

Reference Number: P54

# ADMISSIONS POLICY



Policy Review					
Author Donna Short	Position VP QofE	Approved by Corporation Peter Thomas, Chair  Signed: 	Approval date 26.03.26	Review Cycle Annually	Review Date June 2026

## Document Control – Revision History

Author	Summary of Changes	Date	Version	Date last reviewed by SED	Recommend to SED Y/N
Nikki Sendell /Mark Bolton	New Policy	25.01.18		-	Yes
Mark Bolton	Updated wording.	28.03.19		14.03.18	
Sian Deasy & Susie Peart	Integrated HE Admissions regs	04.08.20		14.03.18	Yes?
Sian Deasy	Formatting changes, including alignment, line spacing, and numbering in line with Accessibility good practice. More specificity around HE admissions practices and reasonable adjustments to the admissions process.		v1		
Donna Short		2/11/23	v1.1		
Sarah Bray & Sian Pering	Reorganised Process section to give greater clarity to end-users around which process is followed for each provision type. Clarification in 'Scope' of process for Apprentices. Clarification in process sections of when criminal conviction declarations are requested. Clarification in process of interview process (including scheduling) for adult learner.	11/11/25	V2		

## Initial Equality Impact Screening

### Who has been consulted on this policy & procedure?

A range of internal staff, including the Safeguarding Group, as well as colleagues from the Open University as part of the 2023 Institutional Approval event.

### What evidence has been used for this impact screening (e.g. related policies, publications)?

Review for gendered pronouns. Amended in line with Accessibility good practice.

### Declaration (please tick one statement and indicate any negative impacts)

- We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.
- We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Sexual orientation
- Marriage & civil partnership
- Pregnancy & maternity

**Completed by Author: S Peart    Position: Quality Manager    Date: 14.06.23**

Reviewed by Equality & Diversity Group    Date:

We confirm that any recommended amendments have been made

Amended by Author:    Position:    Date:

**Summary of Comments/Recommendations from Equality & Diversity Group Review:**

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## 1 SCOPE

- 1.1 This Policy applies to all potential learners applying for a course at Yeovil College or Yeovil College University Centre. This Policy also applies to all Yeovil College staff involved in any part of the admissions process.
- 1.2 The Admissions process for all learners on part time, full time and HE courses comprises a number of the following processes:
  - 1.2.1 Initial contact
  - 1.2.2 Application
  - 1.2.3 Interview
  - 1.2.4 Enrolment
- 1.3 For apprenticeship programmes, the admissions process is typically led by an employer, who will recruit an apprentice in a similar way to any other vacant staff post. As such, prospective apprentices should expect to follow the recruitment / admissions processes of the employer they are applying to undertake their apprenticeship with. However, the principles of this Admissions Policy will be followed in all aspects where the College is involved in supporting the admission and on-boarding of an apprentice, for example, the initial assessment and curriculum approvals processes that take place to assess a potential learner's academic suitability when an employer requests the College serve as the training provider for an apprentice's programme of study.
- 1.4 At enrolment, a learner will become part of the Yeovil College student body.
- 1.5 Throughout this policy, unless otherwise explicitly stated, "full time" and "part time" applications refer to any application to the College except those to Yeovil College University Centre (YCUC) Higher Education (HE) programmes.

## 2 RESPONSIBILITY AND AUTHORITY

- 2.1 Responsibility for the Admissions Policy sits with the Senior Leadership Team (SLT). Responsibility for the day-to-day implementation of the principles set out in this policy sits between Curriculum teams, the iZone, Management Information Services (MIS), in the case of Yeovil College University Centre programmes the University Centre team, and in the case of apprentices the Employer Engagement team.

### **3 PRINCIPLES OF THE POLICY**

#### **3.1 High Quality Customer Service**

3.1.1 Yeovil College is committed to ensuring all customer interaction with the College provides a consistently high customer service experience. The policies and processes will put at their heart the customer experience, providing context for the development of seamless and well managed admissions processes.

#### **3.2 Widening Participation**

3.2.1 Yeovil College is committed to increasing and widening participation in education and training. Applications for college courses are actively encouraged from all interested individuals.

#### **3.3 Advice and Guidance**

3.3.1 Yeovil College is committed to providing impartial advice and guidance in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The College is committed to ensuring the right student for the right course at the right time.

#### **3.5 Confidentiality**

3.5.1 Yeovil College is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation. Confidentiality of the process is also closely linked to the College's policy on Safeguarding of learners and staff<sup>1</sup>.

#### **3.6 Equality of Opportunity**

3.6.1 In line with the provisions of the Equality Act (2010), the College is committed to ensuring that the admissions process is open and transparent, and that no individual or group receives less favourable treatment due to age, disability, gender reassignment, sexual

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<sup>1</sup> Available at <https://www.yeovil.ac.uk/policies-reports/>

orientation, sex, pregnancy and maternity, marriage and civil partnership, race, religion or belief, plus economic status.

- 3.6.2 The College is committed to ensuring that any individual with learning difficulties or disabilities is treated fairly. All reasonably practicable adjustments to provision will be made to enable any individual with a learning difficulty or disability access to education. The College actively works to extend the diversity of its student population through the development of an inclusive learning environment.
- 3.6.3 In the context of the admissions process, reasonable adjustments might include, but are not limited to, an applicant requesting that an on-site interview takes place in a space that meets their physical accessibility needs, the presence of a communication support worker or sign language interpreter at an interview, or a large-print or alternative format of the application form being made available.
- 3.6.4 The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties/disabilities may be offered an additional interview by a specialist from the learning support team to discuss needs and agree the support required.

### 3.7 **Quality**

- 3.7.1 The College works to the Gatsby 8 standards framework for quality information, advice and guidance to all students.
- 3.7.2 The quality of the admissions process is monitored through learner feedback and through other internal audit systems.
- 3.7.3 An annual training schedule is in place for staff who are responsible for delivering the admissions process.

## 4 **CHOOSING A COURSE**

- 4.1 Potential learners can access a range of information about the courses the College offers through the college website, prospectuses, and attending Information Events. Potential learners can also contact the college with any questions about courses via [izone@yeovil.ac.uk](mailto:izone@yeovil.ac.uk).

- 4.2 The College offers a range of taster days and other events for young people to help them to make a well-informed decision about which programme of study might suit them best.
- 4.3 The iZone team responds to all initial enquiries regarding the College's programme offer. If applicants are unsure about which course to study or progression routes, they can access the wider college Careers Education, Information, Advice and Guidance (CEIAG) Team and the Apprenticeship team as well as individual appointments with any curriculum area and/or student support team to gain more information to guide their decision.

## 5 ENTRY REQUIREMENTS

- 5.1 Yeovil College welcomes applications from all sectors of the community. Prospective students are selected not only by their formal qualifications, but also their experience, motivation, and interest in the course and subject area.
- 5.2 The entry requirements published on the college website are standardised and used as a guide to a learner's suitability to study a course. This includes consideration of both whether a learner is likely to be able to succeed on a course, but also, where a learner might already hold qualifications or experience which mean the course will not be appropriately challenging for them.
- 5.3 Adults returning to education are welcome to apply to most College courses. The College may consider previous experience and training as an alternative to formal qualifications.
- 5.4 Where an applicant already holds relevant qualifications or other evidence of learning which they believe may qualify them for advanced entry to a later stage of a particular programme via a process of 'Accreditation of Prior Learning' (APL) or 'Recognition of Prior Learning' (RPL), they should refer to the College's 'Assessment and APL-RPL Procedure'<sup>2</sup> for more information, and should inform the College as early as possible during the application process, as both APL and RPL can be time-consuming processes, and would need to be undertaken and concluded before an offer of a place could be made.
- 5.5 For international students, their overseas qualifications should be equivalent to the UK requirements. In addition, Yeovil College is a sponsoring organisation linked to the UK Border Agency and all international students will have to satisfy the requirements of the UK

Government for studying in the UK as well as meeting the entry requirements of the College in terms of qualifications and/or experience.

- 5.6 Entry requirements for Yeovil College University Centre courses are set and reviewed in discussion with the relevant awarding body or Partner University. Curriculum Areas are responsible for the verification and publication of accurate entry criteria for HE programmes. For applicants whose first language is not English, entry requirements are likely to also include meeting an English language requirement. Mature applicants are considered to be those who will be aged 21 or over at the start of their course. In line with our institutional commitment to Widening Participation, applications from mature students may be considered based on prior experience including previous study and work experience, rather than the standard entry requirements. Where appropriate, this experience will be independently evaluated in line with the College's procedures for Recognition of Prior Learning. The College's procedures for Recognition of Prior Learning, as well as any corresponding procedures from the relevant awarding organisation, will apply to any student wishing to apply for advanced entry on the basis of prior experience.

## **6 ADMISSIONS PROCESSES (Full-Time, Part-Time Adult, Yeovil College University Centre, Internal Progression, and Late Applications)**

### **6.1 Admissions Process - Full-Time Learners (apart from YCUC)**

- 6.1.2 In line with the 'right student, right course, right time' principle, the admissions process for full-time learners focuses on recruiting learners who are capable of meeting the required standards for their course, whatever their background.
- 6.1.3 In most cases, applications should be made through the Yeovil College website, using the 'apply' button that can be found on the course page. However, applications can also be made using a paper-based form, which can be provided by the iZone team (either via [izone@yeovil.ac.uk](mailto:izone@yeovil.ac.uk) or the Yeovil College main reception desk).
- 6.1.4 Once applications have been received, a member of Yeovil College staff will contact the applicant to arrange an admissions interview. The duration between the point of application and the interview date will vary depending on a range of factors, including the type of course and the expected start date. If an applicant would like more information or detail on when they might expect to be invited to interview, they are welcome to contact the College's iZone team. Students will be notified of their interview date and time in advance and will have the

option to request an alternative date or time if the initially suggested appointment is not appropriate. Applicants who require any reasonable adjustments to be made in order to access their interview should notify the College to request this as soon as reasonably possible after receiving their invitation to interview.

6.1.5 The interview is an opportunity for applicants to discuss their aspirations before making a decision and being offered appropriate advice and progression options. This interview will normally take place over the phone and is designed to be a supportive process to ensure an applicant has all the information required to make a well-informed decision about the course, and to allow the college to assess a student's suitability and potential to succeed on the course in question. The admissions interview will cover:

6.1.5.1 Course Overview

6.1.5.2 Entry Requirements

6.1.5.3 Equipment / Resources Required

6.1.5.4 Support Available (including Financial Support)

6.1.5.5 Any Questions or Other Information

6.1.6 If an applicant has demonstrated that they meet required published entry criteria and have the appropriate knowledge and skills to have the potential to complete their chosen programme of study successfully, they may be made an offer. An offer will be made via an email from the college, and will normally be subject to a learner achieving their predicted / target grades at GCSE.

6.1.7 In some instances, a learner may not be appropriate for their first-choice programme, however, through the interview process an alternative course that is better suited to their skills, aspirations, or qualifications may be identified. In these instances, it may be that a learner is made an offer of a place on an alternative course, and the email offering a place will make clear the programme of study being offered.

6.1.8 All prospective learners are required to disclose any previous or pending convictions/cautions. This information will be requested during the application process and will need to be re-confirmed at the point of enrolment (if appropriate). If a disclosure is made, a separate form and interview will be conducted where appropriate. As a college we work with learners from all backgrounds and supportive agencies as an inclusive educational establishment. However, we reserve the right to not offer a place at that time in certain circumstances.

6.1.9 If an offer is made, it is the responsibility of the student to either accept or decline the offer. The offer-making email will include a 'click to confirm' button which allows an applicant to accept their offer, or the option to decline / withdraw their application.

## 6.2 Admissions Process – Apprenticeships

6.2.1 In line with the 'right student, right course, right time' principle, the admissions process for apprentices focuses on recruiting learners who are capable of meeting the required standards for their course, whatever their background. Learners must also have an employer in place for their apprenticeship before they can start an apprenticeship programme at the College.

6.2.2 In most cases, applications should be made through the Yeovil College website, using the 'apply' button that can be found on the course page. However, applications can also be made using a paper-based form, which can be provided by the iZone team (either via [izone@yeovil.ac.uk](mailto:izone@yeovil.ac.uk) or the Yeovil College main reception desk).

6.2.3 Once applications have been received, a member of Yeovil College staff will contact the employer on the details provided during the application to confirm the apprenticeship opportunity. A member of the apprenticeships team will meet with or speak to the employer to ensure they are able to provide a suitable and safe apprenticeship placement where the apprentice can successfully develop the knowledge, skills and behaviours of the apprenticeship standard. This meeting also ensures that the employer has met all requirements for funding, before the apprenticeship commences. Apprentices can access information, advice and guidance before starting by contacting the Student Recruitment Team. This ensures the apprentice has all the information required to make a well-informed decision about the course. The duration between the point of application and the apprenticeship starting will vary depending on a range of factors, including the type of course, the expected start date and the employer's recruitment and onboarding processes.

6.2.4 Prior to the apprenticeship starting, the apprenticeships team will check entry requirements, and the apprentice will be required to complete online initial assessments for English & Maths and a Skills Scan with an occupationally competent assessor. The Skills Scan provides an opportunity for the assessor to check suitability for programme, outline training for English & Maths (where required) and discuss the occupational content of the standard and identify any areas of Recognised Prior Learning (RPL), where the standard apprenticeship duration and cost may need to be reduced. This Skills Scan will take place in person, over the phone or via Teams. The Initial Assessment and Skills Scan process is also

an opportunity to identify any additional support requirements that need to be put in place to ensure the apprentice has the best opportunity at succeeding in their learning. Additional checks will be performed for apprentices studying an apprenticeship at L4 and above, in line with YCUC policy.

- 6.2.5 Once the above has been completed and the employer requirements have been met, a first day in learning date will be agreed. This date constituted the official start of the apprenticeship learning and must be on or after the apprentice's employment start date. First day in learning may take the form of face to face college attendance, an assessor visit or a meeting with the assessor remotely.
- 6.2.6 In some instances, a learner may not be appropriate for their first-choice programme, however, through the CEIAG or Skills Scan process an alternative course that is better suited to their skills, aspirations, or qualifications may be identified. In these instances, it may be that a learner is made an offer of a place on an alternative course.
- 6.2.7 All prospective learners are required to disclose any previous or pending convictions/cautions. This information will be requested during the application process and will need to be re-confirmed at the point of enrolment (if appropriate). If a disclosure is made, a separate form and interview will be conducted where appropriate. As a college we work with learners from all backgrounds and supportive agencies as an inclusive educational establishment. However, we reserve the right to not offer a place at that time in certain circumstances.

### **6.3 Admissions Process – Part-time Adult Courses**

- 6.3.1 In line with the 'right student, right course, right time' principle, the admissions process for part-time adult courses focuses on recruiting students who are capable of meeting the required standards for their course, whatever their background.
- 6.3.2 In most cases, applications should be made through the Yeovil College website, using the 'apply' button that can be found on the course page. However, applications can also be made using a paper-based form, which can be provided by the iZone team (either via [izone@yeovil.ac.uk](mailto:izone@yeovil.ac.uk) or the Yeovil College main reception desk).
- 6.3.3 Once applications have been received, a member of Yeovil College staff will contact the applicant to arrange an admissions interview. The duration between the point of application and the interview date will vary depending on a range of factors, including the type of course

and the expected start date. If an applicant would like more information or detail on when they might expect to be invited to interview, they are welcome to contact the College's iZone team. Students will be notified of their interview date and time in advance and will have the option to request an alternative date or time if the initially suggested appointment is not appropriate. Applicants who require any reasonable adjustments to be made in order to access their interview should notify the College to request this as soon as reasonably possible after receiving their invitation to interview.

6.3.4 The interview is an opportunity for applicants to discuss their aspirations before making a decision and being offered appropriate advice and progression options. This interview will normally take place over the phone and is designed to be a supportive process to ensure an applicant has all the information required to make a well-informed decision about the course, and to allow the college to assess a student's suitability and potential to succeed on the course in question. The admissions interview will cover:

- 6.3.4.1 Course Overview
- 6.3.4.2 Entry Requirements
- 6.3.4.3 Equipment / Resources Required
- 6.3.4.4 Any Questions or Other Information

6.3.5 If an applicant has demonstrated that they meet required published entry criteria and have the appropriate knowledge and skills to have the potential to complete their chosen programme of study successfully, they may be made a 'conditional' or 'unconditional' offer. An offer will be made via an email from the college. A 'conditional' offer means the offer of a place is dependent upon a student satisfying certain criteria before the start of the course. An 'unconditional' offer means the student already meets the entry requirements for their course.

6.3.6 In some instances, a learner may not be appropriate for their first-choice programme, however, through the interview process an alternative course that is better suited to their skills, aspirations, or qualifications may be identified. In these instances, it may be that a learner is made an offer of a place on an alternative course, and the email offering a place will make clear the programme of study being offered.

6.3.7 All prospective learners are required to disclose any previous or pending convictions/cautions. This information will be requested during the application process and will need to be re-confirmed at the point of enrolment (if appropriate). If a disclosure is made, a separate form and interview will be conducted where appropriate. As a college we

work with learners from all backgrounds and supportive agencies as an inclusive educational establishment. However, we reserve the right to not offer a place at that time in certain circumstances.

- 6.3.8 If an offer is made, it is the responsibility of the student to either accept or decline the offer. The offer-making email will include a 'click to confirm' button which allows an applicant to accept their offer, or the option to decline / withdraw their application.

#### 6.4 Admissions Process – Yeovil College University Centre

- 6.4.1 In line with the 'right student, right course, right time' principle, the admissions process for YCUC focuses on recruiting students who are capable of meeting the required standards for their course, whatever their background. Admissions and recruitment practices are underpinned by the Quality Assurance Agency's UK Quality Code.

- 6.4.2 All applications for full-time courses should be made through UCAS<sup>3</sup>. Part-time applications should be made directly to the University Centre ([universitycentre@yeovil.ac.uk](mailto:universitycentre@yeovil.ac.uk)). Prospective students can find more information about the application process in the 'How To Apply' part of our website<sup>4</sup> as well as in the 'FAQs' section of the 'About Us' page<sup>5</sup>.

- 6.4.3 Once applications have been received, applicants who already meet the entry criteria, who are undertaking qualifications which would satisfy the entry criteria, and mature applicants who can demonstrate appropriate alternative experience will be invited to an admissions interview. YCUC applicants should expect to be invited to interview within a month of applying in normal circumstances, although circumstances such as College closures or vacation periods may extend this. Students will be notified of their interview date and time in advance and will have the option to request an alternative date or time if the initially suggested appointment is not appropriate. Applicants who require any reasonable adjustments to be made in order to access their interview should notify the College to request this as soon as reasonably possible after receiving their invitation to interview.

- 6.4.4 This interview will normally be conducted by a member of the programme team and is designed to assess a student's suitability and potential to succeed on the course in question.

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<sup>3</sup> <https://www.ucas.com/>

<sup>4</sup> <https://www.yeovil.ac.uk/university-centre/how-to-apply-uc/>

<sup>5</sup> <https://www.yeovil.ac.uk/university-centre/about-ycuc/>

In some instances, students may be asked to complete an assessment to help determine their suitability for study at Level 4 or above.

- 6.4.5 If an applicant has demonstrated that they meet required published entry criteria and have the appropriate knowledge and skills to have the potential to complete their chosen programme of study successfully, they may be made a 'conditional' or 'unconditional' offer. A 'conditional' offer means the offer of a place is dependent upon a student satisfying certain criteria before the start of the course. An 'unconditional' offer means the student already meets the entry requirements for their course.
- 6.4.6 All prospective learners are required to disclose any previous or pending convictions/cautions. This information will be requested during the admissions process and will need to be re-confirmed at the point of enrolment (if appropriate). If a disclosure is made, a separate form and interview will be conducted where appropriate. As a college we work with learners from all backgrounds and supportive agencies as an inclusive educational establishment. However, we reserve the right to not offer a place at that time in certain circumstances.
- 6.4.7 If an offer is made, it is the responsibility of the student to accept the offer in a specified manner and in line with any stipulated time frames - usually via UCAS Track for full-time applicants or a reply slip to the College for part-time. In the summer 'Clearing' period, timeframes for students to respond to offers are likely to be shorter than the rest of the admissions cycle.
- 6.4.8 Applications and offers are monitored by a range of Widening Participation factors including gender, ethnicity, and postcode.

## 6.5 **Admissions Process – Internal Progression within Yeovil College**

- 6.5.1 In some instances where a learner is studying a course with Yeovil College which has a clear natural internal progression route onto a subsequent Yeovil College programme, the 'Internal Progression' process will be used.
- 6.5.2 Learners will be offered an Information, Advice, and Guidance (IAG) conversation with their tutor about the next programme of study available to them, which will include the opportunity to express their interest in internal progression if they wish.

- 6.5.3 If a learner requests to internally progress, an application record will be created on the learner's behalf, using the information previously provided at enrolment.
- 6.5.4 If successful in being offered a place, a learner will be sent a link via email with the opportunity to accept the offer of internal progression and to enrol upon the next phase of their course.
- 6.5.5 If an offer is made, it is the responsibility of the student to either accept or decline the offer. The offer-making email will include a 'click to confirm' button which allows an applicant to accept their offer, or the option to decline / withdraw their application.
- 6.5.6 Internal Progression is only available in a limited number of cases, within full-time FE study programmes. In all other cases, learners would have to re-apply using the usual processes if they wished to study a subsequent course with Yeovil College (for example, progressing from a full-time FE course onto a YCUC course would require a fresh application). If a learner has any questions about the internal progression process, or if it applies to their course, they should speak to their Study Programme Manager, or contact the iZone at [izone@yeovil.ac.uk](mailto:izone@yeovil.ac.uk).

## 6.6 **Late Applications**

- 6.6.1 Applicants must be aware that there is no guarantee that late applications will be accepted.
- 6.6.2 In all cases, we encourage prospective students to apply in a timely way, as some programmes of study reach full capacity during the application cycle and are no longer able to accept new applicants once the course is full.
- 6.6.3 Late applications to full-time and part-time adult courses will be considered on a case-by-case basis. Late applicants will be referred from the iZone team to relevant Curriculum Area Manager, who will consider the application with support from the iZone Team on a one to one basis. Considerations will include whether there is remaining space on the course, and whether there is sufficient time for a learner to make-up any content that has already been missed. In line with the 'right learner, right course, right time' principles, it is not always possible to admit learners once term has started, as core content may have already been covered that cannot be reasonably caught up on. (for example, health and safety in workshops).

- 6.6.4 Late applicants/enrolments may be highlighted as learners who are at risk of early withdrawal, and it may be appropriate to ensure that extra support is provided.
- 6.6.5 For courses starting in the Autumn term, Yeovil College University Centre guarantee equal consideration to all those who apply before the UCAS 'Equal Consideration Deadline'<sup>6</sup> which is usually in mid-January. Where there is space available, YCUC will continue to consider applicants beyond this date, and may consider late applications up until the second week of term. However, late enrolment is not always possible, including in situations where cohorts are full, or the entry requirements for the programme cannot be satisfied in time, such as obtaining a DBS check for certain courses. For courses that start at a different point, for example those that begin in January, timescales for application will be appropriately publicised.

## **7 ADMISSIONS PROCEDURES (PRIOR TO ENROLMENT)**

### **7.1 Keep Warm Communications**

- 7.1.1 Between the application/interview and the enrolment date, full-time applicants will be communicated with regularly by the College through its Keep Warm Campaign. Applicants may be sent a variety of different communications including postcards, e-cards and letters leading up to enrolment. All applicants for full time courses are invited to a New Students Day in June. The opportunity to attend New Students Day is part of the IAG process to support a successful student and programme transition.
- 7.1.2 Part-Time Adult, Yeovil College University Centre, and internal applicants may also be sent keep warm communications leading up to the launch of any new course start dates.
- 7.1.3 All applicants are encouraged to register on the college social media sites to keep up to date with college news.
- 7.1.4 Applicants who do not meet offer conditions
- 7.1.5 Where applicants receive an offer conditional upon obtaining a specific level of qualification, and do not achieve that level prior to their course commencing, the application may still be considered on an individual basis. In some instances, a place may still be offered, at the

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<sup>6</sup> <https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-when-apply>

discretion of the Curriculum Area Manager for the relevant area and in line with requirements of the relevant awarding organisation, on an appropriate level of study.

7.1.6 If the College is unable to offer a place on the applicant's chosen course, the College will endeavour to offer a suitable alternative or work with external agencies/other providers to source a suitable place.

7.1.7 Initial Assessment, sometimes including levels of literacy and numeracy, will take place at the start of each course and may be used to determine the most appropriate programme under our guiding principle of 'right student, right course, right time' to achieve the best outcome.

## 8 **ENROLMENT**

- a. To successfully take-up their place at Yeovil College or Yeovil College University Centre, an applicant must enrol upon their programme of study prior to attending any lessons or engaging with any teaching on their course.
- b. Prospective students will be invited to enrol prior to the start date of their course. Full-time FE students will typically undertake their enrolment appointment as part of a New Students Day. Part-time adult and YCUC students will typically be invited to a separate enrolment appointment (sometimes called a 'Document Checks Appointment') to enrol prior to the start of their course.
- c. Enrolment forms and learning agreements, including declaration of qualifications achieved, declaration of any criminal convictions, and personal information, will be completed at enrolment. Student information, including information about eligibility for funding (where appropriate) will be checked. Students will not be permitted to enrol unless all relevant information and supporting evidence, as requested by the college, are provided.
- d. Once a student has successfully enrolled, they will be issued with a Yeovil College ID Card, which is to be worn whilst on college grounds and will subsequently be emailed details of their Yeovil College login information to access College IT systems.

- e. For learners undertaking courses for which a fee is payable, the fee must be paid at the point of enrolment, unless evidence of funding (for example through the Student Loans Company or an Employer Sponsor Form) is provided at this point. For courses for which a payment plan can be accessed, the first payment must be made, and the payment plan in place, at the point of enrolment, even if the full balance is not yet paid at this point. For more information, please see the Yeovil College Fees Policy.

## **9 SPECIFIC ADMISSION PROCEDURES**

### **9.1 Unspent or Pending Criminal Convictions**

9.1.1 Where an applicant has a criminal conviction, the College will refer all applicants to the Designated Safeguarding Lead or a nominated deputy for consideration. This involves the applicant completing a declaration form to outline details of the conviction, which then allows a risk assessment process to take place, which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a college course.

9.1.2 The outcome of this risk assessment process will be communicated to an applicant clearly and in writing. It can take a period of up to four weeks for the Designated Safeguarding Lead or their deputy to undertake the risk assessment process to identify whether it is appropriate and possible for an application to a student's chosen course to proceed. In some exceptional circumstances, for example, where the College needs to seek further information from a professional, statutory, or regulatory body as part of the risk assessment process, it may take longer than four weeks to undertake the assessment process, however, the reasons for any delay and an alternative timescale would be communicated clearly to the applicant.

9.1.3 The College reserves the right to refuse admission to applicants who, as a result of the risk assessment process, are viewed as unsuitable.

### **9.2 Conditional Entry**

9.2.1 Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant by way of a Student Contract at the time of the offer. A decision to admit an

applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager.

### **9.3 Admission of Students previously excluded from Yeovil College**

9.3.1 Students who have been previously excluded from the College must have evidence that they have addressed the issues leading to their exclusion and may be admitted subject to probationary conditions, which will be outlined to the applicant by way of a Student Contract at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager and must be authorised by the Vice Principal Quality of Education.

### **9.4 Admission of Students with Unsatisfactory References**

9.4.1 The College reserves the right to request references and/or school reports for all applicants. Unsatisfactory references will be reviewed by the relevant Curriculum Area Manager. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Curriculum Area Manager. Applicants who have been previously excluded from any other educational institution may be required to attend an additional interview to allow the College to access any additional needs and further references may be required.

9.4.2 Admissions of Students who have previously enrolled, but have withdrawn early from, or not completed their course/qualification.

9.4.3 The College reserves the right not to admit an applicant who previously attended the College but failed to make sufficient effort towards successfully completing their studies.

### **9.5 Cancellation of a Course by Yeovil College**

9.5.1 Where insufficient numbers have applied for a course, it may be necessary for the College to close or cancel courses. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled. In most cases fees are not taken from applicants before the start of a course, but on any occasion where fees have been taken prior to the start of a course which is then cancelled by the College, any fees paid would be refunded, depending on the impact of the cancelling student on the viability of the programme.

9.5.2 For YCUC programmes, the provisions of Section 8 (Cancellation of Offer and Refund Policy) of the Higher Education Student Terms and Conditions<sup>7</sup> would be followed in any instance of course cancellation, including the provision of clause 6.1.2 that “If you have received an Offer for a programme which the College discontinues prior to you registering at the College, the College will notify you as soon as possible prior to the start date of the programme, and will use reasonable endeavours to provide a suitable replacement programme for which you are qualified, or advise accordingly on alternative provision. If the College is unable to provide a suitable replacement programme, you, or the College, may cancel the Contract and withdraw from the programme without any liability for programme fees (even if the cancellation referenced below has expired)”. As appropriate, the provisions of the Student Protection Plan would also be followed.

## 9.6 **Changes to course descriptions and/or fees**

9.6.1 The College will make every effort to ensure that course fees and descriptions are correct at the time of publishing, however, sometimes often due to Government policy, Awarding Organisations, and Professional, Statutory or Regulatory policy or funding changes, it may be necessary for amendments to be made to course descriptions and associated costs during the year.

9.6.2 For YCUC programmes, the provisions of Section 6 (Provision of Advertised Programmes and Services) of the Higher Education Student Terms and Conditions would be followed in any instance where amendments to courses were made during the year, including that “The College will use all reasonable endeavours to ensure that changes are kept to a minimum, but if we are required to make any significant changes to the terms of the Contract or your programme (as described in your Offer and/or prospectus) before you register at the College, the College shall bring these to your attention as soon as possible and if you reasonably believe that the proposed change will prejudicially affect you, you may either cancel the Contract and withdraw from the programme without any liability to the College for programme fees or transfer to such other programme (if any) as may be offered by the College for which you are qualified”.

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<sup>7</sup> Available at <https://www.yeovil.ac.uk/policies-reports/>

## 9.7 Cancellation of a Course by a Student

9.7.1 If a student chooses to cancel / withdraw from their place on a course, any fees paid **prior** to the commencement of the course will be refunded. For more information, please refer to the Yeovil College Fees Policy<sup>8</sup>.

9.7.2 Cancellations by a student made after the second week of attendance and after fees have been paid, will not be eligible for a refund. For more information, please refer to the Yeovil College Fees Policy<sup>9</sup>.

9.7.3 Cancellations made by a Yeovil College University Centre student will be considered in line with the Higher Education Fees Policy<sup>10</sup> and the Higher Education Student Terms and Conditions.

## 9.8 Safeguarding Staff and Students

9.8.1 The College has a duty of care to students and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

## 9.9 Applications from Debtors

9.9.1 The College reserves the right to refuse admission to an applicant applying for a new course who has outstanding debts to the College, until such a time as they settle or make arrangements to settle the debt owed.

9.9.2 In addition, we reserve the right to withhold exam certification if there are tuition fees owing on a course.

## 9.10 Applications with incorrect, incomplete, or misleading information

9.10.1 Yeovil College will make an offer to a learner and enrol based upon all the information available at the time of interview/enrolment. If, at a later point, additional information is disclosed or discovered, Yeovil College reserves the right to alter or review/withdraw the

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<sup>8</sup> Yeovil College Policies and Procedures are available at <https://www.yeovil.ac.uk/policies-reports/>

<sup>9</sup> Yeovil College Policies and Procedures are available at <https://www.yeovil.ac.uk/policies-reports/>

<sup>10</sup> Available at <https://www.yeovil.ac.uk/policies-reports/>

offer in light of the additional information. Examples of this might include, but are not limited to, if it is discovered that a student has falsified any element of their application (including, but not limited to, references or previous qualifications), if a student subsequently receives a criminal conviction and under the provisions of section 8.1 it is no longer possible for them to study at the college, or if a student subsequently enrolls on a different programme of study which means they are no longer eligible, under funding regulations or other rules, to undertake the programme of study for which they had been offered a place.

## 9.11 **Learners Aged Under 16**

9.11.1 Part-time applicants who are under 16 can sometimes access specific provision at the College. These applicants are referred to the relevant Curriculum Area Manager, who will work alongside the Head of MIS and iZone , to identify whether funding is available to support learning before an interview can be arranged. Admission is normally subject to funding.

## 10 **ADMISSIONS PROCESS APPEALS**

- a. In the event of an applicant being dissatisfied with the admissions process or wishing to dispute a decision not to admit them to the College, the applicant may appeal in writing, in conjunction with the College's Complaints Procedures.

## 11 **DATA PROTECTION AND CONFIDENTIALITY**

- a. All students' personal data is held securely. Information can be shared with the applicant's consent, in conjunction with the College's policies on Data Protection and Confidentiality.

## 12 **RELATED POLICIES, PROCEDURES<sup>11</sup>, DOCUMENTS, DEFINITIONS**

This policy cross references the following documents:

- Customer Feedback Policy and Procedure (including Complaints)
- Equality & Diversity Policy
- Data Protection Policy
- Health, Wellbeing and Fitness to Study Policy

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<sup>11</sup> Yeovil College Policies and Procedures are available at <https://www.yeovil.ac.uk/policies-reports/>

- Safeguarding Policy and Procedure
- HE Student Terms and Conditions
- Pre-entry and Internal Progression Advice and Guidance Policy
- Quality Assurance Agency, UK Quality Code for HE, 'Admissions, Recruitment and Widening Access'<sup>12</sup>.
- UCAS Application deadlines<sup>13</sup>
- Equality Act (2010)

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<sup>12</sup> <https://www.qaa.ac.uk/the-quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

<sup>13</sup> <https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-when-apply>