances a learner may be allowed to progress at the discretion of the college where all other progression criteria above have been met.

9.8 It is possible for a student's level to be changed after the point of enrolment, should the curriculum team further assess that this is necessary. This will be discussed with the student.

9.9 Students who fail to complete their course of study and then reapply will not normally be offered places. Any individual requests will require approval from the Assistant Principal for the area, must meet funding and eligibility criteria and will be due to evidenced exceptional circumstances

10. DISCONTINUATION OR SUSPENSION OF COURSES

10.1 The College reserves the right to discontinue or suspend a course including where offers have already been issued, or students enrolled but will only do this in exceptional circumstances.

10.2 Where a course is discontinued, applicants holding offers or enrolled students will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative course offered by the College or alternatively supported by the College advisers and signposted elsewhere.

11. RIGHT TO REFUSE AN APPLICATION

The College reserves the right to refuse admission, at the college's discretion, to an applicant who:

a) Does not meet the admission criteria and no alternative course offer can be provided

b) Is not able to provide a reference or report indicating an appropriate commitment to study where this is requested.

c) Withholds information or provides false or misleading information

d) Has convictions that have not been spent or can never become spent

e) Has previously been excluded from Stanmore College or another educational institution

f) Has previously attended this or another education establishment and not completed courses, including all external assessments.

g) Has outstanding debts to Stanmore College.

h) Showed behaviour at interview or as part of the applicant journey or any pre-course events or induction that causes significant doubt about the applicant's ability to adhere to the expected standards of behaviour needed for learning.

i) Poses a significant threat or danger to others. Stanmore College recognises it has a duty of care to students and staff and reserves the right not to admit an applicant where there is evidence that they could be a risk, following a safeguarding risk assessment.

j) Where it is found after enrolment that a student is in breach of any conditions outlined above they can be withdrawn under the terms of the 'Admissions Policy'

12. APPEALS

Applicants who wish to appeal against any decision made during the admissions and enrolment process should contact the College via email at complaints@stanmore.ac.uk with the subject line - **Admissions Appeal** within 5 working days of the decision being communicated. The email must outline the reasons why the decision to not offer a place is wrong. The College will make every reasonable effort to respond to the appeal within 10 working days of acknowledgement. Where unusually a response is likely to take longer than 10 working days the College will provide an interim update. The Deputy Principal or their

nominated representative will assess the evidence, and the applicant will be notified in writing of the decision. This decision is final.