

New College Swindon

Admission Panel Terms of Reference 2022-2023



The Purpose of the Admissions Panel

New College Admissions Panel exists to consider applications from specific individuals (examples below), and to make decisions about whether a place can be offered to an individual in line with New College Swindon Admissions Policy and New College Swindon Equality and Diversity Policy.

Members

The New College Admissions Panel will consist of the following New College Representatives;

- Director of Curriculum (or appropriate SLT representative/s)
- Customer Services Manager (or designated alternative representative)
- Head of Student Services and Safeguarding
- Additional Support Manager
- The School Liaison Coordinator (or designated Ad Panel lead in Schools Liaison)
- Member of the Safeguarding team/Nurse
- The nominated Team Assistant to support with the administrative processes.

The panel will be considered quorate with 5 members present. (Not including the minute taker)

The New College Equality and Diversity Co-coordinator will act as a consultant to the panel when necessary.

The Pre-16 Coordinator (or appropriate pre-16 representative) will act as a consultant to the panel when necessary.

Who should be referred to the Admission Panel?

- 1) New Applicants who have disclosed an unspent criminal conviction
- 2) Students who have complex ALS (additional Learning support) needs
- 3) Students who are from EOTAS. (Education other than at School)
- 4) Students who have previously attended residential and non-residential specialist schools, i.e. St Lukes, Downland School & The Springfield's Academy
- 5) Students who have previously been excluded from New College Swindon
- 6) Returning students should only be referred to the Admissions Panel if one or more of the reasons below apply to them:
 - The student has disclosed an unspent criminal conviction since enrolment
 - An appropriate agency (Restorative Youth Justice or Probation Service) has disclosed to us information about an unspent criminal conviction
 - An external partner agency (e.g. Youth Engagement Services, Swindon Borough Council, EOTAS) have disclosed to us, concerns about a person's readiness to study or associated risks to themselves or others in the college
 - Students on a stage 4 disciplinary, who have not met the conditions imposed, which have been reviewed by their personal tutor and have subsequently been referred to Ad Panel.

Who should NOT be referred to the admissions Panel?

- A student who has consistently not met any of the college ABC standards
These students are put through the college disciplinary process & monitored via their tutor or Progress Coach
- A stage 4 student who has met all the conditions set by their personal tutor.

Meetings

The Panel will meet regularly throughout the year and all decisions will be communicated within 10 working days

Panel decisions may typically but not exclusively include:

- An offer being made without conditions
- An offer being made with specific conditions (e.g. offer an evening place rather than daytime)
- An offer being made with a support package in place
- A place not being offered
- A request for a SARA (Support And Risk Assessment) to be carried out by an independent specialist to further inform a Panel decision
- Gathering of other information from other agencies

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How should referrals be made to the admissions panel?

All application and interview information should be passed to the School Liaison Coordinator/ designated Ad Panel lead in Schools Liaison or Customer Services Manager in G01 (behind College Reception at Queens Drive) or Customer Services Office at North Star campus. Please ensure that the reasons for the referral are clearly set out in the paperwork and any supporting information or documents are made available.

NB: In most cases the college interview should take place first and the interviewer should advise the applicant that their application is being referred to the Admissions Panel and the reasons for this.

Students that have an unspent criminal conviction

- If the student has already disclosed the conviction, they will have been asked to send an email to enrolment@newcollege.ac.uk stating their probation officers name and their permission for us to contact them
- If the student discloses the conviction for the first time, in the interview, they should be told that they will be contacted by the School Liaison Coordinator/designated Ad Panel lead in Schools Liaison to get the necessary permissions and relevant information from their probation officer.
- Once the disclosure is returned to us the School Liaison Coordinator/designated Ad Panel lead in Schools Liaison, will follow up with the appropriate services, log results and pass back to Admission Panel Chair.

Students with Additional Needs

- Young people with EHCPs or complex additional needs will be reviewed by the Complex Needs Panel

Returning students who have been subject to a level 4 disciplinary action and have not met the conditions

- Evidence will be gathered via the stage 4 administrator or the designated party in Schools liaison to accompany the referral.

Referrals from Partner Agencies

- Information will be gathered via the designated Schools liaison person.

Communicating the Admission Panel Decision with Relevant New College Staff

- Information about the decision and the specific terms and conditions will be set out in promonitor, with a flag in EBS
- Tutors/Progress Coaches will be provided with information about the student's support needs before their enrolment via the senior tutor (safeguarding manager)
- The senior tutor (safeguarding manager) will be given access to the Ad Panel files on the One Drive.

Appeals

The student will be advised if an appeal can be made, and an appeal deadline will be given. This must be made in writing within 10 working days with reasons for the appeal being stated, and any additional new and substantial information to support the reasons for the appeal being supplied.

Appeals will be investigated by a member of the SLT or a Faculty Manager but NOT the representative who attended the original Panel meeting.

An appeal will consist of relevant documents being given to the member of staff considering the appeal and a deadline for a decision to be made.

The person considering the appeal will communicate in writing to the applicant with their decision within 10 working days, unless additional reports are required which could delay this response time.

The appeal decision is final and no other appeal can be made for that academic year.