

# HE Admissions Policy

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group, Board	2	March 2025	March 2028	Director of HE Quality and Systems

**Review: 3 years**

**POLICY NUMBER 112**

# HE ADMISSIONS POLICY

## 1 Policy Statement

Tyne Coast College welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

## 2 Scope

The policy applies to all applicants applying for Higher Education programmes; this policy does not cover 14-16 admissions, or admissions for Further Education programmes.

The purpose of this policy is to ensure that HE admissions practices are fair, explicit and implemented consistently to support equal opportunities. This policy complies with relevant consumer, equality and diversity legislations and has made reference to best practice, including, but not limited to guidance from the UK Quality Code for Higher Education via Quality Assurance Agency (QAA), Competition and Markets Authority legislation, Office for Students, UK Visas and Immigration and UCAS good practice resources.

The aim of the policy is to ensure that:

- a) All applicants are dealt with on an individual basis and treated fairly.
- b) An experienced team offers impartial advice and guidance to support all applicants in making informed decisions.
- c) Information relating to entry requirements is accurate, reviewed annually and reduces or removes unnecessary barriers for prospective students.

## 3 Legislation

The following legislation applies to this Policy.

- Equality Act 2010
- Special Educational Needs and Disability Regulations 2014
- Consumer Rights Act 2015

## **4. Applicant Entitlements**

Under the terms of this policy, and with alignment to the primary regulatory objective of the OfS, all students from all backgrounds, and with the ability and desire to undertake higher education, are supported to access, succeed in and progress from, higher education.

All applicants at the College are entitled to:

- a. have access to information, promotional materials and activities which are accurate, relevant, current and accessible which will enable them to make informed decisions about their options.
- b. receive confidential and impartial information, advice and guidance.
- c. have access to clear and detailed information about the selection process that is used for the course(s) to which they are applying.
- d. information regarding learning or support needs in advance of enrolment
- e. expect that the selection process is followed consistently and fairly and that transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process.
- f. be provided with feedback as to why they were not successful in gaining a place, if requested
- g. be informed by the College, of the obligations placed on them at the time the offer of a place is made.
- h. be informed, at the earliest opportunity, of any significant changes to a course made between the time an offer is made, and enrolment is completed, and that they are advised of the options available in such circumstances.
- i. have explained to them, once the place is accepted, the arrangements for enrolment, induction, and orientation of new entrants.
- j. expect induction and orientation arrangements which promote the efficient and effective integration of entrants as students.

## **5 Responsibilities**

### **5.1 College Management**

College Management must ensure that:

- the entry criteria and requirements of each advertised programme is annually reviewed, ensuring the details are accurate, accessible, and will enable an applicant to make informed decisions about their options.
- all staff involved in the admissions procedure are fully conversant with this policy and the demands it places upon them.

- staff development is made available to staff to support them in implementing this policy and to understand the procedures which underpin the policy.
- the policy is implemented consistently.

## **5.2 Teaching and Support Staff**

Teaching and support staff to ensure that:

- promotional materials and recruitment activities provide accurate information about the programme which will enable an applicant to make informed decisions about their options and support the decision making about their next steps.
- all applicants are given impartial guidance in relation to the appropriateness of programmes and their suitability based on individual circumstances.
- accurate and detailed information is provided to the applicant about the admissions procedure for their programme.
- staff will discuss any additional support needs the potential student may require.
- all applicants are given the opportunity and encouragement to declare any learning difficulty/disability and/or support need at every stage of their application.
- applications are expedited in accordance with College procedures and guidelines.
- the selection process is adhered to consistently and fairly and that transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process.
- where an applicant does not meet the entry criteria/requirements, staff will support them in considering alternative options.
- where requested, staff will provide feedback to an applicant who has not been offered a place on the reason(s) why they were unsuccessful.
- staff inform an applicant of the obligations placed on them at the time the offer of a place is made.
- staff inform the applicant, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made, and registration is completed, and that they are advised of the options available in the circumstances.
- once an applicant has accepted a place, they are provided with information about the arrangements for enrolment, registration, induction, and orientation to the College and the programme.

### 5.3 Applicant

This policy requires applicants to:

- familiarise themselves with the admissions process relevant to the programme they are applying for.
- provide honest and accurate information to support their application at each stage of the process and communicate timely any changes to circumstances which could have a bearing on admission decisions.
- inform the College at the earliest opportunity of any special educational or other additional support needs they may have to enable the College to provide appropriate support as required.
- notify the College of any Criminal Convictions that they have or may receive (acceptance onto *certain* programmes is subject to an applicant having no criminal convictions)
- adhere to College procedures associated with the admissions process relevant to the programme they are applying for.
- adhere to the obligations placed upon them at the time the offer of a place is made.
- confirm acceptance or declining the offer of a place within the agreed time limits.

### 5.4 Admissions Team Responsibilities

This policy requires the Admissions Team to:

- manage communications with UCAS, including the transmission of decisions via UCAS (although decisions are made by the Programme Teams)
- Update UCAS programme information annually (or as required) with accurate information provided by Programme Teams
- Ensure that Programme Teams respond to applications within the agreed service standard.
- Provide statistical information regarding admissions to enable the college to monitor the conversion of applicants within the recruitment cycle.

## 6 Implementation

Those who are applying for admission to a full-time Higher Education programme at Tyne Coast College (excluding South Shields Marine School) will normally do so through the Universities and Colleges Admissions Service (UCAS).

Internally progressing students will also apply via the UCAS process. Where there are extenuating circumstances, the college will support students through the admissions process.

Part-time Higher Education programme admissions can apply via the college website.

Applicants for HE programmes within South Shields Marine School may also have to meet certain pre-requisites related to Marine Industry regulations.

All international students must hold a valid and relevant study visa if intending to study in the United Kingdom. Guidance will be given on enquiry.

### **6.1 Criteria for Admission**

- the applicant satisfies all pre-programme requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- the applicant meets the specific entry requirements, including all the other admissions criteria and satisfactory references, of a programme. The entry requirements will be specific to the programme of study, and Awarding Body guidance should be followed.
- the applicant attends an interview, if required, by a specific programme
- the applicant agrees to pay any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date)
- there are places available on the programme of study.
- the applicant agrees to the Terms and Conditions of the College at the time of accepting an offer of a place.
- all applications received by the relevant UCAS deadline (normally last week of January prior to year of entry) are to be given equal consideration. Such consideration will also be given to applications received after January deadline up to and including end of June (end of main applications scheme through UCAS).

### **6.2 Recognition of Prior Learning (RPL)**

Tyne Coast College has processes to enable the gaining of credit towards some courses via Recognition of Prior Learning. This is guided by the Recognition of Prior Learning Policy.

### **6.3 Criminal Convictions**

If it is a course requirement, Tyne Coast College will conduct an enhanced Disclosure and Barring Service (DBS) check on applicants.

## **6.4 Public Information**

Tyne Coast College will ensure that information supplied to applicants and potential applicants is clear, accurate, reliable, valid, and relevant to ensure adherence to Competition and Markets Authority legislation. This will apply to the following:

- UCAS Programme Profiles (for those programmes stored on UCAS)
- Course Information Sheets (hard copies and online)
- Website information (including social media)

Changes to any courses involving significant restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity.

## **6.5 Complaints**

Any complaints regarding the admissions process will be dealt in accordance with Tyne Coast College Complaints Policy.

## **6.6 Appeals**

Any applicant to a higher education programme who wishes to appeal against an admissions decision that has been made by the College may do so, in writing, to the Head of School/Vice Principal/Assistant Principal who has the management responsibility for the curriculum area in which the programme is placed.

A decision to uphold an appeal will be at the discretion of the Principal or their nominee(s). The College will ensure that all staff involved with admissions are familiar with this process.

# **7 Right to Refuse an Application**

The College reserves the right to refuse an application. In such cases, those prospective students will be given full consideration by the College's College Management Team which will follow the Student Application Refusal Guidelines specified (see 7.1).

## **7.1 The College reserves the right to refuse admission to an application who:**

- does not meet the admission criteria in 6.1.
- withholds information; provides false or misleading information.
- as per 6.3, the College may carry out a DBS check for applicants on certain programmes where students may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when deciding about admitting an individual to one of

these programmes

- the College reserves the right to carry out a Safeguarding risk assessment on any applicant. The outcome of such a process will be taken into consideration when deciding about admitting an individual to the College.
- has convictions that have not been spent or can never become spent where information is available concerning activities outside the law or the expression of beliefs, which *prima facie* present a clear and immediate danger to students, staff, or College property
- the College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.
- who has previously been excluded from Tyne Coast College or another education institution?
- who has previously attended this or another education establishment and not completed programmes
- has outstanding debts to the College or the Student Loans Company
- the College may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports *do not* form part of the selection process and will not be available to anyone except the appropriate Head of School and/or Assistant Principal

## **8 Monitoring and Review**

Monitoring and review of this policy will take place through the HE Strategic Committee.

## **9 Related Policies**

Equality, Diversity and Inclusion Policy, number 117

Safeguarding Policy, number 53

Complaints Policy, number 12

UKVI Policy, number 69

Programme Closure, Suspension or Substantial Modification Policy, number 100

Recognition of Prior Learning Policy, number 50

Data Protection Policy