



**Cheshire College**  
**South & West**

## FE Admissions Policy

Key Information	
Policy Reference Number	CCSW - ADP
ELT Post Responsible for Update and Monitoring	Vice Principal – Curriculum, Innovation & Quality
Published on Website	Yes
Date approved by ELT	21 November 2023
Date Approved by Governor's Committee (if applicable)	27 November 2023
Date of EIA Review	21 December 2023
Date of Next Policy Review	09 November 2026

## **1. Scope**

- 1.1 Cheshire College South and West (the College) is committed to offering a fair and transparent admissions policy for all its' prospective learners.
- 1.2 The College will apply this policy to all applicants to Further Education (FE) study programmes.
- 1.3 This policy will not discriminate either directly or indirectly against any individual on the grounds of gender, race, ethnicity or nationality, sexual orientation, marital status, religion or belief, age, disability, socio-economic status or any other personal characteristic.

## **2. Statement of Key Principles**

- 2.1 Cheshire College South and West offers a broad range of learning opportunities to ensure that individuals can be matched to a programme of study that is best suited to their ability and future direction.
- 2.2 Entry requirements are outlined on the College website and in the College prospectuses. If an applicant fails to meet the entry requirements the College reserves the right to decline an offer of a place.
- 2.3 Reasonable adjustments will be made to enable disabled applicants to access programmes of study.
- 2.4 No applicant will be discriminated against on the grounds of age, disability, gender, pregnancy and maternity, race, religion, sexual orientation or transgender status.
- 2.5 All applications to the College will be treated confidentially and personal information will be handled in line with legislative requirements.
- 2.6 Applicants should be aware that the College has high expectations regarding learner attendance and behaviour and failure to meet these expectations may result in a learner being withdrawn from their programmes of study.

## **3. Information and Guidance**

- 3.1 All applicants can seek advice and guidance from the Admissions Team, who may then signpost the applicant to the appropriate curriculum area for further information.
- 3.2 Applicants will receive acknowledgement of receipt of their application within 2 working days and on-line applications will receive an automatic acknowledgment of submission.

## **4. Entry Requirements**

- 4.1 Each application will be considered against academic and other entry requirements set out in the relevant College publications and course information documents.
- 4.2 Applications will undertake initial screening and applicants will then be invited to attend a guidance interview before their application is approved.
- 4.3 Applicants will be asked to identify any additional support requirements, so that the College can assess their needs and identify any support and/or reasonable adjustments.
- 4.4 If a learner support need has been identified, applicants will be contacted by a member of the Learner Support team and their needs will be discussed and any support plans put in place, in time for the start of their programmes of study.
- 4.5 Learners who have a current Education, Health and Care Plan (EHCP) will be assessed according to their EHCP, to ensure timely provision of support and the necessary liaison with local authority. Any adjustments required will be considered in terms of the likely impact of meeting the required needs.
- 4.6 All applicants will be required to disclose any criminal conviction or other issue which might reasonably be considered to have an impact on their suitability to join the College.

4.7 When considering applicants with criminal convictions the College will comply with the Rehabilitation of Offenders Act 1974.

4.8 Applicants to some courses may require a Disclosure Barring Services (DBS) check.

## **5. Offers**

5.1 All offers will be conditional and the College reserves the right to amend or withdraw any offer based on any subsequent information or evidence received.

5.2 Most offers will be conditional on applicants achieving certain grades or other pre-entry requirements.

5.3 If the College chooses not to run a course or programme of study, learners will be advised of alternative provision, if available; however, the College is not obliged to make alternative provision in such circumstances.

5.4 All offers are subject to the acceptance of the College's terms and conditions and the completion of any required documentation.

## **6. Enrolment**

6.1 To enrol at the College, learners must complete the full enrolment process, which must be signed-off by the appropriate member of staff.

6.2 This enrolment form is the contractual stage of the process and includes any liability for fees, if appropriate.

6.3 All learners will be expected to provide authenticated proof of identification and certificates for prior qualifications, at this stage.

6.4 The College will compare the evidence provided at enrolment with validated achievements from the learners personal learning record which is a permanent online record of an individual's qualifications and achievements. Should a learner be found to have falsified their previous achievements the College disciplinary procedure will be followed.

## **7. Risk Assessment**

7.1 The College reserves the right to decline admission to any applicant who has previously been excluded from another educational establishment, following careful consideration.

7.2 In the interest of its duty of care, the College reserves the right not to admit an applicant where there is evidence that they may be a threat or danger to themselves or others.

7.3 The College may choose not to admit an applicant who has an outstanding debt to the College.

## **8. Appeals**

8.1 If an applicant is dissatisfied with the decision **not** to admit them onto a study programme they should write to the Vice Principal – Innovation, Curriculum and Quality, stating the reason for their appeal, within 10 working days of the decision being communicated to them.

8.2 The Vice Principal will respond to the appeal, in writing, within 10 working days.

8.3 When the appeal has been decided the outcome will be final.