



Student Admissions Procedure

Process

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Introduction

The Student Admissions Procedure applies to all new admissions and progressions of students at St Mary's College and describes the stipulations and processes for those applications and admissions.

The Admissions Procedures supports the missions statement:

“St Mary's College is a Roman Catholic College operating under the trusteeship of the Marist Fathers.

We base our philosophy on the true Christian values proclaimed in the Gospel and seek to provide a challenging, high quality education whereby students can grow as balanced individuals, morally, intellectually and spiritually”.

Sub Mariae Nomine

Whilst seeking to provide a route for progression for all students seeking a continuation of an education within the Catholic sector, St Mary's College welcomes applications from students of any religious belief or background, who are supportive of the ethos of the College.

The aims of the procedures are:

- To ensure admissions are transparent, explicit and consistently applied
- To ensure equality to students with special educational needs and / or disabilities and admit those individuals in accordance to St Mary's College SEND Commitment
- To ensure admissions equality for all applicants with protected characteristics
- To provide impartial information, advice and guidance both pre, and post, enrolment
- To ensure individuals have the right to complaint or appeal against admissions decisions
- To ensure that St Mary's College operates in accordance to ESFA / HEFE funding rules and statutory data protection laws

Compliance: Legal, Statutory and Internal Regulations:

- ESFA / HEFE Funding Guidance & Regulations
- Local Authority Funding Guidance
- Equality Act 2010
- The Equality Act 2011: Specific Duties Regulations
- Apprenticeship, Skills, Children Learning Act 2009
- GDPR 2018
- CEIAG Plan
- Equality Policy & Procedures
- Data Protection Policy & Procedures
- Student Fees and Funding Remission Policies & Procedures
- Safeguarding Young People & Vulnerable Adults Policy & Procedures
- Complaints Procedure

Scope:

The Admissions Procedure applies to anyone applying for or progressing to any study programme or course offered by St Mary's College.

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure admissions are handled in accordance to external and internal compliances
- The Assistant Principal: Student has responsibility to ensure appropriate policies, procedures and practice are in place and applied consistently
- The Head of MIS has responsibility for fees, ESFA / HEFE and Local Authority funding and operational compliances
- The Admissions Team are responsible for ensuring the validity of information provided on Application and Enrolment Forms, appropriate evidence is provided to support applications and specific additional support such as finance, learning support etc. and that procedures are accurately and consistently followed

Procedure:

1. Entry Requirements:

Entry requirements are applied to ensure that students meet legal requirements for study in the UK and to ensure they have adequate English language skills to ensure language is not a barrier to academic progress.

Entry requirements include but are not limited to:

- Residency in the UK of 3 years or more, or alternative evidence of eligibility for “home” funding as detailed in the ESFA / HEFE Funding Guidance
- Evidence of previous academic qualifications (for some study programmes)
- Age at enrolment for funding purposes
- Where appropriate, medical conditions, access requirements, learning support needs or information regarding spent and unspent criminal convictions
- Paid employment of commitment to be in paid employment for Apprenticeships

2. Applications:

For full time study programmes, a completed Application Form must be received regardless of the route of application.

3. Applications with medical conditions:

All applications and admissions processes will comply with St Mary’s College policies and procedures relating to Equality, Health & Safety, Safeguarding, SEND (Local Offer) and General Data Protection Regulations.

Collection of this information will not influence the decision to enrol the student. It is collected to ensure appropriate support is planned where ever possible, prior to enrolment.

Applicants (or their parent / carer) are required to provide details of known medical issues (medial conditions, allergies etc.) that require attention and / or medication on a regular basis.

The applicant (or their parent / carer for applicants under 18 years old) are required to provide permission for the administration of first aid and appropriate medication as outlined in the Safeguarding and Health and Safety Procedures.

Where this information is not provided, St Mary's College will not be ultimately responsible for not providing an appropriate Medical Support Plan.

Medical information provided will be stored securely and confidentially and only shared with others on a "need to know basis".

4. Special education needs and / or disability:

St Mary's College is committed to supporting the learning of all students and strives to be an inclusive learning environment.

The Inclusion Team have an extensive School Links Programme working with schools to plan transition arrangements and support requirements for applicants ensuring a seamless progression. Where applicants have an Education Health Care Plan (EHC Plan), prepared by Services for Young People, or evidence of any other formal previous support, this will be forwarded to St Mary's College.

SEND information will be used to ensure the applicant receives the right level of support whilst at St Mary's College. Applicants, and their parents / carers, where applicable, will be invited to a meeting to prior to enrolment to discuss the support required and confirm the support offer.

Where the support offer is unconfirmed prior to enrolment, St Mary's College will not be ultimately responsible for not providing an appropriate Support Plan or for the Support Plan being delayed.

Individuals participating in provision other than full time study programmes will be offered support, information, advice and / or guidance that is appropriate to their mode of study.

5. Disclosure of Spent and Unspent Convictions:

St Mary's College is committed to ensuring the general duty of care, safety and well-being to all customers, including employees, students and visitors; specifically, to those under 19 years and particularly those under 16 years old and vulnerable adults.

In order to meet these responsibilities, it is necessary to request a declaration of convictions to enable a judgment to be made regarding potential risks posed by inclusion. The judgment will also be informed by the type of study programme and the circumstances / nature of the offence.

The Student Disclosure of Spent and Unspent Convictions (Addendum to the Safeguarding Procedure) provides a consistent procedure and documentation to be followed where an applicant discloses criminal convictions at application.

In some circumstances, it may not be appropriate to enrol an applicant on some study programmes. A Risk Assessment Panel will, as far as reasonably practicable, assess the risk to the individual and others of participation in the study programme and identify support structures and control measures that will assist the individual in participating and progressing.

Where an application/ enrolment is rejected the individual has the right to appeal against this decision.

Where an applicant or student fails to disclose a criminal conviction, this may jeopardise their place at St Mary's College.

6. General Data Protection Regulations:

St Mary's College aims to ensure that personal data requested, processed and retained meets the principles of personal data protection of the General Data Protection Regulations (GDPR) 2018 and previous Data Protection Act 1998.

St Mary's College also recognises its duties under Section 21 of the Counter Terrorism and Security Act 2015 and supports the Government's Prevent Strategy.

Individual data and sensitive information will only be used for the purposes it has been collected. It will be stored securely, not disclosed either orally or in writing, accidentally or maliciously to any unauthorised third party and will only be retained for as long as necessary to fulfil the purpose for which it was collected and / or as required by law and / or contractual compliances.

Refusal to sign / accept the Data Protection Declaration may result in any learning offer being withdrawn.

7. Application Closing Dates:

The closing date for full time study programmes is posted on the St Mary's College website.

Where there is, an application closing date, late applicants will only be received after the closing date if there is sufficient time to carry out the admissions process fully during the induction period and prior to the late admission having significant impact on the individual's studies.

8. Application Offers:

For full time study programmes, applicants will be offered an unconditional or conditional offer or in a few circumstances may be declined.

Applicants will be offered unbiased information, advice and guidance prior to and / or at enrolment and thereafter for support and progression purposes.

Unconditional Offer:

Where application information has been validated, and meets all entry requirements, an unconditional place on the applicants chosen study programme may be offered (subject to availability).

Conditional Offer:

Where an applicant is awaiting results or other information or who will be required to participate in tests or assessments to determine if they meet entry requirements will be offered a conditional place on a study programme, subject to availability.

Applicants will be informed that places on study programmes / courses will only be registered following confirmation of acceptance of the offer.

Study programmes and course places are allocated on a first come, first served basis.

Individuals receiving an offer of a place at St Mary's College will be made aware of:

- The details, terms and any conditions of the offer
- Withdrawal of the offer if the conditions on which the offer was made are not met
- The total of any fees associated with the study programme/ course
- Opportunities for bursaries, free school meals, travel etc. (if applicable)
- Where and when to enrol
- How to confirm or decline the offer
- The St Mary's College Privacy Statement
- Who to contact with queries or for further information

At enrolment, should an applicant not meet the entry requirement for their chosen study programme, St Mary's College must ensure that the applicant and their parent / carer, if applicable, understands the reason for the decision not to accept the individual for the study programme or course.

If appropriate, information will be provided regarding options to consider, to work toward attaining the entry requirements. Alternatively, applicants will be provided with details of alternative study programmes.

Applicants who narrowly fail to meet the entry requirements will be referred to the Executive Team who will consider their circumstances on an individual case basis.

9. Fees and Charges:

Fees and fee remissions will be made in accordance to the published Student Fees Policy. In some circumstances, financial support may be available and applications will be considered in accordance to the Student Financial Support Policy and associated procedures.

10. Cancellations and Refunds:

St Mary's College reserves the right to cancel a study programme or course onto which applicants have been accepted. Where fees have been charged, and paid, a full refund will be given in these circumstances.

Where an individual cancels an enrolment up to 5 days prior to the commencement of the study programme or course, a refund will be provided excluding the administration charge.

All other requests for refunds or credit notes must be in writing to the Head of MIS within a maximum of 4 weeks of withdrawing from the course. Only exceptional circumstances will be considered. Credit notes will only be valid until the end of the following academic year.

No refund/credit note will be issued after the start date where the course is based on full cost recovery.

11. Complaints:

Applicants have the right to make a complaint relating to any aspect of the application and admissions process following the published Complaints Procedure.

12. Data Retention:

All records relating to student applications and admissions will be retained in accordance to St Mary's College Data Protection Policy and Procedure and statutory regulations.