

STUDENT ADMISSIONS POLICY

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



Policy No:	C19
Subject:	Student Admissions Policy
Last approved:	February 2025
Effective date:	February 2025
Person responsible:	Chief Executive Officer
Approved by:	Senior Leadership Team
For action by:	Admissions Staff
For information to:	All Staff and Applicants

This admissions policy lays out the criteria for admission to all courses and for all students at HRUC.

1. Admissions Criteria

The Admissions criteria is therefore based on the following criteria:

- 1.1 That applicants are able to demonstrate that they:
 - Meet the entry qualifications requirement and course criteria and are able to benefit from the course
 - Meet HRUC's standards for behaviour
 - Are committed to completing and achieving their qualifications
 - Are committed to full participation in their agreed Study Programme, in the case of full time 16-18 year olds, and in particular with respect to any English or mathematics qualifications that may be included as a mandatory element
- 1.2 The Admission of applicants will also be dependent on the applicant meeting HRUC's target priority groups as specified in our ESFA/AEB contracts.
- 1.3 Admission will be determined by:
 - a) Availability of Resources
 - b) Health and Safety issues

2. Qualifications and Course Criteria

- 2.1 The applicant must demonstrate that they:
 - have the required qualifications
 - meet other specific course related criteria as detailed in the fact sheet

- 2.2 Prior qualifications are not in themselves the only basis for acceptance onto a course. In addition the interviewer will look for:
- personal considerations
 - ability to succeed
 - determination
 - potential
- 2.3 Where qualification evidence is not appropriate due to individual circumstances, then HRUC will use other mechanisms to assess the students' ability to succeed (e.g. tests/interviews).
- 2.4 HRUC will seek to ensure that all students are given good guidance on the appropriateness of their chosen route, which will include:
- (i) vocational/academic aptitude
 - (ii) likelihood of success and behavioural/attendance factors
 - (iii) access to impartial careers information, advice and guidance
- 2.4 The judgements about capability are professional in nature. Admissions tutors will take account of all factors when making professional judgements about the applicant's likelihood of eventual success.

3. Behaviour

- 3.1 HRUC reserves the right to refuse admission to any applicant, either internal or external, who does not meet, or in our judgement, is unlikely to meet, HRUC Standards as detailed in HRUC policies and Code of Conduct for behaviour.
- 3.2 A judgement about each applicant's suitability will draw on evidence from:
- Reviews of behavioural record including any previous disciplinary actions
 - Previous exclusions (see 8.5)
 - Previous attendance record
 - Previous records of completion of work to deadlines
 - Adherence to Code of Conduct
 - Interview responses
 - Unspent criminal convictions
 - Courses that require a DBS police check (the outcome of which will be taken into account)
- 3.3 Should a student's circumstances change regarding any of the above either during the enrolment process or after a student has enrolled, then it is the duty of the student to inform HRUC of these changes.
- 3.4 HRUC has a diverse student body and we will endeavour to satisfy itself that the student will have a positive influence on other students within HRUC environment, this includes a commitment to upholding all College policies.
- 3.5 Any breach of code of conduct, either before, after or at admissions/enrolment, may lead to the applicant being refused admission or being withdrawn.
- 3.6 For external applicants, written references may be requested and further information sought from previous institutions (e.g. employers, Colleges, schools) in order to confirm the applicant's previous behavioural academic/employment record.
- 3.7 Students are asked to declare any unspent criminal convictions at enrolment. This is part of HRUC's duty to provide a duty of care to all staff and students. The declaration of prior convictions allows HRUC to review the suitability of admission on an individual basis. If a student does not declare unspent convictions at enrolment and subsequently enrolls, HRUC reserves the right to review this, and may withdraw the student at any time, if appropriate.
- 3.8 HRUC reserves the right to review all enrolled students and may decide to withdraw a student due to exceptional circumstances, such as new information becoming available regarding the student.

4. Public Funding for Priority Groups

- 4.1 In line with current government policy, priority for admission to courses and therefore access to public funding will be given to 16-18 year-old students and adults with basic skills needs and those adults specified as a priority in the annual government statement that accompanies HRUCs adult allocation.
- 4.2 Applicants in non-priority areas, or when target numbers have been reached in priority areas, may be required to pay up to the full cost of courses (see HRUC Fees Policy). In addition, applicants who have outstanding debts to the College may be refused admission.
- 4.3 HRUC reserves the right to apply its professional judgements in determining which individuals or courses meet priority needs.
- 4.4 HRUC does not admit Students under the age of 16 on the 31st August into full time courses. HRUC reserves the right to recruit appropriately to age related provision. In particular, where courses are predominantly provided for 16-18 year olds, and would not be appropriate or suitable for adults, the College reserves the right to refuse admission to adults over 19. As an example, the College would not admit a 25 year old adult onto an A level programme that is being provided predominantly for 16-18 year olds.

5 Resources

- 5.1 HRUC is committed to meeting needs, including making provision which meets all statutory requirements.

HRUC will make every effort to identify resources to meet needs; however, HRUC reserves the right to refuse entry to any applicant where there are insufficient resources to meet needs lack of public/private funding – technical workshop space, staffing.

- 5.2 HRUC will reasonably meet the needs of students with special educational needs or disabilities in accordance with the Equality Act 2010 and with respect to the SEND legislation which was effective from September 2014.
- 5.3 However, there are students with an EHCP for whom the College cannot meet their needs, or where to do so would be incompatible with the efficient education of others and the efficient use of resources and there are no reasonable steps that the college could take to overcome the incompatibility. In these cases the College will communicate this to the local authority responsible for the student's placement
- 5.4 Students should indicate on their application if an EHCP has been agreed by their Local Authority. Failure to declare an EHCP at application means that HRUC reserves the right to review if it can meet the needs (once the EHCP has been presented) and may decide to withdraw a student after an enrolment.

6. Health and Safety

- 6.1 HRUC reserves the right to refuse entry where health and safety (including safeguarding) issues may be compromised as a result of admission. Procedures for this are outlined in the College's Safeguarding policy and Fitness to study and Fitness to practice policies. For example, the College may decide not to enroll a student if it would be detrimental to the student's health (either mental or physical) or to other students. Further to this, if the College has legitimate concerns that a student may not be able to complete a course due to health reasons then the College may decide not to enroll the student.
- 6.2 HRUC reserves the right to review student admission.
- 6.3 All applicants are entitled to receive fair and impartial guidance. A specialist team of guidance advisers will provide in depth advice in addition to Admissions tutors.
- 6.4 HRUC does not normally take responsibility for administering prescription medication to

students. Students over the age of 16 can self-administer prescription medication as required. Exceptions to this are outlined in HRUC's Administration of Medication and Safe Storage of Prescribed Medication Policy and Procedure.

7 Applicants resident outside the UK or with overseas qualifications

- 7.1 In accordance with current UK Visa and Immigration and ESFA regulations HRUC will conduct a funding eligibility assessment of all students. If the student is unable to provide satisfactory documentation that aligns with ESFA regulations, the application may be withdrawn. This assessment will also be made to determine whether students will be liable for international fees rate, (See Fees policy for more information).
- 7.2 HRUC accepts and welcomes qualifications from overseas. We use UK ENIC to assess the equivalency of overseas qualifications and to assess whether the qualification is accredited in the country from which you obtained it. We require overseas qualifications to be submitted in their original form. Where a translation of an overseas qualification or award certificate is submitted, we will not take it as a direct translation of the academic level of that award.
- 7.3 Applicants may need to sit an entry test for the purposes of academic assessment. For students who are applying via the student route we will require them to sit a UKVI approved Secure English Language Test.

8 Refusal to Admit

- 8.1 If refused admission, all applicants have the right of appeal to the Principal or designated senior manager(s).
- 8.2 Applicants wishing to appeal an Admissions decision should write to the Principal within 5 working days of being notified that their application to HRUC has not been successful.
- 8.3 Applicants will have their appeal request acknowledged within 3 working days.
- 8.4 Applicants will be informed in writing within 10 working days of the outcome of their appeal.
- 8.5 Previously excluded students will not be enrolled in future years, but may write to seek an appeal of their admission by application to the Principal who will respond in writing to their request.

7. Other relevant policies:

- i) HRUC Fees Policy (*specified for each academic year*)
- ii) HRUC Equality & Diversity Policy
- iii) HRUC Fitness to Study policy
- iv) HRUC Fitness to Practice policy
- v) HRUC Safeguarding & Child Protection Policy
- vi) HRUC Mental Health Strategy and Mental Health Capacity Act Procedure.