

Admissions Procedures

Procedure name:	Admissions
Procedure reference:	Pro-AD-MA
Created by:	Director Marketing & Admissions
Approved by:	Deputy Principal Curriculum and Quality
Date of last review:	September 2025
Date of next review:	September 2026
Revision number:	11

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1. Purpose

The purpose of this procedure is to detail the admissions process for further education students to study for a full time, part time or apprenticeship course at the college.

The admissions process has been developed to ensure:

- A fair, open and transparent admissions process
- Impartial information, advice and guidance is provided to all applicants.
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants are appropriately matched to a course
- A process which is consistent with the college's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to staff, students are discharged
- A process which is accessible to all applicants and is consistent with the college's commitment to equality and diversity

2. Scope

This procedure applies to all applicants applying to study a further education course.

3. Responsibility

Ultimate responsibility for this procedure within the college lies with the Director of Marketing & Admissions.

4. Service commitment

4.1.1 The college will provide all applicants with:

- A comprehensive range of up-to-date information about courses on offer, including all costs involved
- Detailed information on facilities and services available
- A dedicated customer service from qualified and trained staff
- Ease of access through a well-managed, comprehensive and flexible admissions system
- Efficiency of service, allowing for a prompt response and rapid processing of applications
- Accurate mapping of an appropriate course to individual need, potential and aspiration
- Equality of opportunity.

4.1.2 Learner Services will:

- Provide high quality information, advice and guidance in-line with the the Matrix quality kite mark

- Provide accurate and timely course information
- Operate within all college policy guidelines
- Process all full-time applications and relevant part-time applications via the central admissions system
- Liaise with secondary schools to ensure suitable references are sought for all school leavers
- Liaise closely with the Curriculum Directors and Curriculum Managers, staff and students to ensure all applications are processed within agreed service standards
- Monitor service standards on a regular basis
- Process applications and arrange interviews
- Work closely with the Local Authority, local schools and other agencies where appropriate
- Refer applicants to the college careers staff, where appropriate, to receive further advice and guidance
- Refer applicants to the Student Wellbeing Team, where appropriate, to receive further advice & guidance
- Identify those who require further support via Additional Learning Support (ALS)
- Provide statistics of enquiry and application trends
- Ensure that all applicants follow the college-wide entry requirements.

4.1.3 The Marketing Team will:

- Operate a 'keep-warm' strategy for further education applicants, including regular contact by text-messaging, e-mail, birthday cards and invitations to college experience evenings and a new student welcome day.

4.1.4 Tutors will:

- Provide high quality, impartial advice and guidance to applicants
- Ask appropriate questions during the applicant's interview and challenge reference content, school attendance % and home schooling – where appropriate
- Defer offering a place to the applicant if the applicant needs time to reflect and/or the tutor feels improvements need to be made before deciding whether to offer a place to the applicant. For example, the tutor may wish to see an improvement in the applicant's school attendance before offering him/her a place in college
- Accurately and timely recording of interview outcomes to enable the Admissions Team to communicate with applicants in a fair and transparent way

- Liaise with Curriculum Directors to ensure that course information is up-to-date and relevant.
- Ensure applicants are referred to Learner Services if a particular course or area of study is unsuitable. Learner Services will then offer additional advice and guidance or follow the referral procedures if necessary
- Operate within all college policy guidelines
- Ensure all full-time applicants meet the course entry requirements
- Identify those who require further support via Additional Learning Support (ALS)
- Encourage all first-year students and those progressing to the next level to re-enrol at the appropriate time through the internal progression process subject to Assessment Board approval.

5. Procedure

5.1 16-18 admissions process

See flow diagram in Appendix A & B

5.2 19+ admissions process

See flow diagram in Appendix C

5.3 Apprenticeship process

See flow diagram in Appendix D

6. Equality, diversity & inclusion

We are committed to admissions practices which positively promote equality, diversity, inclusion and fairness. We do not discriminate directly or indirectly against an applicant. In exercising our decision-making powers, we are not influenced by an applicant's characteristics.

We have a responsibility to ensure that those with a disability, specific learning difficulty or long-term health condition are not prevented from equal access to all aspects of the admissions process.

Applicants are encouraged to disclose a disability, specific learning difficulty or long-term health condition at application stage, this will not influence any decision made on academic grounds. Where an applicant has disclosed a disability, specific learning difficulty or long-term health condition, details will be forwarded to the relevant support team who will discuss the support we can provide.

If the applicant has an Educational Health and Care Plan (EHCP) the college follows the processes outlined in the Special Educational Needs and Disability (SEND) Code of Practice. The local authority must comply with the applicant's preference and consult with the college. The relevant local authority must send an up-to-date EHCP for consultation which allows the college to make an informed assessment of the

support required and provide an accurate response to consultation, this includes staffing and the wider resources that may be required in order to meet the applicant's needs. Consultations should be made by 31 March of the calendar year of transfer and sufficient time must be allowed for the college to secure the required support provision. Where late requests for consultation are made, delays may occur in the implementation of the support provision, however the college will endeavour to resolve this as quickly as possible.

The consultation period is 15 days; this does not include college holidays, when staff are on annual leave. In this instance, every effort will be made to maintain response times within the consultation window.

There are occasions where a place at college cannot be agreed, these decisions are made in accordance with the Special Educational Needs and Disability (SEND) Code of Practice and Children and Families Act.

Where an application is made to a course which is full or operating a waiting list no advantage can be offered to any individual, including those with an Educational Health and Care Plan (EHCP) and/or those with special educational needs. Offers can only be awarded on a sequential basis.

6. Entry requirements

- All courses have clear and robust entry requirements.
- College entry requirements are applied consistently across all levels.
- Entry requirements are outlined within college prospectuses and course information sheets.
- Applicants may be asked to complete a pre-course assessment.

In some cases, the college may give credit for previous certificated learning or relevant experience and this may be used to contribute to the credits for the new qualification, this is referred to as Accreditation of Prior Learning (APL) or experiential learning (APEL). The applicant will be advised by the tutor on the nature of the evidence that will be required to support their claim for the accreditation of prior learning or prior experiential learning. When making an offer for admission where exemption from assessment has been offered based on APL or APEL, the tutor must have seen evidence of prior learning (certification) or evidence of prior experience to confirm that the required knowledge and skills for which exemption is awarded is in place and therefore their ability to follow the rest of the programme will not be jeopardised.

7.1 Entry requirements not met

Applicants may be asked to undertake a pre-course assessment or an initial and/or diagnostic assessment, results will be considered if they are a mature learner, as follows:

- Pre-course assessments are completed to the required level

- Initial assessment results indicate that they have a numeracy and literacy level no more than one level below their programme of study (e.g. numeracy and literacy level 2 to study a level 3 programme)
- They sign up to a support package if appropriate which will be determined by the diagnostic assessment.

The applicant will be refused enrolment if initial assessment results indicate a lower result than needed (e.g. numeracy and/or literacy level is more than one level below their programme of study). Further guidance will be provided for study on an alternative course at an appropriate level.

Any discretionary decision must be referred in the first instance to the Curriculum Directors. The Admissions Manager or Director of Marketing & Admissions can be consulted at any time.

7. Oversubscribed courses

Courses that we deliver are popular and can attract a high volume of applications, therefore some courses can become oversubscribed. If this occurs applicants will be notified and advised they will be placed on a waiting list. Allocation of places to those on a waiting list will be based on the date of the offer.

If you have applied for multiple courses it is important that you inform Admissions of your first-choice application. If you change your mind and the course you wish to transfer to is operating a waiting list you will be added to the list. You can however, keep the original course as an active application in the event places do not become available on your first choice.

Where an application is made to a course which is full or operating a waiting list no advantage can be offered to any individual, including those with an Educational Health and Care Plan (EHCP) and/or those with special educational needs. Offers can only be awarded on a sequential basis.

8. Refusing entry/delaying offer

The college may refuse an application to study at the college if an applicant:

- Is unable to demonstrate the minimum entry requirements or if requested to do so, provide satisfactory references for the course applied for
- Has a school or employer reference that is cause for concern by college staff
- Has been previously excluded from the college. If the applicant has previously been a student at the college and has been excluded on disciplinary grounds, an application must be made in writing to the Vice Principal: Curriculum
- Has a criminal conviction or has a pending criminal prosecution, which prevents them from undertaking the course or programme applied for
- Potentially endangers or poses a risk of harm to staff or students of the college

- Has specific physical, medical, social or curriculum needs which the college considers, in its reasonable opinion is unable to meet
- Has an Education Health Care Plan (EHCP) that, upon review the college is unable to support
- Has previously been a student at the college and has any outstanding monies owing to the college (e.g. not all fees have been paid). The applicant's application will not proceed until all outstanding debts are cleared
- The applicant demonstrates rude or abusive behaviour towards staff.

The above is a non-exhaustive list and there may be other reasons or circumstances for which the college may consider an applicant unsuitable to study on a particular course or, at the college.

Our full-time study programmes are for students aged 16-18-years. We will consider applications from adults for entry onto these programmes on a case by case basis and may require approval from the Director of Quality & Curriculum.

Our part-time and Access to Higher Education courses are for students aged 19+. We will consider applications from those under the age of 19 on a case by case basis. Applicants must meet the Government's requirements for participation in education, employment or training and will require approval from the Director of Quality & Curriculum.

If the college considers that it is unable to admit an applicant to the course they have applied for, the college will explore with the applicant whether there is a suitable alternative programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

9. Overseas applications

The college does not accept applications from overseas.

10. Applications from ex-offenders

Applications from ex-offenders are welcomed and disclosure must be made at the point of application.

Current students must disclose at their progression review any criminal convictions or pending prosecutions that have occurred since enrolling as a student.

A rigorous risk assessment will be conducted by the college's Safeguarding & Welfare Manager, in liaison with external agencies (Probation Services, Social Services, Police, etc.) to assess, without prejudice, the applicant's suitability to attend college. This is to ensure that we protect all of our students and staff, as well as the applicant.

Recommendations are then made to the Executive Leadership Team who will accept or decline the application based on the findings of the risk assessment.

11. Changes to courses

The college makes all reasonable efforts to deliver the programmes of study described in publications and other college documents. However, on occasion the college may be required to make changes, which may include but not limited to:

- The course curriculum/modules (e.g. replacement of core and/or optional modules)
- Additions/changes to mode(s) of delivery; altering the location of the course. For example, following campus consolidation to allow college to provide the best facilities and academic provision to students, or in the event of a pandemic and national lockdown where we may be required to move teaching online
- Suspension or cessation of a course.

The college will only close courses when it is not financially viable to run or when the student experience will be compromised. Normally for a course to run there must be a minimum of 12 confirmed enrolments.

The college will inform applicants and students at the earliest opportunity of any significant changes to, or suspension/cessation of a course, particularly when this occurs between the offer of admission and enrolment.

If required, the college will assist applicants in identifying similar programmes of study, both internally and externally if there are course changes. We have a dedicated Careers Team who can support with further advice and guidance on alternative options.

13. Appeals

If an applicant wishes to appeal against an admissions decision, then they must do so in writing to the Admissions Manager, within 10 working days of the date on the refusal letter.

We will consider all appeals and inform applicants of the decision within 10 working days of receipt of the letter.

If you continue to be dissatisfied with the response then you can submit a formal complaint. All complaints must be made in writing, by letter or email to the Quality Department - quality@wvr.ac.uk, please refer to our Complaints and Compliments Policy.

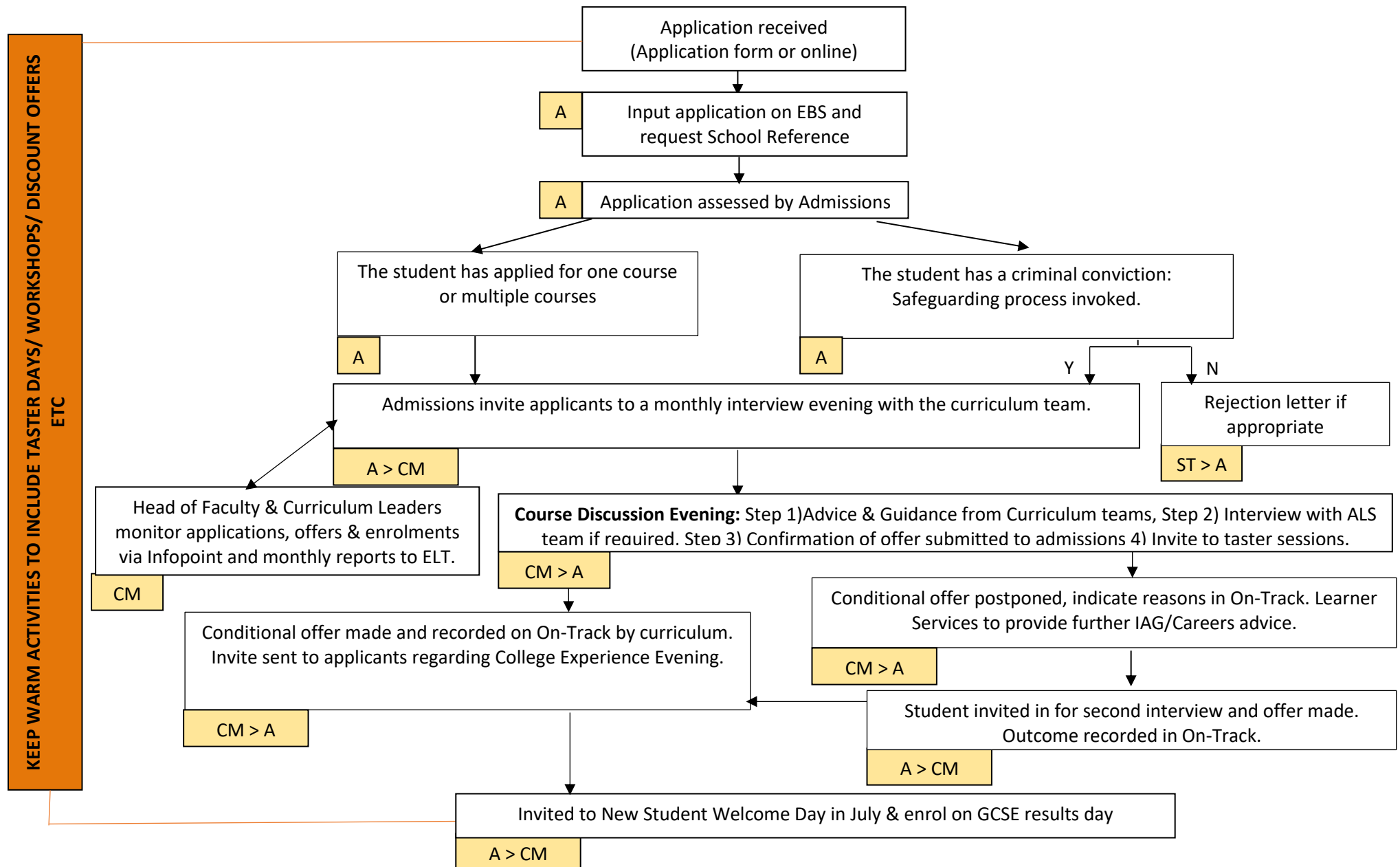
There is no right of appeal where the application has already been considered by the Principal and Executive Leadership Team due to safeguarding concerns.

14. Quality Assurance & Monitoring

The admissions procedure is quality assured via the Director of Marketing & Admissions, recorded observation of the interview/advice sessions, user feedback, and evaluation forms and through the external accreditation the Matrix quality kitemark.

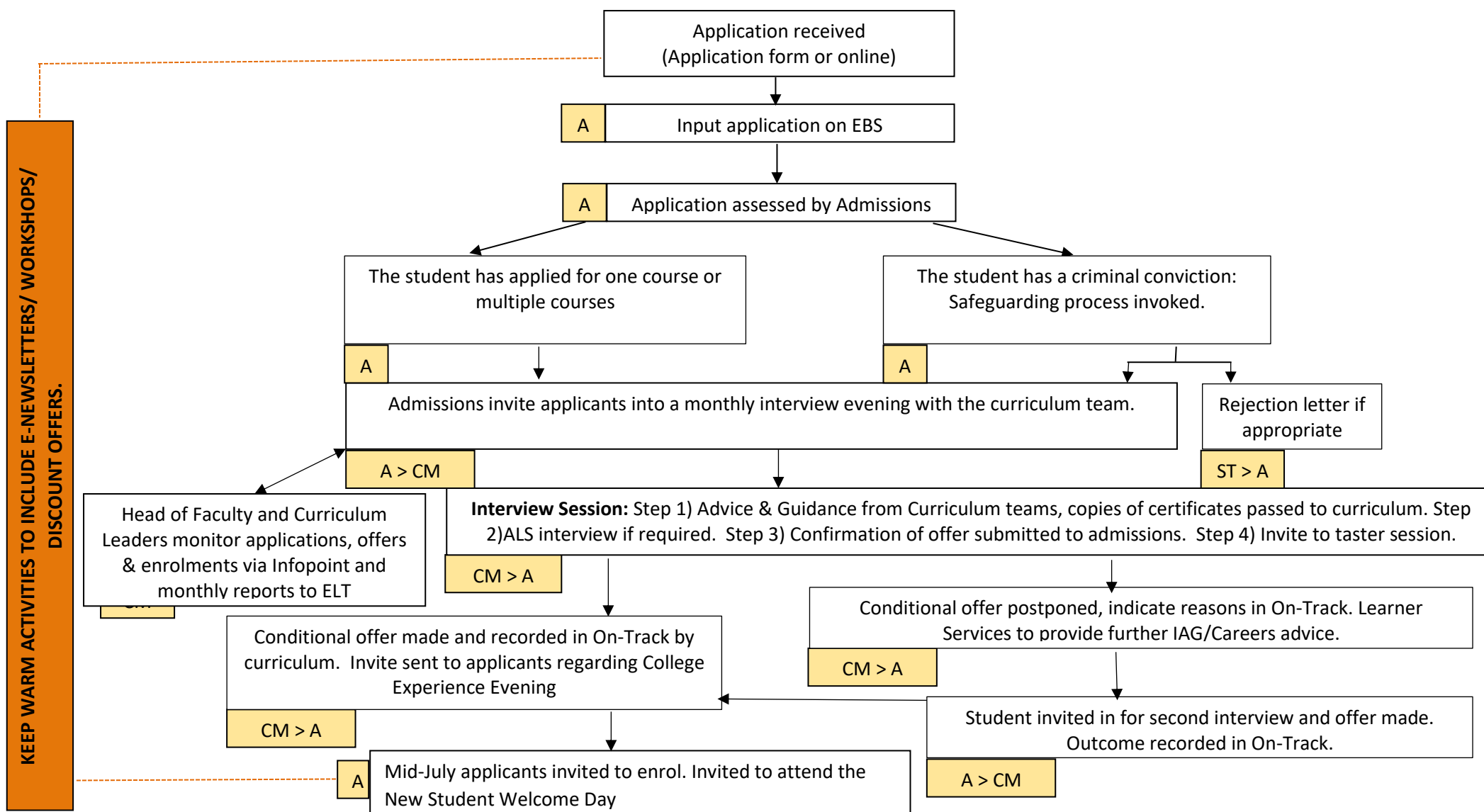
The college was re-accredited with the Matrix standard, whole organisation in June 2022 and received an OFSTED rating of good in November 2019.

Appendix A: Admissions - School Leavers



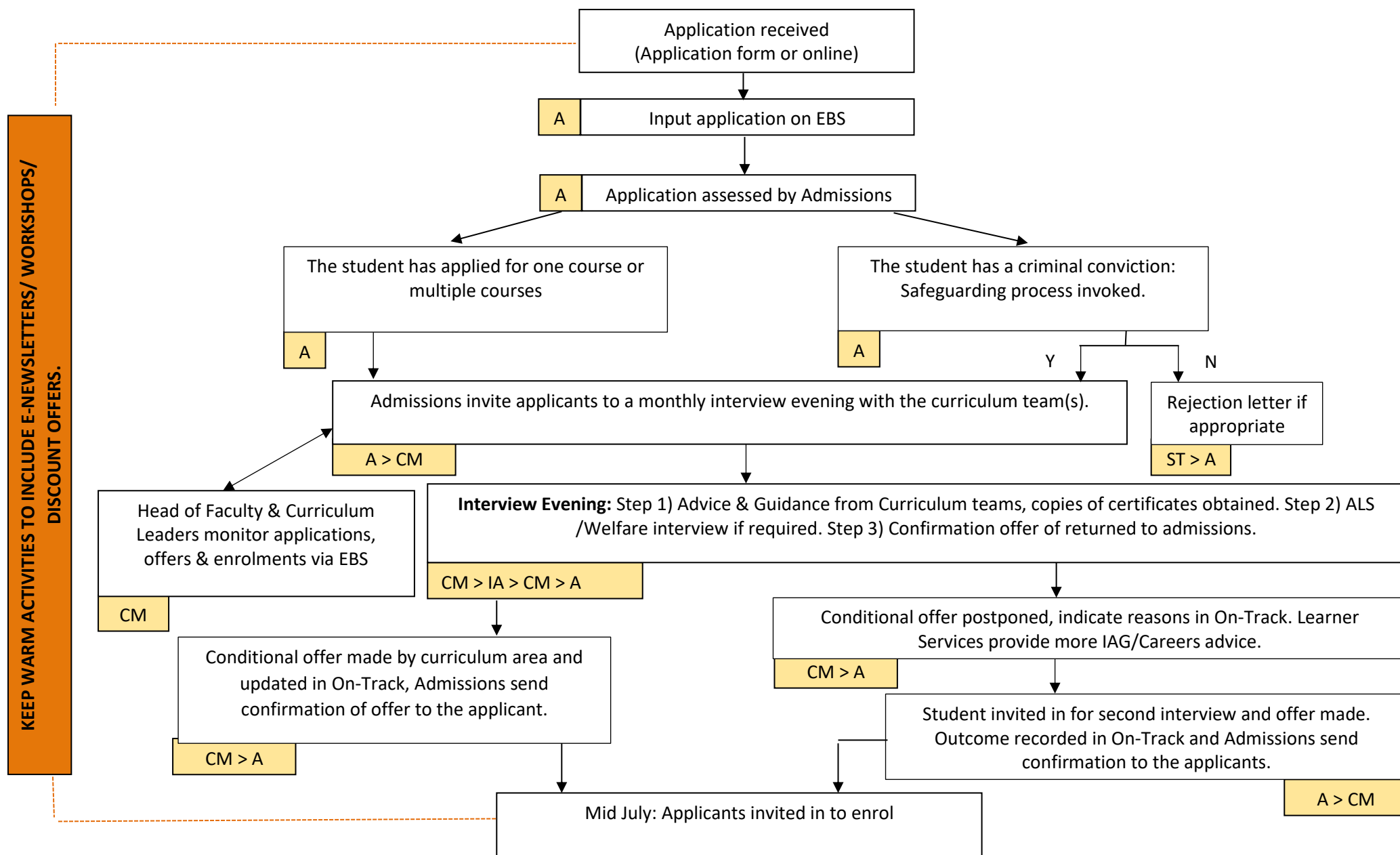
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Appendix B: Admissions – 17-18-year olds



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Appendix C: Admissions 19+ (Full and Part Time)



Admissions Procedures

Appendix D: Apprenticeships

