



1 Introduction

1.1 Purpose

The purpose of this policy is to provide a framework for admissions practice for all further education programmes delivered by Middlesbrough College.

The process extends from pre-application stage up to and including enrolment.

1.2 Scope

This policy includes admissions for full-time and part-time further education programmes and apprenticeships offered by the College.

This policy does not include Higher Education admissions which is subject to a separate HE Admissions Policy.

1.3 Aim

The aim of this policy is to ensure that:

- applicants are treated fairly, consistently and impartially
- the college is fair and consistent and will ensure there is no discrimination on the grounds of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion, or belief, sex, sexual orientation, persons in care and those previously in care, carers and care givers, young parents, youth offenders, and those receiving free school meals
- applicants are appropriately guided and supported through the admissions process
- informed and sound decision making by the applicant and the College is assured
- national, regional and College strategic objectives are recognised and considered
- information relating to entry criteria is up-to-date, accurate and accessible to applicants and College staff
- the college can exercise the right to refuse admission to a student fairly identified as not eligible to enrol.

Key Principles

2.1 Responsibilities

2.1.1 College

This policy requires that applicants:

- have access to appropriate and accurate information, promotional materials and activities to enable them to make an informed decision about their options
- receive confidential and impartial information, advice and guidance
- have clear information about the selection process used for the course applied for
- receive prompt and effective communication
- are always treated with courtesy and respect
- are given opportunities to visit the college and its facilities prior to the commencement of a programme
- receive information on college support services, student perks and financial support
- receive information on arrangements for enrolment.

The policy will ensure that all students are enrolled on the most appropriate programme of study taking in to account previous qualifications and experience.

Please note:- *There may be occasions where a student may be academically suitable for a course of study but is prevented from enrolling due to funding constraints place on the College by outside organisations or insufficient places being available on the programme. The College will assess student circumstances to enable students to access appropriate programmes of study.*

2.1.2 Applicant

This policy requires that applicants:

- are familiar with the admissions process relevant to the course applied for
- follow College procedures associated with the admissions process relevant to the course applied for
- keep the College informed of any changes to their contact details
- attend interviews and 'keeping warm' activities relevant to the course applied for
- engage with the induction and orientation activities delivered at the College
- provide honest and accurate information and keep the College informed of any changes to circumstances which may have a bearing on admission or enrolment decisions
- declare any learning difficulty/disability and/or support need at the earliest stage possible within the application process
- confirm acceptance or refusal of a place in a timely manner.

2.2 Principles

2.2.1 Entry requirements

Applicants must:

- satisfy all pre-course requirements, including accurate completion of all associated paperwork by any deadline given
- attend all appointments associated with their application to College
- submit any academic evidence to support the application as required
- meet the specific entry requirements of any programme or course
- meet all other admission criteria
- be supported by satisfactory references where applicable
- agree to pay any fees required (refer to College Fee Policy) where applicable
- confirm acceptance or rejection of any place offered
- provide all required documentation, including evidence of identity and residency.

Places will be allocated on the basis of:

- the applicant's suitability for a course
- the availability of places

The College may conduct a DBS (Disclosure and Barring Service) check for applicants applying to certain programmes, eg Childcare, and in other specific circumstances. Where a DBS check is requested, the outcome will be taken into consideration when making a decision about enrolling an individual on a programme.

Please note:- The offer of a place does not guarantee that the course or programme will run. Should a course or programme (or part thereof) be cancelled, the applicant will be offered an explanation and an alternative course or programme and given appropriate careers guidance. Please note that the provision of year one of any course does not automatically guarantee the provision of a second year or subsequent years of study in the same subject.

2.2.2 Right to refuse an application

Under certain circumstances the College may reserve the right to refuse an application or enrolment. Applications from prospective students who fall into this category will be given full consideration before any such refusal.

The College reserves the right to refuse admission to any applicant who:

- is unable to meet any required entry requirements
- has a relevant criminal conviction which is either not spent or can never become spent
- has previously been excluded from this or another education institution. Before any such decision is made, reasonable effort will be made to obtain references from previous education institutions. Where provided, references will support any decision to offer a place
- has previously attended this or another education establishment and not completed courses, including all external assessments, without good reason
- has previously been subject to the College's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary

- has outstanding debts with the College
- provides false or misleading information on an application or enrolment form
- has issues arising from a DBS check.

The above list is indicative but is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether or not to accept an application or enrolment providing such decisions are legal.

A record of decisions not to accept an application or enrolment will be recorded in the College Student Records system. Alert notes will be recorded against the students record for future reference.

In the event the College offers a place and subsequently discovers that the candidate has committed an action that would constitute gross misconduct, the College reserves the right to withdraw the offer, whether or not the course or programme has commenced.

3 Fraudulent applications

3.1 General principles

For the purposes of this policy, fraud is defined as a person or persons intending to deceive another person, or group of persons, into believing that a claim made by that person or group is genuine when in fact it is false. This could include giving false information in an application regarding qualifications or experience, providing a fake certificate or reference to support an application, or deliberately omitting relevant information, such as information relating to previous qualifications, or committing some other act of deception.

Middlesbrough College does not admit students whose applications are believed to be fraudulent and reserves the right to reject or cancel an application on these grounds.

The College reserves the right to:

- request additional information to verify an application, including verification of results with third parties such as other colleges, Awarding Organisations, the Learning Records Service (LRS), schools and other external parties assisting with admissions
- request to see original certificates provided in the admissions application
- suspend the application process while investigating an alleged fraudulent application
- withdraw the application/registration/place if it is proven, or if the College has reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information.

This applies to the admission of students but may also be applied in the case of a current student whose place at the College is believed to have been obtained on the basis of fraudulent, false or misleading information. In these instances, the College reserves the right to terminate a student's enrolment if they are found at a later stage to have submitted a fraudulent application.

3.2 Anti-fraud checks at enrolment

All students will be required to present their original proof of identification and all original documents on which their offer was based.

If it is discovered that a student has presented fraudulent documents or provided misleading information at enrolment, the directorate to which the student is enrolled will agree a course of action with the Vice Principal Quality & Performance, though the College has a right to withdraw the student from the programme immediately.

3.3 Future applications

Applicants who have previously submitted fraudulent applications will not be allowed to submit additional applications or enrol during the same academic year.

4 Right of appeal

Any student whose enrolment is cancelled or rejected may seek a review of the decision through the College FE Funding and Fees Appeals Policy. This will apply when an applicant believes that their application has not been dealt with in accordance with the College's policies, principles and procedures.

5 Related Policies

FE Funding and Fees Appeals Policy
Behaviour Management Policy
Data Protection Policy
Disability Statement
Equality, Diversity and Inclusion Statement Policy
Fees Guidance
Fees Policy

Middlesbrough College policies and procedures can be viewed using the link below:
<https://www.mbro.ac.uk/about-us/corporate-information/policies-and-procedures/>