

# Luminate FE Admissions Policy 2024-2026

APPROVED BY (SELT) ON (27 June 2024)

<b>Applies to:</b>	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	X
Luminate Group Services	X
University Centre	

## CHANGE CONTROL

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<b>Policy will be communicated via:</b>	College website, email, staff intranet
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## **1. Admissions Policy Statement**

This policy sets out how we are fair and transparent within our full and part-time Further Education Admissions processes across Leeds City College, Leeds Sixth Form College, Keighley College and Harrogate College. This is inclusive of all apprentices, students on flexible starts, full cost courses, community courses and English for Speakers of Other Languages (ESOL) courses.

Please see appendices for Special Educational Needs and Disabilities (SEND), 14-16 Academy and 14-16 Skills Development Programme admissions.

## **2. Policy aims and objectives**

This policy aims to support college staff to guide all potential students onto a course that is most appropriate for their needs, skills and aspirations; thus, improving motivation, retention, achievement, success rates and outcomes for students. The policy promotes an inclusive approach to admissions.

## **3. Applicant Entitlements**

All applicants are entitled to the following:

### **1. Pre-Application**

- Appropriate and accurate Information; this should be comprehensive and published in a timely manner such that it helps inform choice and be available in a variety of formats to ensure accessibility for all applicants.
- Information that includes details of course content, costs, entry criteria, progression opportunities and other relevant detail including method of application.
- Advice and Guidance to enable applicants to make informed and appropriate choices prior to application.
- To be signposted to appropriate support services at the earliest opportunity including financial and childcare learner support services.
- Supportive and inclusive pre and post application process for those students declaring an EHCP.
- A named point of contact in the curriculum department.
- Communications with parents / carers for applicants to study programme and transition planning with feeder schools where appropriate.

### **2. Application**

- Access to an appropriate format and method of applying or registering interest in a course.
- Help to complete an application if necessary.
- Give details of any learning support needs they may have knowing that that they will be assessed without prejudice and in confidence in accordance with published service standards.
- Students with a declared EHCP will follow the standard application process with the support of a designated SEND manager who will attend the interview to support the student.

- Have their application or register of interest acknowledged within 3 working days.
- Access to the college Information, Advice and Guidance service and to be offered alternative provision or referred to other Learning Providers where appropriate pre-entry IAG is given through curriculum with referrals as needed to careers guidance.
- Be referred to appropriate support services in college or provided by external agencies.
- Have their personal and sensitive personal data processed lawfully, fairly and transparently in line with GDPR legislation and our student privacy notice which can be accessed on our website.

### **3. Interview / Applicant Briefing**

The interview / applicant briefing (where appropriate) forms part of the lengthier process of holistic assessment where information is collected from a variety of sources. The information is needed to guide applicants onto the most appropriate course and level of course to give students the best chance of succeeding and achieving their aspirations.

Where an interview or applicant briefing is not required for entry to a course, applicants are entitled to notification of the next steps regarding their application within 15 working days. This may include notification of an enrolment date, or that a date will be given in due course. All applicants for full time courses, Apprenticeships and identified part time courses are entitled to an Admissions interview / applicant briefing. The opportunity for students to arrange an interview is available within 5 working days of receipt of application or expression of interest, and we will continue to contact potential students to offer an interview by various mediums of communication throughout the year. Interview communication should include clear information regarding the time, date and venue for their interview alongside the documentation they will need to bring with them / preparation they need to undertake in advance of interview.

The purpose of the interview / applicant briefing is to:

- Provide information on the college and courses within the chosen school.
- Assess suitability in terms of academic ability, aspirations, motivation and personal attributes.
- Establish the appropriate level of course for the candidate.
- Check the applicant understands the content of their study program, progression pathways, and college expectations.
- Provide the candidate an opportunity to disclose support needs of any kind and discuss a support package.
- Inform the candidate of any fees, exam fees and any associated course costs e.g., for equipment, clothing, books, study trips etc.
- Enable the interviewer to direct the applicant to additional college services where required,
  - e.g., Finance, information around Childcare, Learning Support etc.
- Allow candidates to ask questions to enable them to assess suitability of the course for their needs.
- Show candidates facilities and study areas where possible.

At interview / applicant briefing (where appropriate) all candidates are entitled to:

- An interview with a positive and informed member of staff who has received the necessary training from their manager to carry out this role.
- Be accompanied to interview by a parent, carer or other appropriate adult where necessary and if required.

#### **4. Functional skills Assessment.**

Where appropriate, initial and diagnostic assessments for literacy, language and numeracy and I.T. form part of the process to help identify the most appropriate main qualification and associated qualifications including English and Maths. This should be completed before or as part of the induction to a course.

Any applicant completing an assessment will be advised of the outcome of that assessment within 5 days by the assessor and given feedback. Based on the outcome of the assessment applicants will be referred to alternative provision within college or externally.

#### **5. Offer**

All candidates should be informed of the outcome of their interview, ideally at the end of the interview. Where this is not possible or an offer of a place cannot be made, they should receive information about the outcome of the interview within 10 working days of their interview, by the interviewer.

When a student has an EHP the offer will be made from curriculum with standard course conditions needed for the course. However, they will also be given the condition based the college being able to meet the EHCP need.

#### **Possible outcomes of an interview are:**

- a) *Conditional Offer* – The candidate is made an offer of a place on a suitable course subject to meeting one or more conditions by a specified time. This may include attainment of particular grades, receipt of a satisfactory reference, attendance at keep warm or transition activities or attendance of further assessment activities, subject to EHCP or criminal conviction process.
- b) *Unconditional Offer* – The candidate is made an offer of a place with no formal conditions attached to the offer (subject to funding and availability) applicants will be offered and expected to attend keep warm or transition activities.
- c) *Offer Waiting list*- The candidate is made an offer however is placed on a waiting list as the course has already reached capacity and will be contacted should a space on the course become available. This offer can be conditional as per set out about or unconditional subject to space.
- d) *No Offer* – The candidate is made an offer where it has been discussed with the candidate that no suitable course is available within the faculty.
- e) *Referral to another faculty or careers service*- Where a course option may be suitable in another faculty or where no course is identified a referral to the careers service to identify more career options.

Where no offer has been made, applicants are entitled to a full explanation of the decision and must be directed to suitable support either within an alternative curriculum area or where this is

not clear, the candidate should be referred to the careers team through the college referral process and / or external support services or other learning providers.

All decisions should be documented at the earliest possible stage using the college Outcome of Interview Record including online, and one of the following methods; College Offer card, email, letter or phone call.

## **6. References**

Wherever appropriate, references will be sought at offer stage by the curriculum where needed. The purpose of a reference is to place applicants on a level of course most suitable for their needs and skills, and to identify areas of support for the candidate. Issues highlighted on the reference such as attendance, punctuality and behaviour need to be discussed within the context of the offer and should not be a reason for refusal of a place. Where pastoral support needs are identified these will be discussed with the applicant and parent / carer.

## **7. Appeals**

Initial queries regarding Admissions decisions should be handled informally by the Head of the curriculum department. Where no satisfactory outcome can be agreed all applicants have the right to appeal a decision by writing formally to the Head of Student Recruitment, who will convene a review panel within 15 working days.

## **8. Keep Warm**

The college Student Recruitment and Admissions team in conjunction with Curriculum teams will engage throughout the year with applicants, and those made an offer of a place to provide opportunities for information and access to support services, to enable applicants to confirm the suitability of their course choice. This may take the form of:

- Keep in touch emails / mail shots/ text messages
- Social Media such as Facebook and Blogs
- Invitations to Curriculum/ Open Events
- Schools outreach
- Taster sessions
- Summer School Activities
- Student funds information

## **9. Enrolment**

Applicants should be contacted at the earliest possible opportunity to book a suitable enrolment date via our online booking system. This communication should include clear information regarding:

- The time, date and venue for their enrolment
- Documentation they will need to bring with them to enable enrolment
- Details of fees payable, including additional course costs
- Details of funds available to support students and evidence needed
- Learner loan information for applicants aged 19+years

At enrolment candidates should be given full opportunity to confirm the suitability of their course choice and be offered appropriate support where necessary.

Applicants who have disclosed Learning Support Needs are entitled to appropriate support during their enrolment where necessary and if required, this is to be arranged through the curriculum team.

Late applicants (1st August onwards for full-time courses) who have not completed the Admissions process already, should be given the opportunity to access appropriate support and information to help them make informed course choices.

## **10. Internal Applications/Internal Progression**

The college actively encourages the 'Internal Progression' route for current students wishing to progress to another substantial programme of study at college and will ensure that the process is streamlined and aids progression.

Current students will be notified by their tutor in class of a deadline for Progression Applications which should ideally be completed within the tutorial or other part of their current course.

All such applicants will have an individual discussion with their tutor about suitability for progression and will be notified of the outcome of this.

In principle the department from which the student is progressing is responsible for their student's successful progression to another course and will complete the online internal progression platform to progress an application for the following year. For 14–18-year-old students, there is an opportunity for all students to progress subject to them achieving the academic grades required for entry to their chosen course. Where there is a technical skills element, students may be asked to demonstrate that they meet the required standard. For students aged 19+, all offers are also subject to funding regulations.

Luminate Education Group is an inclusive organisation and will make reasonable adjustments where appropriate based on individual needs. Conditions may be attached to any offer of a place, such as obtaining required grades. Discussions around improvement to attendance/punctuality or behaviour should take place and targets set in line with the **Promoting Positive Relationships & Supporting Behaviour Policy**.

If the applicant is declined, the department receiving the application must provide valid reasons in case of decline and offer a suitable alternative. Departments are responsible for the education, employment and training destinations of all their students and apprentices and internal progression records as a positive destination.

The sending department must identify alternative options with the students, including external opportunities where appropriate. The college works closely with the local authority to reduce the number of young people not in education, employment and training (NEET) and external agencies will support our students to find suitable opportunities if referrals are made. It is important that on-going Learning Support needs are considered during the application process. Internal applicants are encouraged to disclose continuing or new support needs on application.

The college has a statutory responsibility to provide all 16–18-year-olds with impartial information about all progression routes, and a responsibility to ensure all 16- and 17-year-olds receive an offer and progress into learning or apprenticeships. The college careers team will provide advice and guidance to all students where needed including students who are unlikely to continue studying in college and who are at risk of becoming NEET / unemployed.



Enrolment for Internal Progression students will take place between the beginning of the Easter term and the summer break. Those who need to pay may be invited to special enrolment sessions during the summer period.

The college also has a duty to inform the Local Authority if a young person (aged 16 or 17) has dropped out of learning. This is undertaken by our MIS team.

Non-completers and in year transfer- Departments must follow the same processes as listed above.

#### Referral process

The college understands that students may not enrol on to the correct course at the beginning of term and understand there may need to be some movement.

Please note that referrals are to be made for the following reasons

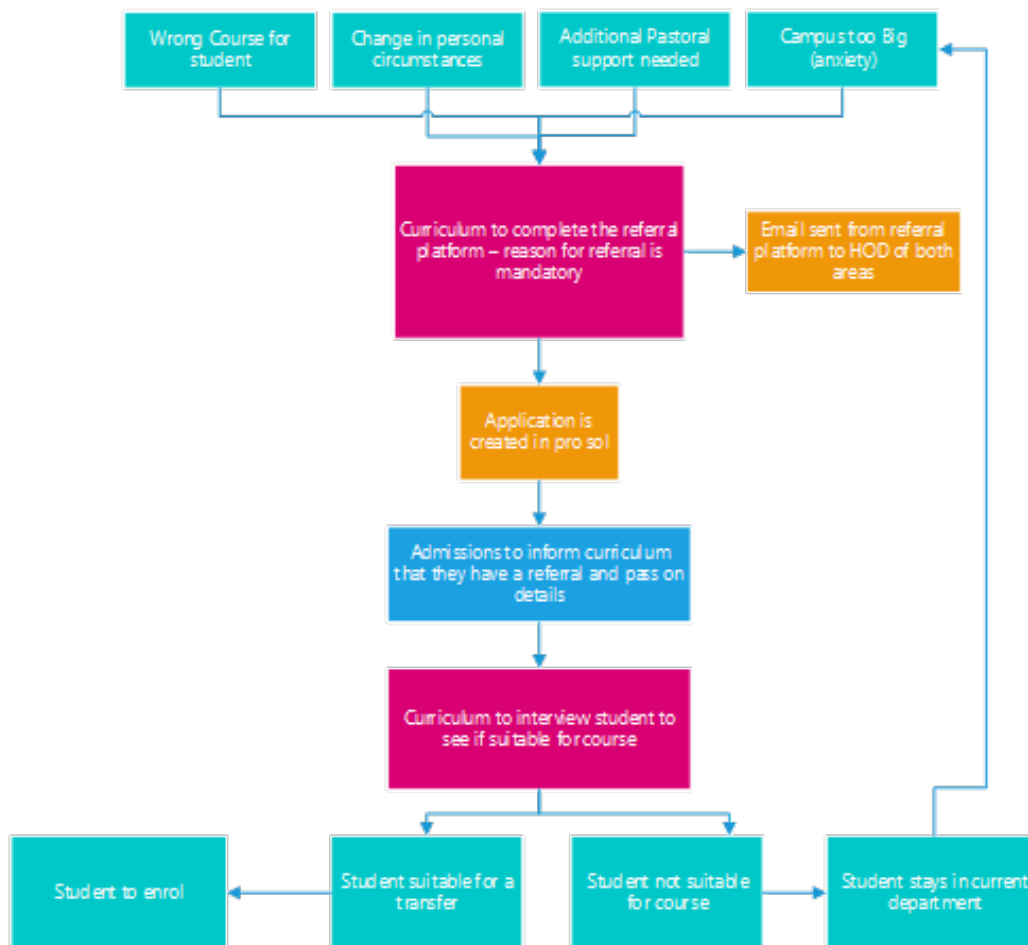
1. Wrong Course
2. Change to personal circumstance
3. Additional Pastoral Support
4. Campus too big (anxiety)

Referrals should not be made for any students for the following reasons

1. Withdrawn (stage 3)
2. Non attendance

Only students at Entry 3 or and EHCP or SEMH issues to be referred to Supported Engagement Programme.

Only students at Level 1 and Level 2 and require additional pastoral support to be referred to Enterprise and employability.



## 11. Inclusive Provision Internal Admissions

It is the intention of this process, that all students referred from the departments named below will be able to successfully progress into all vocational areas of study.

### **Departments included**

14+ Academies (Park Lane)  
 14-16 Skills Programme (Mabgate)  
 16-19 Foundation in FE (Sommerville House)  
 16-19 Enterprise and Employability (Park Lane)  
 16-18 ESOL

**Step 1 - (Progression lead to Progression lead)** where appropriate the referring departments will set up a meeting with vocational heads to discuss potential students one by one to ensure that the department has the full information to support progression and is informed of the reason for the recommendation, including a summary report for each student. A face-to-face discussion should take place about each student being recommended. Further meetings to be held on an ad hoc basis for any students who have not yet decided on their progression route at that point.

**Step 2** - Where a place has been agreed, the referring department will complete the internal progression system to apply to the department with support from the referring team if necessary. If a student is not accepted at step 1 or at point of enrolment and the referring

department disagrees then meetings with heads from each department should take place to discuss the student further. The course leader will need to prepare a report outlining the reason why the student has been unsuccessful. A meeting is to be held with the referring department to outline the reason for the decision. If no agreement is reached, then the referral will be escalated to ELT if necessary.

**Step 3** - Interviews will be set up by the vocational department and the referring department should be provided with details for this so that they are able to support the student and/or attend the interview. It is expected at this point that the student will be provided with an offer of a place.

## 12. Safeguarding

Luminate Education Group prioritises the safety of all its students through everything we do. The Admissions service will ensure that safeguarding is embedded throughout all processes supporting this policy, in line with safeguarding policy. We specifically ask feeder schools to identify to us applicants who may have a safeguarding need so that we can actively engage with the feeder school regarding the applicant and put into place any necessary measures, as well as arrange formal handovers for students who enrol. The college's Care Experience Team liaise with regional Local Authorities to ensure that applicants who are Children Looked After and Care Leavers have appropriate support measures in place.

## 13. Criminal Convictions

Luminate Education Group welcomes applications from ex-offenders and the college considers each application on its merits. If an applicant declares a criminal conviction when applying the admissions team requests more information using an online form.

The Safeguarding team carries out an assessment of the information, and at this stage further information/references may be collected from Probation Workers /Youth Offending Workers before a decision to interview the applicant is made.

Where the offences demonstrate a higher level of risk, applicants will be invited to a formal meeting with the Safeguarding manager for a full assessment of risk to take place. The outcome of this is either:

If a student declares a criminal conviction during an interview an offer cannot be made at that time and the student will need to complete a questionnaire and assessed as above before we can make an offer.

- Decision to forward for curriculum interview, either with or without pertinent information being shared/ conditions being attached.
- Decision to refuse the applicant a place. In such a case the application will be informed in writing.
- If the curriculum cannot meet the risk assessment mitigation and therefore the course is not suitable and the student is to be referred to IAG.

Confidentiality is of paramount importance; all procedures take account of Data Protection legislation and the college Data Protection Policy, and all information relating to an applicant's disclosure is kept within the Recruiting Curriculum Team. Where a course requires a Disclosure and Barring (DBS) check, information may be shared between the safeguarding team and appropriate members of curriculum staff to facilitate this process.

## **14. Complaints**

Initial queries/concerns regarding any aspect of the admissions process should be handled informally by the student recruitment and admissions team, in conjunction with the relevant department.

Where no satisfactory outcome can be agreed, the college complaints procedure should be followed.

## **15. Review**

The Head of Student Recruitment and Customer Experience and Director for Quality will ensure that implementation is monitored via:

- Statistics presented and analysed regularly for Senior Leadership Team.
- Meetings with ELT, Head of Student Recruitment and Admissions, Admissions and Customer Experience Manager, Admissions Co-ordinator Admissions Campus Execs and MIS.
- Feedback from staff involved in the process.
- Sampling of interview records for equality aspects, particularly refusals of a place.
- Setting and monitoring of Service Standards and targets times for each stage of the process.
- Student feedback.

## **7. Associated procedures and appendices**

- Full-time and substantial Part-Time course applicants
- 14 + Academy
- 14-16 skills programme
- SEND foundation studies
- Flexible Starts
- Apprentices
- Sub-contracted & Full Cost courses
- Higher Education/UCAS
- Job Centre+
- Part-time & Community courses (register of interest/applicant)
- ESOL
- Complaints Procedure