



## Admissions Policy

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**\*\*Major change is defined as:**

*Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.*

**\*\*Minor change is defined as:**

*Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.*

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## **Contents**

1	Introduction	4
2	Scope and Aim of Policy	4
3	Duties and Responsibilities	6
4	Admissions Criteria	7
5	Associated Policies and Procedures	8
6	Policy Validity	9
7	Policy Owner	9
8	Policy Monitoring, Review and Evaluation	9

## **1. Introduction**

1.1 MidKent College is committed to promoting equality and diversity and ensuring that all students have the opportunity to succeed. 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 all 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.
- To provide additional support and opportunities for students in care and students with an Education, Health and Care Plan (EHCP), to ensure these students have equal access to education and are not disadvantaged due to their circumstances.
- To ensure applications by students with criminal convictions are treated equitably while maintaining the safety and integrity of the college community.
- To promote a diverse and inclusive student body.

## **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 the 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 the 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 the members of staff making admission decisions are equipped to make the required judgements and are competent in undertaking 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 selection policies and procedures are clear and are followed fairly, courteously, consistently and expeditiously.
  - Transparent entry requirements (academic and non-academic) are used to underpin judgements made during the selection process for entry.
  - Ensure 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 those circumstances.
  - Ensure, when applicants have accepted a place, the arrangements for the enrolment, registration, induction and orientation of new students are explained to them, and that these arrangements promote their efficient and effective integration as students.
  - Ensure 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.

### **3. Duties and Responsibilities**

#### **3.1 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.

#### **3.2 Curriculum staff are responsible for:**

- Providing relevant course materials, information and advice which 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.
- Making admission decisions based on sound and fair judgements that ensure the right student is placed on the right course.

#### **3.3 The College management team are responsible for:**

- Ensuring 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.

#### **3.4 Applicants are responsible for:**

- Providing clear and accurate information on their application form that will support College staff in ensuring 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.

#### **4. Admissions Criteria**

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

4.2 MidKent College is committed to admitting all students who meet the entry criteria for courses with available space, including students with Special Educational Needs and Disabilities (SEND) in line with the principles outlined in the SEND Code of Practice. As such, students with SEND are entitled to request reasonable adjustments to support them at interview and throughout the application process.

4.3 In addition to the standard admissions criteria, the following considerations will be made for eligible students:

- All course offers are made on a first come first served basis. However, we recognise that some students require additional support to complete an application or may apply late due to circumstances outside of their control. Therefore, when it is practically possible, priority will be given to students in care and students with an EHCP to ensure they are not disadvantaged due to circumstances beyond their direct control. This priority will be administered at the College's discretion, and we encourage all students with an EHCP/ are Care Experienced to apply early.
- Additional support will be provided to help these students engage with the admissions process, when requested.
- Flexibility in admissions criteria may be applied to accommodate the unique challenges faced by these students. This will be applied on a case-by-case basis and is at the College's discretion.
- MidKent College is an inclusive College and will consider all applications from young people with SEND. Decisions to offer course places for young people with SEND will be based on the following criteria, in line with the SEND Code of Practice:
  - They meet the entry criteria for the course.
  - The course suitable for their age, ability, aptitude and SEND.
  - The College can meet the needs of the young person.
  - Their place on the course is compatible with the efficient education of others, and/or the efficient use of resources.
- When considering if a course is appropriate, staff will consider if they can meet the needs of the young person. They will consider whether a student can access the course at the required level with appropriate

support in place, and if there is a reasonable chance of achievement and progression. Students must be able to function independently or with allocated support in the College environment.

- A student's mental or physical health needs should not unduly disrupt the learning, research, or work of others in the college community.
- Students must meet entry criteria when this is prescribed as an essential prerequisite for accessing the learning materials.
- Students with criminal convictions or under police investigation must disclose any criminal convictions/investigations as part of the admissions process. Failure to disclose a conviction/active investigation may result in the withdrawal of an offer of admission or withdrawal from the college. Applicants must provide relevant information related to their conviction, including court records if requested.
- All applications from students with criminal convictions or undergoing police investigations will be reviewed by a member of the Welfare team, who will conduct a Risk Assessment to evaluate the potential impact of the applicant's conviction/investigation on the college community. Factors considered will include:
  - The nature and severity of the offense.
  - The time elapsed since the conviction.
  - Evidence of rehabilitation.
  - The applicant's conduct since the conviction.

If the conviction is viewed to have a potentially adverse effect on the college community, the College will not progress the application.

- The College reserves the right to deny admission to applicants whose criminal convictions/ongoing police investigation pose an unacceptable risk to the college community.

## **5. Associated Policies and Procedures**

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

- Admissions Appeals Procedure
- Complaints and Appeals Policy
- Quality Policy
- Equal Opportunities Policy
- Care Experienced Policy
- Prevent Policy
- Student Transfer Policy, Higher Education
- Equality, Diversity and Inclusion Policy

- Careers Policy
- Conflict of Interest Policy
- Data Protection Policy
- Student Protection Plan

## **6. Policy Validity**

- 6.1 This policy is valid for the academic years 2024 – 2025, 2025 – 2026 and is due for review in July 2026.

## **7. Policy Owner**

- 7.1 The Senior Manager responsible for this policy is the Executive Director of Student Experience.

## **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.