

**Policy Title:** Admissions Information Advice and Guidance  
Policy 2022/23

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**Approved By:** Principalship

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**Responsible Manager:** Kirsty Barron

**Policy Category:** General

**Related Policies:** HE Admissions and Student Transfer Policy  
Safeguarding Child Protection Policy  
Equalising Opportunity Celebrating Diversity  
Policy  
Fees Policy

**Policy Location:** SharePoint Central Storage Library; Website  
under policies

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## **1. About this Policy**

New College Swindon aims to provide an inclusive, fair and transparent advice and admissions service to all prospective and current learners. This policy applies to applicants for all courses offered at the College, and also takes into account admission criteria stipulated by partner organizations and educational establishments.

## **2. Information, Advice and Guidance (IAG)**

The College is committed to providing impartial information, advice and guidance as part of the applications and admissions process to help learners choose the course which is right for them. We hold the Matrix standard for IAG (renewed every three years). Students who are not sure about the level or type of course they want to do are referred to the careers team or to other organisations as appropriate.

We are committed to providing accurate, comprehensive and timely course information on our curriculum offer. Information is available in the first instance via the main website ([www.newcollege.ac.uk](http://www.newcollege.ac.uk)), via the relevant college prospectus/course brochure and course infosheets (available via the Course search function on the website). Course information is available in larger print format on request from the Customer Services team (01793 611470) or by emailing [info@newcollege.ac.uk](mailto:info@newcollege.ac.uk).

Opportunities to gain IAG direct from staff are available through school events, open and community events. Alternatively, prospective learners can email the College directly or email course leaders. Contact addresses may be found on the website and on course infosheets (available on the website). IAG is also available to all current students at any stage during their study with us via their course lecturers, careers and liaison/admission teams, progress coaches (if applicable) or from business support staff. This is accessible on request or via formalised processes such as internal progression events and activities.

Where information is unknown or has yet to be clarified (e.g. funding arrangements for the following year) the College will clearly indicate where possible that this information is to follow and will indicate a date when this information is likely to be made available.

We strive to deliver course content and experience in line with our course information. Occasionally, this may alter in response to changing guidelines and practices e.g. where an awarding body changes requirements. Where this happens, the College will ensure that applicants are provided with updated information and offered access to further IAG to discuss any changes.

## **3. The Application Process**

Applications to the College can be made online via the website, in person or over the phone during office hours or using a hard copy application form. Information provided by the applicant must be complete and accurate at the time of application; subsequent information

made available may affect the offer of a place. Applications for most HE courses should be made via UCAS at [www.ucas.co.uk](http://www.ucas.co.uk). Some HE courses require direct application to the College; the method of application will be indicated on the course infosheet. All applications are subject to meeting the entry requirements specific to that course; as well as attainment of grades/qualifications, these may require an interview, audition, portfolio, DBC check or a further assessment to establish current levels. All candidates are entitled to withdraw their applications to the College at any point before the commencement of the start date. We request that applicants notify us as soon as they have made this decision.

#### **4. Interviews, offers and enrolment**

Applicants for full-time, some part-time and HE courses will be interviewed by either a staff member from the Liaison team or from the relevant curriculum, HE or business support area. Adjustments will be made to the interview process where applicants have particular needs that should be taken into account. The interview is focused on the needs of the individual learner, aims to build on their prior attainments and help them choose the right course to match their potential and aspirations.

After interview, applicants will receive an offer which may be conditional or unconditional. Conditional offers are based on predicted grades. Where possible, the College will make an alternative offer if an applicant has not met the entry requirements for their original course or programme choice. Offers may be withdrawn by the College if there are not sufficient enrolments for a course to be viable or where it is no longer possible for the College to deliver the course. Applicants will be advised as soon as possible and at least one week before the start of the course, and be offered further IAG to help them to find alternative courses. Applicants who have an Education, Health and Care Plan, and/or who have a learning barrier or difference will be referred to the Student Service and Additional Support Team.

Full-time students, including HE, will be invited to an Enrolment session, which takes place between the end of August and Mid-September, where entry requirements are checked and recorded, programmes are finalised and induction information provided. Any exceptions to entry requirements at this point are reviewed on a case by case basis and authorised by an Assistant Principal. Learners applying for part-time and distance-learning courses that can start at any point during the year will be enrolled via a telephone or face to face conversation. Learners undertaking courses with Partners will enrol with those partners and follow their processes.

Where course fees are applicable (for 19+ students), these will be available via the course infosheet (available on the website). Applicants will receive information and advice on fees, fee remissions and eligibility criteria for these, and payment methods, including where and Advanced Learner Loan or HE Student Loan is accessible at interview stage (or application/enrolment where there is no interview stage). A separate Fees Policy is available on the website or on request at Reception.

## **5. Data Protection**

All personal data is collected, stored and handled in line with the College's Data Protection Policy, which complies with the general data protection regulations (GDPR). Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately.

## **6. Equality, Diversity and Inclusion**

We actively seek to recruit, promote and celebrate a diverse student body and develop an inclusive learning environment. Information about ethnicity, disability and barriers to learning are requested on the application form and at admission and this is used to monitor equality and diversity. New College is committed to ensuring that the admissions process is open and transparent, that our policies are applied fairly and consistently and that we do not discriminate or disadvantage anyone. We make all reasonable adjustments whenever possible to ensure that individuals with disabilities and learning differences can access the College and its Curriculum.

## **7. Safeguarding**

New College is committed to safeguarding and the prevention of extremism. We promote the safety and welfare of applicants and students at all stages of their College journey.

## **8. Right to refuse admission**

The College reserves the right of admission but will always provide an explanation if admission is refused. Specifically, the College reserves the right to refuse admission to an applicant:

- Who does not meet the specified admission criteria for a course and other entry requirements specified
- Who has prior or current convictions (including cautions and reprimands) that have not been spent or where a risk assessment has demonstrated that the level of risk remains too high
- Where information is available concerning activities outside the law or the expression of beliefs which present a clear and immediate danger of infraction of the law
- Who has previously been excluded from New College Swindon, been subject to disciplinary procedures here or at another educational institution
- Where the College is not able to provide the specific support needs required by a learner, or there are concerns about a learners' readiness to study
- Who has previously attended at New College or other educational institutions and not completed courses

- Who has outstanding debts to the College

## **9. The role of the New College Admissions Panel**

The Panel exists to consider applications from individuals and make decisions about whether places can be offered in line with College policies. Applicants are typically referred where their application may fall into one of the categories above as well as where:

- Further information is needed with regards to the level of support an individual may need
- An external agency e.g. (Youth Engagement Services, Swindon Borough Council, Probation Service) have disclosed to us concerns about a learner's readiness to study or associated risks to themselves or others in the College.
- The applicant has previously attended a specialist education provider whose remit has included social, emotional and behavioural, autism and mental ill health
- Recent poor mental or physical health which has involved hospitalisation for an extended period of time

## **10. Related documents and legislation**

- Data Protection Act 2018
- Keeping Children Safe in Education
- The Rehabilitation of Offenders Act 1974
- Equality Act 2010
- SEND Code of Practice 0-25 years

College documents and policies:

- HE Admissions and Student Transfer Policy
- Admissions Panel terms of Reference for September 2022
- Data Protection Retention Schedule
- Safeguarding Child Protection Policy
- Equalising Opportunity Celebrating Diversity Policy
- Fees Policy

## 11. Version Control

### Document Location

*This document if printed can only be considered up to date on the day that it was printed.  
For a current version of this document please see the Central Storage Library (internal use) or  
the College website under policies.*

### Revision History

**Date of this Revision:** June 2022

**Date of next Revision:** June 2023

Version	Date	Author	Change Description
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### Approvals

This document requires the following approvals:

Committee/Principalship	Date
Principal and CEO	June 2022

### Distribution

This document has been distributed to:

Title/External Organisation/All Staff	Date of Issue	Version
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### Impact Assessment

Assessment By:	Date: