



Admissions Policy

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1. Introduction

1.1 The Admissions Policy for MidKent College is based upon the following guiding principles:

- To provide accurate and timely information, advice and guidance to new applicants to enable them to make the right choices for their future.
- To build a college community which celebrates inclusivity, diversity and the contributions of students and apprentices
- To operate open, transparent and consistent admissions procedures
- The operation of procedures guided by a sense of 'fairness' and the aspiration that applicants are placed on the programme that meets their long term career aims and interests

2. Scope and Aim of Policy

2.1 For the purpose of this document, 'admissions' is used as a generic term to encapsulate all activities, procedures and practices involved in the process of admitting students to College.

2.2 This policy regulates all activity relating to potential students and to the initial contact with actual students up to the point at which they are enrolled as students of the College. The policy is intended to include those students that are looking to progress to the next level of their programme or across to a new curriculum area.

2.3 It is applicable to all admissions to College, other than those Higher Education students applying to programmes that are delivered in partnership with Canterbury Christ Church University, partnerships and special provision to whom their own institutional policies apply. All other Higher Education Students are subject to this admissions policy.

2.4 MidKent College intends to attract and recruit students in a way that is fair, consistent, transparent, confidential and in the interests of the students. In order to do this, it is our policy to:

- Ensure that members of staff making admission decisions are equipped to make the required judgements and are competent to undertake their roles and responsibilities.
- Ensure that promotional materials and activities are accurate, relevant, inclusive, current, accessible and provide information that will enable applicants to make informed decisions about their options.
- Ensure that selection policies and procedures are clear and are followed fairly, courteously, consistently and expeditiously.

- Transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry.
- Ensure that potential students can access impartial advice and guidance tailored to the needs of the individual, regardless of the needs of the College.
- Offer potential students opportunities to discuss their needs with curriculum staff and, where practicable, access taster sessions to allow them to make decisions informed by personal experience.
- Inform applicants of the procedure to be followed if they wish to take up a place, and the obligation to inform the College promptly if they decide not to take up their place, or fail to meet the criteria specified in the offer.
- Inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed, and advise them of the options available in the circumstances.
- Ensure that when applicants have accepted a place, the arrangements for the enrolment, registration, induction and orientation of new students are explained to them, and to ensure that these arrangements promote their efficient and effective integration as students.
- Ensure that applicants are informed of the expectations the College has of them as students.
- Provide clear feedback to unsuccessful applicants on request.
- Deal effectively and promptly with any complaints about the process and appeals against admission decisions, according to the appropriate College procedures.

2.5 MidKent College cannot accept applications from students with a Tier 4 Student Visa.

3. Procedures

3.1 The College will deliver its commitment to fair admissions through the following procedures:

Admissions and Enrolment Procedures

Higher Education – UCAS Admissions Process

Higher Education – Admissions Process for Part Time Students

EHCP

Criminal Convictions

CIAG

4. Duties and Responsibilities

4.1 Admissions Staff are responsible for:

- Delivering an effective admissions process that operates within the spirit of this policy

- Working with curriculum areas to plan and operate the admissions process within an academic year, including the organisation of interviews, processing of course offers and notification of enrolment
- Providing admissions support at relevant Open Day and Enrolment events.

4.2 Curriculum Staff are responsible for:

- Providing relevant course materials, information and advice that enables prospective students to make suitable choices upon application
- Attending relevant interview and enrolment sessions
- Understanding their curriculum offer to enable applicants to receive the best possible guidance
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by applicants.

4.3 College Management Team are responsible for:

- Ensuring that relevant staff are aware of this policy
- Providing sufficient qualified and experienced staff in order to meet the aims of the policy
- Enabling staff to have access to training, support and resources that are appropriate to their role.

4.4 Applicants are responsible for:

- Providing clear and accurate information on their application form that will support the College staff in ensuring that the most appropriate course offer can be made
- Participating in relevant assessment and taster days to enable them to make informed decisions
- Taking advantage of support and referral services when used, to support their application.

5. **Associated Procedures and Policies**

Admissions Appeals Procedure

Complaints and Appeals Policy

Quality Policy

Equal Opportunities Policy

6. **Policy Validity**

6.1 This policy is valid for the academic years 2020 - 2021 and 2021 - 2022 and is due for review in July 2022.

7. **Policy Owner**

7.1 The Senior Manager responsible for this policy is the Executive Director, Curriculum & Quality.

8. Policy Monitoring, Review and Evaluation

- 8.1 A review of this policy will form part of the annual process of self-assessment for the College, and will involve input from a range of stakeholders including staff, students, Governors and others.

9. Equality Impact Assessment

- 9.1 This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the Quality SharePoint site.