

**FURTHER EDUCATION
ADMISSIONS POLICY**

Further Education Admissions Policy

Policy Owner: Quality and Standards Committee
Date of Review: October 2022
Date Approved: 15 December 2022
Next Review: July 2025
Responsibility for Review: Vice Principal Curriculum Delivery and Planning
Policy Review Frequency: 3 years

Applicable to staff: Yes
 Applicable to students: Yes
 Publish on College website: Yes

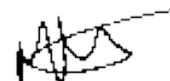
Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee	Quality and Standards Board	17 November 2022 15 December 2022
ELT	Yes	7 November 2022
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

16-19 Admissions Procedure, Adult Admissions Procedure, Apprenticeship Admissions Procedure, Safeguarding Policy, Fitness to Study Procedure, HE Admissions Policy

ELT SIGN-OFF: Mick Noblett, Vice Principal (Curriculum Delivery & Planning)



1. Scope and purpose of this policy

- 1.1 This policy is applicable to all applications made by prospective students in respect of 14-16 provision, 16-18 study programmes, full and part-time adult further education courses and apprenticeships at Preston College.
- 1.2 The purpose of this policy is to ensure that all prospective students are considered on a fair and consistent basis, and that all applicants are able access appropriate careers information, advice and guidance in completing their college application.

2. College Mission and Priorities

2.1 Preston College has a clear mission 'to make our students the most employable that they can be, now and in the future'. Significant work has been carried out to align the College curriculum to regional employer demand and key Lancashire Enterprise Partnership priorities. In effectively delivering to our mission, the college continues to work towards the following priorities:

- Place high quality teaching, learning and support at the core of our activities resulting in high levels of achievement and positive outcomes for learners, prioritising accelerated learning opportunities to address learning gaps
- Provide high quality technical and vocational curriculum, aligned to regional and local business and community needs
- Recognise and value our diverse college community, and provide aspirational progression pathways for all
- Maintain a flexible and stable business model which drives high quality delivery and optimises external funding opportunities
- Develop a culture in which all staff deliver outstanding performance that contributes effectively to the learner experience
- Nurture effective and impactful partnerships that benefit learners, staff, the City of Preston and the wider region

3. Policy statement

- 3.1 Preston College is firmly grounded in its community and plays a significant role in supporting young people and adults in developing their knowledge, skills and education in preparation for employment, career advancement or further study. Preston College provides the culture, environment, facilities, resources and services to enable students at all career stages, to make effective progress and contribute to a thriving local economy. Preston College does and will continue to play a critical role in the place making and regeneration of Preston City and the Central Lancashire City Deal area. The College is committed to widening participation, providing opportunities for all students to achieve and progress.
- 3.2 Preston College is committed to providing a comprehensive and professional admissions service in order to allow fair and equal access to all prospective students.

- 3.3 This policy complies with all relevant consumer and equality, diversity and inclusion legislation affecting the admission of students.
- 3.4 Equality, Diversity and Inclusion is integral to Preston College and we will actively eliminate discrimination, harassment and bullying because of race, ethnic origin, disability, religion or belief, gender, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity or any other grounds.
- 3.5 As an inclusive provider of education, the college will offer provision for learners with varying ranges of prior attainment, promoting opportunities for positive progression in-line with the college mission and individual learner aspiration.
- 3.6 Many of the college programmes will have published entry criteria, often based on prior academic achievement. The college will, where applicable, adopt a contextual admissions process in admitting learners to their programme of study. Contextual admissions is the practice of using additional information, which allows the college to identify applicants with the greatest potential to succeed in education, rather than relying on exam results alone. The contextual admissions may help the college to identify and encourage students from underrepresented groups, allowing them to take account of the circumstances to assess their attainment and potential which may lead to the college adjusting their standard offer.
- 3.7 Some prospective students will have an Education, Health and Care Plan that has been issued by their local authority. Where the college has been named within the plan, we will review the documentation and any other information received, and respond to the local authority within 15 calendar days as per the SEND Code of Practice 2014. The college admissions procedure will need to be followed in addition to receipt of the Education, Health & Care Plan.
- 3.8 In providing Careers Education, Information, Advice and Guidance and enrolling learners, the college will deliver in-line with the following procedures:
- 14-19 Admissions Procedure
 - Adult Admissions Procedure
 - School Leaver Apprenticeships Admissions Procedure
 - Non-School Leaver Apprenticeships Admissions Procedure
- 3.9 During the college admissions process, there may be instances where the College Safeguarding Policy or the College Fitness to Study Procedure take precedence.

4. Appeals

- 4.1 Where an applicant has not been accepted onto a college programme and feels that they have been treated unfairly, then they have the right to appeal. Appeals must be lodged in writing with our Learner Services Administration team within 5 working days of the college decision. The appeal will be heard by a member of the college Executive Leadership Team.

5. Learner information

- 5.1 In implementing this policy and associated procedures, the College will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with the principles outlined in the General Data Protection Regulations and supplementary enacting Data Protection Legislation. The College is committed to being transparent about how it collects and processes the personal data of its learners, employees, visitors and other stakeholders to meet its data protection obligations. The College will ensure all processing is lawful, fair and transparent and individuals are informed of the legal basis for processing their data. Further information relating to the College's compliance of the General Data Protection Regulations can be found in the College's Data Protection Policy.