



Richmond upon  
Thames College

Policy Name:	Admissions Policy
Policy Number/Version No:	V1
Effective Date:	01/03/2017
Review Date:	28/02/2019
Policy Responsibility:	Eva Dixon
Approved By:	Governors
For Action By:	All College staff and students
For Information to:	All College staff, students and parents/carers
Version Control:	16/2/17 ED v4

## **Richmond upon Thames College (RuTC)**

**Updated January 2017**

### **Admissions Policy**

#### **Scope and Purpose**

This document will set out Richmond upon Thames College's position on the admission of applicants for all College courses.

**Our purpose:** To drive aspiration, ambition and achievement.

**Our vision:** To be a college that enhances careers and life chances with inspired provision and a commitment to our community values.

**Our values:** Mutual respect, honesty, integrity and personal accountability.

#### **Overview**

RuTC accepts applications from all members of the community. No applicant will be refused admission on the grounds of, age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, however, the College does reserve the right to recruit appropriately to age related provision and, in particular in the 16-18 area. All students on our 16-18 courses must be aged below 19 as of the 31st August on the academic year that they enrol at the College.

#### **The applicant will be offered a place provided that:**

- a. The College offers a programme suitable to meet their needs
- b. They meet the entry requirements at the point of enrolment. In some cases, further information may be requested from the applicant's school or previous place of learning to assist in our evaluation of their suitability of a place on a chosen course. In extraordinary circumstances applicants may be requested to provide additional evidence of their suitability for a course.
- c. There are spaces available on the course.
- d. For applicants who declare that they have a criminal record or there are safeguarding concerns for other members of the college community, their placement will be subject to a risk assessment completed by the Community Liaison Officer following receipt of additional information which may include a Criminal Record Disclosure provided by the applicant.

### **Circumstances in which a place may not be offered:**

- a. Applicants who declare they have been living outside of the UK for the last 3 years will be asked to bring their passport and any visa documentation and this will be checked by a college representative.
- b. Where the applicant has declared a criminal record or pending court case and the risk assessment leads to the conclusion that they pose too great a risk to grant admission.
- c. Where there is a safeguarding concern for a member of the College community.
- d. If the applicant has previously been excluded from this or another educational institution.
- e. If the College is unable to provide a suitable learning programme or the applicant is not academically or vocationally suitable, and the stated entry criteria will not be met and no reasonable alternative offer can be made.
- f. Applicants who have outstanding debts to the College.
- g. Applicants for programmes that require a DBS police check, such as Childcare courses. The outcome of the check will be taken into account.
- h. Failure to declare a criminal record may lead to the immediate withdrawal of any offer of a place. This duty to declare is ongoing for the duration of the student's time at the College. For enrolled student's failure to declare may result in the student being excluded under the College's Student Disciplinary Procedures.
- i. We may ask applicants who have indicated a recent recurring or significant health condition to provide a medical report on their condition. These reports do not form part of the selection process and will only be shared with relevant key professionals within the college. The Disability Officer is responsible for advising on reasonable adjustments for students with learning difficulties and disabilities, in line with the Equality Act 2010.
- j. If an applicant is in the possession of an Education and Healthcare Plan the suitability of the course, for which they applied, will be discussed with the relevant curriculum team in conjunction with the Disability Officer

### **Applicants with overseas qualifications**

International applicants are required to provide a statement of results from UK Naric. Qualifications obtained overseas must be equivalent to the UK entry requirements for each course. If applicants are unable to obtain a statement of equivalence from UK Naric it may not be possible to offer a course. International applicants may also be required to take an external English/Maths test to confirm suitability for their chosen course.

### **Applicants resident outside the UK**

In accordance with current Border Agency regulations RuTC will conduct an eligibility assessment of any student who has not been resident in the UK for the past 3 years. If satisfactory documentation is not provided the application will be withdrawn.

This assessment will also be made to determine whether international students will be liable for fees.

PLEASE NOTE: RuTC is not currently sponsoring students for Tier 4 visas.

## **Students with Additional Needs**

All students are encouraged to disclose on their application form any medical conditions, learning difficulties or physical or sensory disability so that we can discuss with them how they might be supported in their learning to fulfil their academic potential.

An Education, Health and Care Plan (EHCP) agreed and completed by the Local Authority will help us to assess a student's needs and the additional support we are able to provide. Students should indicate on their application if an EHCP has been agreed by their Local Authority. A completed EHCP is required by the College before any learning can commence.

We expect all declarations to be supported in writing and with independent documentation where required. Applicants will be required to attend a support assessment/interview before their curriculum interview to ensure that appropriate support can be planned and put in place. For some applicants, the College may not be able to make the reasonable adjustments required in order to support the individual accordingly. If the College is unaware of applicant's needs at the point of enrolment the College may be unable to make reasonable adjustment to support them. The college reserves the right to withdraw the learner accordingly. In order to assist our students in being successful on the chosen course applicants will be required to complete a learning needs assessment prior to interview. This can be completed either from home or at the interview.

## **Appeals Procedure**

If the College is unable to offer you a place you may appeal to the Head of Student Services at the College address. Appeals must be received in writing within 5 working days from the decision being communicated. Applicants must explain the reasons why the College should reconsider its decision and include further evidence and any new mitigating circumstances which could influence the original decision. Appeals will be considered by a Panel, chaired by a nominated senior manager, whose decision is final. The person hearing the appeal will notify the parties of his or her decision as soon as reasonably practicable and no later than 14 working days from receipt.

## **Refunds**

If you cancel your enrolment within the 14 days and before the course has commenced, you may be entitled to a refund (less a £50 administration fee). After the 14 days if the course has commenced, this will be treated as a withdrawal and full fee will be payable.

The College is unable to make refunds for absence due to changes in work commitments, personal or financial circumstances or any other reasons for not being able to attend the course. Any outstanding fees in these circumstances will remain payable.

Please note if you have applied for Students Loans to pay your fees, the Loans company will only fund on attendance of the course, any withdrawals will therefore mean that you are personally liable for the fees. In this case, our normal debt collection procedures will be applied to obtain outstanding fee. If the College cancels a course, every effort will be made to offer an alternative. If no suitable alternative is available, a refund will be given. This may be pro-rata if the course has to be cancelled after the start date.

## **Related Policies**

- Safeguarding and vulnerable adults
- Mental Health Policy
- Equalities Statement
- Complaints