

16-18 ADMISSIONS PROCEDURE

16-18 Admissions Procedure

Policy Owner:	ELT
Date of Review:	November 2022
Date Approved:	January 2023
Next Review:	November 2023
Responsibility for Review:	Vice Principal Curriculum Delivery and Planning
Policy Review Frequency:	Annual

Applicable to staff:	Yes
Applicable to students:	Yes
Publish on College website:	Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	January 2023 Business Planning – Nov 2022 17 February 2021
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

16-18 Admissions

1. Stage 1 – Application

- 1.1 All applications are submitted via Preston College website. The application will be acknowledged by an immediate response email to confirm receipt of the application.
- 1.2 School leavers will receive a text with the date the Recruitment Team will be attending school for interviews. 17 and 18 year old applicants and out of county applicants will receive a letter within 5 working days and will be requested to attend an onsite interview. Please note: where there are high demands for interview appointments, there may be a slightly extended timeframe.
- 1.3 The week before and then the day before the interview, applicants will receive a text message as a reminder of their appointment

2. Stage 2 – Interview/Assessment

- 2.1 Interviews will be arranged by the Central Admissions Team and conducted by the Curriculum Team/Recruitment Team.
- 2.2 Interview evenings will be held throughout the academic year. With high demand, extra interview evenings will be added.
- 2.3 The Heads of School will ensure that Curriculum staff are available to manage the scheduled curriculum interviews and provide applicants with Information, Advice and Guidance (IAG) where appropriate.
- 2.4 Where applicants need support with course decisions and career information, they can book in with one of the careers team for a 1:1 interview
- 2.5 Applicants who indicate or declare any SEND or Safeguarding details will receive a SEND phone call following their initial interview appointment. School Leavers will be seen by SEND during their interview in school.
- 2.6 Applicants are encouraged to bring any supporting evidence for their application i.e. Record of achievements, certificates, work experience feedback and portfolios etc. to face to face interviews or refer to in their remote interviews
- 2.7 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.
- 2.8 Applications will be automatically withdrawn if the learner does not rebook their appointment.

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 depending on what information is given during the interview.
- 3.2 Applicants who are successful at interview, will be sent an offer booklet via email within 2 days and via post within a week which outlines the course requirements and the process to final enrolment. Where SEND interviews are required, the timescales for the offer booklet may increase.
- 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 (see footnote).
- 3.4 Applicants who wish to change their application choice 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 learners 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.
- 3.7 Learners who have been offered places will be sent details of their online Prospect account to enrol onto their chosen course.

Foot note re panel meetings:

Where a panel meeting is required, the college will liaise with external stakeholders and support services to gather information which will be reviewed at the panel meeting. External stakeholders can include but are not limited to; social workers, previous educational establishments, YOT, parents, carers and employers. The admission panel will holistically review and discuss all information with a supportive approach. 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 includes adapting curriculum offers, setting small realistic goals and bespoke support packages to aid a successful transition into college. Where the panel agree that no offer can be made the panel must provide a full reason, in writing, along with recommendations to alternative providers or support services.