

Learner Admissions Policy

1. Purpose

This policy sets out to offer an appropriate study programme that fits the progression needs and entry qualifications of the applicant through a fair and consistent admissions procedure.

This policy is also linked to the following policies:

- Study Programme Policy
- HE Admissions
- SEND Policy
- Year 11 Transition Policy
- Child Protection and Safeguarding Policy
- Equality Policy
- Learner Success Standards Framework
- Learner Wellbeing Policy
- Learner Behaviour Policy
- Learner Fitness to Study Policy
- Course Fees Policy
- General Data Protection Policy (GDPR)
- Admission Policy for learners outside of the UK
- Keeping Children Safe in Education

2. General Principles

The College needs to consider admissions in the interests of all its members and so that students may be successful in their studies. The following principles will therefore apply.

2.1 General Principles:

- 2.1.1 There will be equality of opportunity for students to apply to the College and its courses and no forms of discrimination will be applied.
- 2.1.2 The College encourages applications from any sector of the community, however separate arrangements apply for applicants of compulsory school age.
- 2.1.3 North Devon College will publish general entrance requirements in the College prospectuses and on the website. Each individual programme of study may specify entry requirements that are in addition to the minimum requirement and include subject specific qualifications or experience. The website will display any amendments made to the printed prospectus, in addition to information supplied by the Advice and Guidance Centre.

2.2 Admission Principles:

- 2.2.1 An initial application can be made via:
 - The online application process www.petroc.ac.uk
 - Paper forms are available from North Devon Campus and Tiverton Campus
 - Completing the online application form at Open Evenings.

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- Visiting the Advice and Guidance Centre and completing the online form with a member of staff
 - The application process can also be modified to ensure it is accessible to all
- 2.2.2 Once the learner has applied they will receive an acknowledgement within 24 hours within the working week.
- 2.2.3 All applicants for full time courses will receive a College interview, the date of which will be advised to the applicant within 28 working days from the date the application was received by the College. A decision will be taken at the applicant's interview day, unless a follow up interview is required.
- 2.2.4 This conditional offer will be based on the outcome of an interview.
- 2.2.5 Part time learners will be invited for an interview, they will receive an email or a letter confirming the date within 28 days of application. A decision will be made at the interview unless a follow up interview is required.
- 2.2.6 Apprenticeship Applications will automatically be allocated to 'Awaiting Interview Stage' where an employer has been identified at application, and applicants will receive notification of an interview within 28 days. Applicants without an employer will filter through to a holding page and will be contacted by the Guidance Centre. These learners will be referred to the Talent Pool. Learners without an employer will still receive an interview and may be offered a full time equivalent or conditional offer on the apprenticeship pending security of an employer. Learners will be offered the opportunity to apply for a pre apprenticeship.
- 2.2.7 Students will be admitted when it is established that:
- They meet the residential and eligibility requirements for free education in the UK or
 - Understand the need and commitment to apply for adult learner loans and/or pay fees.
- 2.2.8 An admission decision with offer and conditions discussed at interview will be confirmed to applicants directly by email after the interview or via letter should no email address be available. A conditional offer from the College will contain details of academic and other conditions or confirmation of an offer where an applicant is pre-qualified.
- 2.3 The College reserves the right to refuse applicants a place in some circumstances including:
- Entry qualifications/experience
 - Academic judgement and discretion when assessing prior attainment
 - Assessment of portfolio/audition (e.g. Art & Design and Performing Arts)
 - References (where appropriate)
- 2.4 An application may be referred or unsuccessful where:
- A student is unable to commit the required amount of time or effort to succeed.
 - The interests of the wider college community may be compromised.
 - We believe a student will not gain real benefit or progression from the programme of study.

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- 2.5 Where a programme of study is not considered suitable to meet the applicant's needs, the College will either offer a:
- Place on a more suitable programme or ensure that a further interview is arranged for a suitable alternative programme.
 - Guidance interview with a member of the Advice and Guidance and Careers team.
- 2.6 Once the conditional offer is made, the College will require an acceptance of the offer.
- 2.7 For Study Programme Learners (16-18) the applicant will receive an interview pack during the interview giving comprehensive information to learners of all services offered at North Devon College, the process leading up to start of term and the additional support and facilities available at North Devon College.
- 2.8 At any time a learner has any queries they can contact the Admissions & Enrolments Team via email admissionsandenrolments@petroc.ac.uk or for Tiverton Campus MDCAdmin@petroc.ac.uk or telephone (01271) 852443 or for Tiverton Campus (01884) 235245
- 2.9 16-19 Aged Students will be admitted when it is established that:
- They meet the residential and eligibility requirements for free education in the UK
 - Additional needs are discussed in advance of enrolment to establish whether North Devon College can effectively meet these needs without the support and funding from an Educational Health and Care Plan (EHCP)
 - A suitable full-time study programme is available
 - Their admission is judged to be in their own interests and that of the College as a whole
 - They demonstrate commitment, motivation and potential
 - There is a clear learner journey linked to career aspirations.
 - They have the requisite skills, aptitude or other personal qualities specified for each course or subject
 - They will comply with year 11 Transition Policy
 - If the learner doesn't hold a level 2 qualification in English and Maths they will be required to take Functional Skills Maths &/or English or GCSE Maths &/or English according to their entry standard
- 2.10 Admission Principles for EHCP Learners:
- 2.10.1 Following consultation and agreement, North Devon College has a responsibility to admit learners where 'North Devon College' is specifically named in the EHCP.
- 2.11 Admission Principles for Adult Students:
- 2.11.1 An adult student is defined as being over the age of 19 at 31st August, prior to their enrolment. Learners aged 19-24 with an EHCP are defined as 16-18.
- 2.11.2 Full-time adult students may apply for one of the Access to Higher Education Diplomas or any full time qualification aimed at 16-18 learners.
- 2.11.3 Part-time adult students may select from a comprehensive offer of day and evening courses, advertised in the prospectus and on the website.

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2.11.4 Some courses which involve working/placement with children or individuals who may be at risk, have a requirement for applicants to complete a Disclosure and Barring Service (DBS) check. Details will be discussed at interview.

2.11.5 Adult students will be admitted when it is established that:

- They meet the residency requirements
- They meet the academic entry requirements for the study programme.
- They are considered fit to study as defined in the Learner fitness to study Policy
- A suitable programme is available
- Their admission is judged to be in their own interests and that of the College as a whole
- They demonstrate commitment, motivation and potential
- There is a match between applicants' career aspiration and course.
- They have the requisite skills, aptitude or other personal qualities specified for each course or subject

2.11.6 The College offers an Information, Advice and Guidance interview to adult learners applying for a full-time or part-time course at the College, including guidance on whether they are eligible for funding, and if so how to apply. Adult students often benefit from detailed guidance on the options available to them, including finance and course information to prepare them for studying a qualification.

2.11.7 Tailored Learning courses recruit until the course reaches capacity and where no additional provision can be made students are placed on a waiting list in the chronological order in which they applied.

2.13 Procedures for admission of students and potential students with criminal records

2.13.1 Procedures exist to ensure that applicants with criminal convictions are given every opportunity to benefit from the courses the College offers, whilst maintaining the College's duty of care to do everything reasonable to provide a safe and secure environment.

2.13.2 Those who disclose are given information on the procedures which will be followed and written into an individualised college risk assessment. .

2.13.3 On disclosure, an applicant will be asked to give further information to the Safeguarding Team . All further details will be dealt with sensitively and discreetly and will be held securely.

2.13.4 The Safeguarding Team may consult other external partner agencies to help accurately assess any risks posed by, or to the individual, but also to understand any support needs the candidate has to ensure they can successfully enrol on, engage in, and complete their chosen study programme.

2.13.5 One of three decisions will be reached and the outcome will be communicated to the applicant in writing that the application:

- Continues with no additional conditions
- Continues with conditions attached

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- Is rejected

2.13.6 Applicants, where appropriate, may be requested to complete a Disclosure and Barring Service (DBS) check.

3. Review and monitoring

- 3.1 This policy will be monitored through Learner Admissions and CLT (College Leadership Team).
- 3.2 This Policy is to be reviewed every 2 years, unless there is new legislation which means a change is necessary.

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