

# **14-19 ADMISSIONS PROCEDURE**

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**Policy Owner:** ELT

**Date of Review:** April 2025

**Date Approved:** 3 June 2025

**Next Review:** June 2028

**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		
ELT	Yes	22 April 2025 3 June 2025
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

## Any Associated Documentation, for Reference:

FE Admissions Policy, Adult Admissions Procedure, Apprenticeship Admissions Procedure, Safeguarding Policy, Fitness to Study Procedure, HE Admissions Policy

**ELT SIGN-OFF:** Mick Noblett, Vice Principal Curriculum Delivery and Planning



## **14-19 Admissions**

### **1. Stage 1 – Application**

- 1.1 All applications are to be submitted via Preston College website. Every application received will be immediately acknowledged by an automated response email to confirm receipt of the application.
- 1.2 School leavers will receive a text with the date that the Recruitment Team will be attending their school for interviews. Non School leaver applicants and out of county applicants will receive a letter within 5 working days and will be requested to attend an interview at the Preston College campus.
- 1.3 The week before and then the day before the interview, applicants will receive a text message as a reminder of their appointment
- 1.4 Internal applicants who are looking to progress to another Preston College qualification will have a 'progression ready review' meeting with their Student Manager or Curriculum Leader towards the end of their programme (May/June) to outline individual progression opportunities and confirm their application.
- 1.5 Applicants who have an Education Health and Care Plan (EHCP) are asked to declare this on their application form.

### **2. Stage 2 – Interview/Assessment**

- 2.1 Interviews will be arranged by the Curriculum Administration team and will be conducted by Curriculum staff and/or the Recruitment team.
- 2.2 Interview evenings will be held throughout the academic year and Directors of School will ensure that Curriculum staff are available to conduct the scheduled interviews and provide applicants with appropriate and effective Careers Education, Information, Advice and Guidance (CEIAG).
- 2.3 Internal applicants will be interviewed by a Student Manager, Curriculum Leader, Director or Assistant Director or a Vice Principal depending on performance. Where a student is looking to progress into a different School, then they will be interviewed by a Curriculum Leader.
- 2.4 Where applicants need additional support with course decisions and career information, they can book an appointment with a specialist careers advisor.
- 2.5 Applicants who indicate or declare any SEND or Safeguarding details will receive a SEND phone call following their initial interview. School Leavers will be seen by a SEND specialist during their interview in school. All safeguarding matters will be overseen by the Designated Safeguarding Lead.
- 2.6 Where applicants have an EHCP the Local Authority will consult with the College to ensure that needs can be met.

- 2.7 Applicants are encouraged to bring any supporting evidence for their application, for example, certificates, work experience feedback and portfolios when attending interview.
- 2.8 Applicants who do not attend their interview appointment will be contacted by text message the next day asking them to rebook their interview if they are still interested.
- 2.9 Applications will be automatically withdrawn if the learner does not rebook their appointment following two reminders.
- 2.10 Applicants with no formal qualifications will be required to undertake an assessment of their maths and English levels as part of the interview process. This will help to determine the right level of study for them.
- 2.11 International applicants will have their prior attainment checked to ensure that the appropriate level of programme can be accessed. International applicants will also be asked to undertake an English assessment and will be required to provide eligibility paperwork outlining the right to study in the UK as part of the interview process.
- 2.12 In some circumstances a panel meeting is required, to ascertain if Preston College is the right place for a young individual. The college will liaise with external stakeholders and support services to gather information which will be reviewed at the panel meeting with a supportive approach. External stakeholders can include but are not limited to; social workers, previous educational establishments, parents, CAMHS, health professionals Local Authority, carers and employers.

### **3 Stage 3 – Offer**

- 3.1 Applicants can expect to be given a conditional offer at interview, based on the information shared. There may be exceptions to this depending on what information is shared during the interview.
- 3.2 Applicants who are successful at interview, will be offered a place and sent an offer booklet via email within 2 days of interview. Where SEND interviews are required, the offer will be made once this has been completed.
- 3.3 Where it is identified that an applicant has additional challenges or barriers to education, the college will endeavour to support the applicant through an admissions panel meeting.
- 3.4 Applicants who wish to change their application are advised to contact a member of the Applications Team on 01772 225081 as soon as they can to avoid disappointment.
- 3.5 Following a conditional offer at interview, applicants will be invited to a Welcome Evening during the summer term. They will also receive relevant keep warm communications from the marketing department; keeping them up to date with college information.

- 3.6 In August, applicants who have been offered a college place, will receive an Enrolment guide outlining the enrolment process and any relevant College information. As part of the enrolment process, all students will sign a privacy notice which will enable the College to carry out its legal duty under the Education Act 2011 and Education and Inspections Act 2006, and contractual obligations with other funding agencies and awarding bodies.
- 3.7 Progressing students who are successful in securing a place on their next course of study will have a place reserved. Some students will receive a 'conditional offer' and will be awaiting exam results as part of their eligibility to progress. Their enrolment will be confirmed on the day that results are published or alternatively, they will be invited into college for additional CEIAG to discuss progression options. A minority of students will require progression interviews with the Director of School or Vice Principal to assess their eligibility for progression, this will be based on their performance to date at Preston College.
- 3.8 For those applicants referred to an admissions panel, the panel will review barriers, opportunities, funding restraints and risks to admission to fulfil its duty of care for the applicant and wider college body. This can include adapting curriculum, setting small realistic goals and bespoke support packages to aid a successful transition into college. At this point the applicant will receive an offer. Where the panel determines that no offer can be made the panel will provide a response in writing, along with recommendations to alternative providers or support services.
- 3.9 Preston College are committed to ensuring that all students enrolled on our courses have the potential to succeed. Therefore, we reserve the right to decline an application if, following our thorough assessment process, we determine that the course may not be suitable for the applicant.
- 3.10 Where applicants have an EHCP, the College will comply with the duty to admit in line with the Children and Families Act 2014. In doing so the College will review whether the setting is suitable for the applicants age, ability, aptitude and special educational needs in addition to the compatible and efficient education of others. Where the College is not suitable for the applicant, based on their EHCP, the College will consult with the Local Authority, who will seek alternative education pathways.

#### **4 Stage 4 – Appeal**

- 4.1 Any applicant who is declined a place at the college has the right to appeal. Appeals must be submitted in writing to the College Principal, Simon Nixon, within 5 working days of the decision being communicated.