

### Introduction

1. The York Learning 19+ Admissions Policy and Code of Practice comprises two sections, both of which are contained in this document:

**Section 1:** The Admissions Policy for the admissions of students, which outlines the principles, aims and responsibility of the institution.

**Section 2:** The Admissions Code of Practice (ACoP), which supports the implementation of York Learning's Admissions process.

2. The Admissions Policy and the Code of Practice provide the framework for admissions across York Learning. Both documents are reviewed and updated annually
3. All enquiries relating to admissions should be referred in the first instance to our main customer service telephone number 01904 554277.

### Section 1

4. The Admissions Policy and Code of Practice aims to support students at each stage of the admissions process and to ensure that potential applicants succeed in their chosen programme of study. The Admissions Policy aims to be fair and impartial to all applicants and to ensure York Learning meets the obligations reflected in current legislation and our other policies. A list of the relevant legislation is set out in Annex 2.
5. York Learning values and seeks to recruit students from a diverse student community. York Learning is committed to promoting equal opportunities for all students, recognising that our provision is enriched by a diverse student body that is reflective of the wider community. We welcome applications from both home and international communities.
6. York Learning will endeavour to abide by the principles and aims of the Admissions Policy and the Admissions Code of Practice to ensure that all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. In accordance with this objective, York Learning is committed to delivering quality teaching and learning to all students.
7. In accordance with our commitment to fair admissions, selection is made on the basis of a range of criteria. Evidence of suitability for study includes:
  - academic achievement
  - professional and personal experience,
  - the potential to succeed on the intended programme of study
  - the suitability of learners to study within a wider group

## **Aims**

8. The aims of the Admissions Policy are to ensure that:
- 1) applicants are treated fairly and impartially
  - 2) applicants are appropriately guided and supported through the admissions process
  - 3) informed and sound decision making by the applicants and York Learning is assured
  - 4) information relating to entry criteria is up-to-date, accurate and accessible to applicants and York Learning staff.

## **Admissions Criteria**

9. The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. Admission will be based on the assessment of a range of criteria and will include:

- academic qualifications
- personal circumstances
- level of competence for prescribe study programme
- specific course entry criteria and requirements

and where the course is a continuation from another York Learning course:

- judgments of staff and tutors within York Learning (As appropriate)
- previous attainment on programme (Entry to the next level is not guaranteed even where previous level has been successfully completed)

10. Individual programmes of study may specify entry requirements in addition to the requirement above and can include specific subject elements.
11. No potential student will be excluded from entry as a result of discrimination on the grounds of race, age, gender, sexual orientation, disability, ethnic or national origin, religion or creed. Applications from prospective students with disabilities will be assessed on the basis of meeting the course entry requirements. York Learning does not discriminate against learners with criminal convictions, and we welcome applications from all sections of the community. We believe that positive learning experiences can have a transformative impact on learners with an offending background.
12. York Learning reserves the right to refuse entry or withdraw a place at any stage in the admissions process or once the programme of study commences, if information about a learner reveals a risk that could lead to potential harm to other learners or staff.
13. Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Operations Manager - Learner Support and Volunteers in consultation with the curriculum head. York Learning will make reasonable adjustments to accommodate applicants with support needs. However, if we are

unable to meet these additional needs or can only do so by compromising the learning experience of the student in question or other students, York Learning reserves the right to refuse admission.

14. Ultimate responsibility for the admission of prospective applicants onto a particular programme of study rests with the Head of Service. However, such authority is generally devolved to the course tutor or Head of Curriculum.

15. We will ensure:

- All staff responsible for admissions decisions or actions will discharge their individual and collective responsibility according to York Learning's Admissions Code of Practice.
- All York Learning staff with responsibilities for making admission decisions will undertake training and updating as appropriate to their role.
- All York Learning staff will receive and have access to the Admissions Code of Practice.
- Operation of the Admissions Policy and the Code of Practice will be monitored and reviewed annually by York Learning's senior management team.

## **Section 2**

### **The Admissions Code of Practice**

16. The Code of Practice provides the policy, procedure and guidance for all aspects of York Learning's admissions process. All admissions staff will have access to the Admissions Policy and Code of Practice electronically or from West Offices.

17. We will work with other agencies to develop appropriate links that enhance the transition arrangements between York Learning and referring organisation.

18. York Learning will endeavour to make applicant offers which are appropriate to both learner and course entry requirements. In the event that the criteria for entry are not met, wherever possible and appropriate, an alternative offer will be made to the applicant. Should an application be unsuccessful, York Learning reserves the right to refuse admission without explanation.

19. Applicants are actively encouraged to declare a learning difficulty/disability on pre-entry, throughout their course and through progression, so that an appropriate referral can be made to support them whilst on their course.

20. In discharging our duties under this policy York Learning will:

- offer appropriate information advice and guidance to both potential and enrolled students to enable them to make informed decisions and choices at relevant stages of the admissions cycle, throughout their course and on exit from learning.
- ensure enquiries received via telephone, email, in person or letter will be logged and responded to within five (5) working days wherever possible.

- respond to applications within ten (10) working days of receipt. On submission of an application form, applicants can request information about the progress of their application at any stage.
- Notify students of the outcome of their interview within 10 working days of the interview.
- provide and give access to relevant/related policies on its website and when requested to do so by an applicant.
- determine its entry requirements and selects students in accordance with policies and procedures that are based on consistency, equity, fairness, transparency and good practice.

21. Staff with admissions responsibility will review its admissions criteria on a regular basis, and at least annually, in order to ensure the process of selection is appropriate for, and in accordance with, our policies and recruitment strategies. Changes to policy or entry criteria will be approved by the Senior Management Team and communicated within York Learning and beyond at the appropriate point in the admissions cycle.

22. York Learning will determine specialist entry criteria, such as interview and portfolio requirements, in accordance with the needs of the course and will make explicit and transparent the purpose and reason for such variation.

23. York Learning expects applicants to be aware of their individual responsibilities in support of the effective application and admissions process. These responsibilities include an awareness of, and engagement with York Learning regulations, requirements and procedures.

24. Each Head of Curriculum will review the operation of the current year's admissions arrangements in the light of progression figures, planned curriculum changes and changes in post-19 qualifications. In addition, data collected on performance in relation to applicants' characteristics, including age, gender, ethnicity, disability and socio-economic status, will also be taken into account.