POLICY 4 STUDENT ADMISSIONS					
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Policy and procedures issued: April 2014

Policy owner: Principal / CEO

UK Quality Code **references:**

Chapter B2 Indicators 1-12
Chapter B6 Indicators 2-4
Part C Indicators 1-3

In addition, parts of Chapter B3 may be relevant

Other external reference points:

Current regulations and protocols from UKVI concerning the student visa system and also those from SLC relating to student funding. Office for Students (OfS) requirements and guidance

Introduction

The Academy regards the operation of an effective student admissions process as vital to its success.

Terminology

In the context of this policy, 'admissions' is taken to include all arrangements whereby students are informed about the Academy, apply for its programmes, are selected for enrolment and are introduced to the requirements of their chosen programmes.

Scope

This policy covers arrangements by which students are initially informed about the Academy and enabled to select appropriate programmes, together with applications for enrolment, diagnostic testing, selection, enrolment and the systematic induction of new students.

This policy should be read in conjunction with Polices 2 *Academic Management*, 5 *Student Support, Engagement and Learning Resources*

Aims

The overall aim of the policy is to ensure that the Academy operates a clear, fair and consistent set of arrangements to select and admit students and to introduce them to their programmes of study.

Objectives

The objectives of the Admissions Policy and its related procedures are:

- to ensure that all promotional materials used to inform prospective students about the Academy are accurate, complete and fit for purpose (see *UK Quality Code* Chapter B2 and Part C)

- to ensure that any student recruitment activities on a face-to-face basis which are commissioned or directly organised are managed efficiently and professionally and that prospective student enquirers are dealt with in a courteous and supportive manner (see also Policy 8: *Marketing and Promotion*)

- if and when recruitment agents are used in the process of student recruitment, to ensure that they operate to the expected and published standards of the Academy and that their activities are regularly monitored (see also Policy 8: *Marketing and Promotion*)

- to ensure that information for prospective students includes appropriate and accurate guidance about welfare and pastoral services, as well as specific material to assist students who come from outside the UK (see *UK Quality Code* Chapter B2 and Part C)

- to ensure that selection criteria are fair, reasonable and clearly stated and that all employees dealing with student selection work with prospective students in a supportive and friendly manner (see *UK Quality Code* Chapter B2)

- to make arrangements for the efficient and confidential recording of all decisions concerning selection and to ensure that all communications with prospective students

are conducted in a supportive and non-bureaucratic manner (see *UK Quality Code* Chapter B2)

- to make arrangements to permit the recognition of prior learning in appropriate instances and ensure support for any students who make application through RPL (see *UK Quality Code Chapter* B6)

- to manage diagnostic testing, where required, with efficiency and sensitivity

- to ensure that successful applicants are fully informed about the Academy`s enrolment requirements (see *UK Quality Code* Chapter B2)

- to ensure that applicants who have not been offered a place are informed in a sensitive and supportive manner (see *UK Quality Code* Chapter B2)

- to ensure that all complaints and appeals about the student admission process are dealt with in an efficient, fair and reasonable manner (see *UK Quality Code* Chapter B2)

- to ensure that the induction of new students is organised in a timely, supportive and informative manner and that induction outcomes are appropriately evaluated (see *UK Quality Code* Chapter B2)

- to review on a regular basis the operation, currency and fitness for purpose of all procedures relating to student admissions (see *UK Quality Code* Chapter B2)

Related procedures

4.1 Enrolment and selection procedures

4.2 English language requirements

4.3 Recognition of prior learning (RPL) procedures

4.4 Attendance monitoring procedures

4.5 International recruitment

4.6 Student induction process