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1. INTRODUCTION

- 1.1 This policy outlines the principles followed by New City College to operate an effective, efficient and fair admissions and recruitment process which adheres to the General Data protection regulation (GDPR).
- 1.2 The policy covers all stages of an applicant's interaction with the College from initial enquiry through to application, selection, decision and the transition to first enrolment and induction for successful applicants.

2. RESPONSIBILITY FOR POLICY

- 2.1 Overall responsibility for implementation and review of the policy rests with the Group Executive Director: Communications & Student Support. However, other staff are involved in its design and implementation.
- 2.2 The policy will be reviewed and, if necessary, revised in the light of legislative, organisational or technological changes.

3. POLICY STATEMENT

- 3.1 This policy has been established to offer a campus-based admissions process using centralised and secure systems, which will provide a good and consistent standard of service to potential and existing students.
- 3.2 New City College welcomes applications from all prospective students. The College will ensure that all applications are considered and processed on an individual basis and are considered fairly, without discrimination.
- 3.3 New City College adheres to relevant UK Government funding guidelines which are regularly updated and publicly available. The College course offer is informed by available funding which may vary for different age groups.

4. MARKETING AND RECRUITMENT

The College is committed to the provision of comprehensive, open and consistent messages in its marketing and recruitment information, and to the management of activity, which leads to the inclusive admission of students to the College.

5. RESPONSIBILITY OF APPLICANTS IN THE ADMISSIONS PROCESS

Applicants are expected to:

- 5.1 Provide accurate information in course applications submitted to the College.
- 5.2 Respond in a timely manner to requests for further information from the College (this includes third party references or school reports).
- 5.3 Communicate any changes to the information originally supplied in their application as soon as possible.

- 5.4 Be courteous and respectful in their communications with College staff involved in admissions.

6. RESPONSIBILITY OF THE COLLEGE IN THE ADMISSIONS PROCESS

The college will:

- 6.1 Give all applicants the opportunity to disclose a learning difficulty and/or disability. This information will be held securely in line with data protection regulations (GDPR). The Additional Learning Support (ALS) team will contact potential students to discuss their support needs.
- 6.2 Offer all potential learners' impartial advice and guidance in order to help individuals decide on the course of study best suited to their needs, interests and labour market opportunities.
- 6.3 Ensure that all applications are considered fairly and in line with the College's Equality and Diversity Policy.
- 6.4 Arrange an opportunity to meet staff within curriculum area or department in which the course is based.
- 6.5 Issue a clear decision to the applicant, which could be a conditional offer (conditional upon criteria such as exam results for example); an unconditional offer, a deferred offer or a rejection/no offer. If an applicant is not offered a place on a course, they will be given a clear reason and be offered support to explore alternative study options.
- 6.6 Ensure the applicant is made aware of any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).
- 6.7 Provide opportunities for applicants to view the College and its facilities prior to enrolment either on campus or online.
- 6.8 Ensure all admissions procedures including assessment and other screening will be fair and will recognise the specific access needs of the College's diverse community, including people whose first language is not English, people with learning difficulties or disabilities, a physical disability or sensory impairment or mental health support needs.
- 6.9 Ensure that all admissions activity complies with the General Data Protection Regulation and the Consumer Protection Act.

7. CRITERIA FOR ADMISSIONS

- 7.1 Entry requirements are normally determined before the proposed point of admission, and are published on the website and in the printed prospectus, and discussed with applicants. The College reserves the right to amend its entry requirements and/or fees (subject to approval by its validating institution where appropriate) before enrolment.
- 7.2 Where admission is dependent upon external funding, the College reserves the right to make sure that this funding is secure prior to enrolment.
- 7.3 Admission will be approved providing:

- a) The applicant satisfies all pre-course entry/assessment requirements including completing all paperwork accurately, returning requested forms on time, attending appointments/interviews/assessments
- b) The applicant meets the specific entry requirements of the course(s) applied for
- c) Approval from the relevant curriculum staff is received
- d) Satisfactory references and/or school reports are received, if requested. For 16-18 applicants, this is mandatory
- e) There is sufficient demand to run the course, and space available on the course or programme of study
- f) In the case of an apprenticeship programme, appropriate employment is secured
- g) Any other specific requirements, as noted in individual course materials, are met

7.4 To be officially enrolled a learner must have completed relevant and up to date enrolment documentation (online or paper format) which is signed – digitally or hard copy - at the point of enrolment; and committed to the appropriate fee. Where fees are remitted, the learner must provide all relevant evidence and documentation as required by the College’s funders. This is an important contractual stage in the admissions process.

8. APPLICATIONS FOR HIGHER EDUCATION COURSES

8.1 The Admissions Policy for Higher Education students can be found in the Higher Education Admissions Policy.

9. APPLICATIONS FOR STUDENTS UNDER THE AGE OF 16

9.1 Applicants who will be aged under 16 at the time of starting their course of study, will usually be enrolled into the College’s 14-16 specialist provision, which could be ‘direct entry’ or in partnership with the Local Education Authority or local school(s). Applicants and their parents/carers or referral agency should discuss this with the manager of the 14-16 provision at the campus at which the course is based.

10. INTERNATIONAL STUDENTS

10.1 New City College is licensed to sponsor students under the student route and short-term study visa following UKVI (UK Visas and Immigration) regulations and has robust processes in place to make sure that applicants and students meet the requirements of the Home Office to study in the UK.

10.2 In addition, applications from international students are welcomed on the basis that their study, student visa and English language skills meet the requirements of the course for which they have applied.

10.3 Students who have previously studied or taken qualifications under the educational systems of countries outside of the UK must present evidence of their previous qualifications so that the College may compare them to equivalent UK qualifications.

10.4 International students must apply through the NCC International Office: international@ncc london.ac.uk

11. ENTRY CRITERIA

- 11.1 The College accepts a wide range of qualifications from UK applicants as entry criteria for its courses. The College will verify the result of any qualification. Applicants will be required to present original results slips/ certificates as part of the enrolment process. Relevant work experience may be considered in place of formal qualifications for certain courses, and this is normally specified in published course entry criteria.
- 11.2 For 16-18 courses and some adult courses, the College requests and expects to receive a reference or report from an applicant's previous school (or other relevant referee) showing their dedication and potential for adhering to the New City College commitment to study, which is on display at campuses and available from the College on request. The College may contact an applicant's previous school regarding a reference or scheduled Programme Meeting (for A Level subjects).
- 11.3 Applicants wishing to be considered for entry to the second or third year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying, will be considered in accordance with the awarding bodies policy on Accreditation of Prior (Experiential) Learning.
- 11.4 Students progressing within the College (to the next year, a higher level of study or to another course or subject) must have a positive record of study at the college, and have passed the relevant qualifications and assessments for progression.
- 11.5 For some programmes and courses, applicants will be asked to take an initial screening assessment. The purpose of this is to assess the applicant's level (of maths and/or English or a skill where the course is skills-based) in order to place the student on an appropriate level of course. For some practical-based courses, there will be a course-specific assessment.
- 11.6 Initial assessments and screenings help to place each student into a course that is the right level for them to support their opportunities for success. It is possible for a student's level to be changed after the point of enrolment, should the curriculum team assess that this is necessary.

12. DISCONTINUATION OR SUSPENSION OF COURSES

- 12.1 The College reserves the right to discontinue or suspend a course for which offers have already been issued, or students enrolled but will only do this in exceptional circumstances. Where a course is discontinued, applicants holding offers or enrolled students will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative course offered by the College or alternatively supported by the College or partner advisers.

13. RIGHT TO REFUSE AN APPLICATION

- 13.1 The College reserves the right to refuse admission, at the college's discretion and after full consideration by a senior manager, to an applicant who:
- a) Does not meet the admission criteria (if this is due to previous qualifications, in most cases alternative provision will be recommended)

- b) Is not able to provide a reference or report indicating an appropriate commitment to study
- c) Withholds information; provides false or misleading information
- d) Has convictions that have not been spent or can never become spent. This procedure may also be invoked 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
- e) Has previously been excluded from New City College or another education institution
- f) Has previously attended this or another education establishment and not completed courses, including all external assessments
- g) Has outstanding debts to the College
- h) Poses a significant threat or danger. The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where it deems that they could be a significant risk to self or others.
- i) Is unable to demonstrate fitness to study. By fitness to study, the College identifies that due to medical or health grounds the student is not able to engage and meet the requirements of their programme of study as they intended or desired. The College will use its best endeavours, which include reasonable adjustments, but recognises that in some cases fitness to study issues may preclude admission.

14. SAFEGUARDING RISK ASSESSMENT

- 14.1 New City College is committed to equal opportunities and aims to provide a supportive and positive environment. However, the College also has a responsibility to provide a safe environment for all its staff, students, visitors and local community.
- 14.2 Applicants are encouraged to alert the College of any reason or circumstance that may affect their attendance, fitness to study, safety and wellbeing, or the safety and wellbeing of other students or users of the college.
- 14.3 The College reserves the right to conduct a Safeguarding Risk Assessment based on any information declared. This will be taken into consideration by the campus Safeguarding Lead or Deputy Principal when making a decision about admitting an individual to the College.
- 14.4 The main purpose of this risk assessment is to ensure that the college can put support in place. This process will also ensure that the college is assessing any risks to the college community.
- 14.5 If an applicant withholds information which is subsequently revealed, the College has the right to revoke admission or enrolment. Any appeals for this process will be heard by a New City College Principal.

15. APPEALS AND COMPLAINTS

- 15.1 New City College is committed to the fair and professional handling of appeals and complaints. Applicants who wish to appeal against any decision made during the admissions and enrolment process should contact the Group Head of Student Recruitment via email admissionsappeals@ncclondon.ac.uk who will look into each case in discussion with relevant managers. The College will make every reasonable effort to respond to the appeal within 10 working days of acknowledgement. Where a

response is likely to take longer than 10 working days the College will provide an interim update.

15.2 Any appeal of a Safeguarding Risk Assessment outcome (as outlined in section 14) will be referred directly to a Principal.

15.3 Where it is found after enrolment that a student is in breach of any conditions outlined within this policy, they will be withdrawn under the terms of the 'Admissions Policy'. Students who wish to appeal any decision made to withdraw them should write to the Principal at the relevant New City College campus. Any appeal should be submitted by no later than 10 working days after any decision made and be based on one or more of the following grounds:

- That there were procedural errors that affected the outcome
- That evidence has not been properly considered and/or there are reasons to query the judgment that has been reached

15.4 The Complaints procedure should be used where there is evidence of procedural irregularity, including failure to adhere to the Admissions Policy. Complaints cannot be considered where applicants are not satisfied with the outcome of their appeal. Applicants can find the 'NCC Complaints Policy' in the Corporate Information and Policies section of the New City College website. Complaints or requests for formal review should be made as soon as possible and must be made in writing or by email within 6 weeks of the admissions appeal outcome decision. Should a complaint fall outside of this timescale it will be rejected unless there are extenuating circumstances by way of justification. Formal complaints may be made:

- ❖ By email to complaints@nccolondon.ac.uk
- ❖ Or by writing to:
Complaints, New City College, Ardleigh Green Road, Hornchurch, RM11 2LL
- ❖ Or by completing a New City College Complaints Form and handing it to a New City College staff member or Customer Services team member who should pass it to complaints@nccolondon.ac.uk.