

TELFORD COLLEGE

ADMISSIONS POLICY

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1. Policy Statement

- 1.1.1. Telford College is committed to providing inclusive, fair, and transparent admissions processes. We aim to ensure that all prospective students are supported in making informed choices and are placed on courses that best meet their aspirations, abilities, and individual needs.
- 1.1.2. Our admissions policy reflects our values of ambition, inclusion, integrity, and support for every student to be the best they can be.

2. Scope

- 2.1.1. This policy applies to all applications for:
 - Full-time and part-time study programmes for 16–19 learners
 - Adult education programmes
 - Higher education courses (where delivered by the College)
 - Apprenticeships
 - Supported learning and SEND provision
 - ESOL and community learning

3. Aims

- 3.1.1. The policy aims to;
 - ensure a consistent, inclusive, and equitable approach to admissions
 - match applicants to the most appropriate course and level
 - provide guidance and support throughout the admissions journey
 - comply with relevant legislation including the Equality Act 2010, SEND Code of Practice, and Data Protection legislation

4. Principles of Admission

- 4.1.1. Telford College will:
 - Welcome applications from all individuals regardless of background, ethnicity, gender, disability, learning difficulty, religion, belief, age, sexual orientation, relationship status (marriage or civil partnership), or socio-economic status
 - Provide impartial Information, Advice and Guidance (IAG) before and during the admissions process
 - Apply course entry criteria consistently while taking a holistic view of each applicant's potential and circumstances
 - Offer suitable alternative pathways where appropriate
 - Work in partnership with schools, local authorities, employers, and other agencies to support transition and progression

5. Entry Requirements

- 5.1.1. Entry requirements for each course are published annually on the college website
- 5.1.2. They include academic qualifications, prior experience, and/or skill levels
- 5.1.3. In some cases, applicants may be asked to complete an assessment or attend an interview to determine suitability

6. Application Process

- 6.1.1. **Application:** Applications can be submitted online or via a paper application form.
- 6.1.2. **Initial Assessment/Interview:** Depending on the course, this may include:
- Interview with a subject tutor
 - Skills assessment (e.g. practical, English, maths)
 - Portfolio review or audition (where applicable)
 - Learning support needs assessment
- 6.1.3. **Offer:** Conditional or unconditional offers are made in writing, subject to entry criteria and course availability.
- 6.1.4. **Enrolment:** Final checks are made before enrolment, including verification of qualifications, funding eligibility and safeguarding where necessary.
- 6.1.5. **Payment of course fees:** Where courses are not government funded, students are required to make arrangement for payment prior to enrolment. (See Fees Policy)

7. Support for Applicants

- 7.1.1. Applicants can access the following support from the College:
- The Admissions Team and Student Support Services provide advice at all stages
 - Transition support is available for applicants with Education, Health and Care Plans (EHCPs), or additional needs
 - Interpretation and translation services can be arranged where required
 - Careers advice and guidance is offered to help with course selection and future planning

8. Additional Considerations

8.1. Progressing Students

- 8.1.1. Students wishing to progress from within the College will be required to meet the entry requirements of the course they are progressing to, as well as demonstrating appropriate attendance and behaviours on their previous programmes.
- 8.1.2. Students will receive written confirmation of their progression along with any conditions prior to completing their existing course.
- 8.1.3. Students who are not accepted to progress onto their chosen course will receive written confirmation that a place has not been offered and invited to attend an IAG session to discuss their options.

8.2. Students with an EHCP

- 8.2.1. Once in receipt of the most up to date EHCP from the Local Authority SEND Team, the college will assess the needs as outlined within the EHCP to ensure that the college can meet the needs of the young person.
- 8.2.2. Students with an EHCP will not receive an invitation for interview until the College has confirmed with the Local Authority that the individual's needs can be met.
- 8.2.3. If the college can meet the needs as outlined in the EHCP, they will liaise with the Local Authority to secure appropriate funding to support the young person.
- 8.2.4. If the college does not feel they can meet need, the college will formally notify the Local Authority as per the consultation process agreed between the college and the Local Authority. The Local Authority will inform the young person of the decision and discuss next steps, including consideration of the alternative provisions available, which may involve Future Focus to support this process.

8.3. International Students

- 8.3.1. The admissions process for overseas students is designed to ensure that:
- The student has an appropriate level of written and spoken English to achieve the learning outcome.
 - The student is placed on the appropriate level of course.
 - The student has the correct documentation for studying in the UK.
 - The College complies with government legislation.
- 8.3.2. The college does not accept applications from overseas students unless they hold the appropriate residency status which may include but are not limited to the following:
- Refugees or those granted asylum, discretionary leave to remain, or humanitarian protection status.
 - Ukrainian nationals with Homes for Ukraine, Ukraine Family Scheme, or Ukraine Extension Scheme visas.
 - Afghan citizens under the Afghan Citizens Resettlement Scheme (ACRS) or Afghan Relocations and Assistance Policy (ARAP).
 - Family members of eligible individuals.
 - Those with settled or pre-settled status under the EU Settlement Scheme.
 - British Nationals (Overseas) (BN(O)) from Hong Kong with the correct visa and residency.
- 8.3.3. Each case is assessed individually, and applicants must provide documentary evidence to confirm their eligibility (e.g., biometric residence permits, Home Office letters, visa documentation) in line with Government guidance.

8.4. Students with Criminal Convictions

- 8.4.1. Telford College is committed to providing inclusive access to education while ensuring the safety and welfare of all students, staff, and visitors. The College recognises its duty to safeguard the college community under Keeping Children Safe in Education (DfE, 2025), the Rehabilitation of Offenders Act 1974, and the Safeguarding Vulnerable Groups Act 2006.
- 8.4.2. The College supports the principle of rehabilitation and will not automatically exclude applicants with criminal convictions.
- 8.4.3. Each case will be considered on its individual merits, balancing the applicant's right to education with the College's duty to safeguard others.
- 8.4.4. Decisions will be informed by risk assessment, external agency consultation (where appropriate), and relevant statutory guidance.
- 8.4.5. All information will be handled sensitively, confidentially, and in accordance with the Data Protection Act 2018 and UK GDPR.

Disclosure

- 8.4.6. Applicants are required to declare any **unspent criminal convictions** at the point of application.
- 8.4.7. Applicants applying for courses that involve work placements or regulated activity with children or vulnerable adults (e.g., Health, Education, and Social Care) will be required to disclose both **spent and unspent convictions**, in line with the *Rehabilitation of Offenders Act (Exceptions) Order 1975*.
- 8.4.8. Where appropriate, applicants will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check** before enrolment or placement.

Risk Assessment

- 8.4.9. Where a conviction is declared, the Designated Safeguarding Lead (DSL), supported by the Admissions Team, will undertake a risk assessment to determine whether enrolment can proceed safely. The assessment will consider:
- The nature and circumstances of the offence(s)
 - The relevance of the offence to the course or potential placement
 - The time elapsed since the offence
 - Evidence of rehabilitation or positive change
 - Any current supervision or licence conditions

- Advice from external agencies (e.g., Probation Service, Youth Offending Team, or Police, where appropriate)

8.4.10. A risk management or safety plan may be developed to support the applicant's participation in college life where necessary.

Decision-Making

8.4.11. Admission decisions will be made in consultation with the DSL and a senior manager.

8.4.12. The College reserves the right to refuse admission where the risk to the safety or welfare of others cannot be appropriately mitigated.

8.4.13. Where an applicant is refused entry, the decision and reasons will be communicated in writing. The applicant will be informed of their right to appeal under section 10 of this policy.

Confidentiality and Data Protection

8.4.14. All information disclosed will be:

- Treated with strict confidentiality and shared only with relevant staff on a "need to know" basis;
- Stored securely and retained in accordance with the College's Data Protection Policy and Record Retention Schedule.

Monitoring and Review

8.4.15. The DSL will record and monitor all decisions relating to applicants with criminal convictions to ensure consistency and compliance. This section will be reviewed annually or following any updates to safeguarding legislation or statutory guidance.

9. Refusal

9.1.1. The College reserves the right to refuse entry onto a course where it is considered the college is not the appropriate environment, cannot meet the specific needs of the student by making reasonable adjustment or is concerned that enrolling the student is deemed to be a safeguarding risk.

10. Appeals and Complaints

10.1.1. Applicants who wish to appeal an admissions decision may do so in writing to appeals@telfordcollege.ac.uk within five working days of receiving notification. The grounds of the appeal should be clearly stated.

10.1.2. The appeal will be heard by a panel chaired by a senior leader and the outcome communicated within 10 working days. This decision will be final.

10.1.3. Should you wish to raise a concern about the process, you may do so in accordance with the College's Compliment and Complaints Policy. No complaint will be progressed while an appeal relating to the same matter is currently being considered and the outcome of a complaint will not overturn an appeal decision.

11. Monitoring and Review

11.1.1. Admissions data will be monitored termly to identify trends, gaps, and areas for improvement.

11.1.2. The impact of the policy will be reviewed annually by the Admissions Manager, Director of Marketing and Admissions and Senior Leadership Team.

11.1.3. Updates will be made in response to legislative changes, inspection outcomes, and stakeholder feedback.