



## ADMISSIONS POLICY

<b>Policy Name and Number:</b>	Admissions Policy & Procedures
<b>Approved by and date:</b>	Curriculum & Quality Committee - 27 November 2027
<b>SLT Lead:</b>	Deputy Principal, Strategy, Partnerships and Business Development
<b>a. Responsible Manager for policy review:</b> <b>b. Responsible Manager for policy implementation (if different):</b>	Head of Admissions
<b>Links to Strategic Plan Aims and Themes:</b> <u><b>Aims:</b></u> <b>1. Outstanding Teaching, Learning and Assessment</b> <b>2. Beneficial Partnerships</b> <b>3. Sustainable SMART Campuses</b> <b>4. Inclusive, Thriving Community</b> <b>5. Financial Sustainability</b> <u><b>Themes:</b></u> <b>a. Sustainability and the environment</b> <b>b. Happiness and wellbeing</b> <b>c. Digital transformation</b> <b>d. Equality, diversity and inclusion</b>	This policy links to 1. Outstanding Teaching, Learning and Assessment 4. Inclusive, Thriving Community 5. Financial Sustainability  And meets all of our themes. a. Sustainability and the environment b. Happiness and wellbeing c. Digital transformation d. Equality, diversity and inclusion
<b>a. Related Policies and Procedures:</b> <b>b. Related Legislation:</b>	<b>Policies &amp; Procedures</b> <ul style="list-style-type: none"> <li>• Disclosure of Criminal Convictions Policy</li> <li>• College IT Policies</li> <li>• Student Behavioural Policy and Procedures</li> <li>• Student fees Policy and Procedures</li> <li>• Safeguarding Policy and Procedures</li> <li>• Bursary &amp; Entitlement Procedure</li> </ul> <b>Legislation</b> <ul style="list-style-type: none"> <li>• The Rehabilitation of Offenders Act 1974</li> <li>• Equality Act 2010</li> <li>• Data Protection Legislation</li> <li>• Education Act 2011</li> </ul>
<b>Consultation Process:</b>	Group/Committees consulted: Enrolment working group, SPBD, CPSE Date Consultation Process – SPBD & CPSE – 22.10.2024 SLT – <input checked="" type="checkbox"/> 22/10/2024
<b>Approving Authority:</b>	SLT Approval <input type="checkbox"/> Corporation Approval <input checked="" type="checkbox"/>
<b>Policy Review Frequency:</b>	Bi-yearly

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<b>Policy applicable to:</b>	Staff: <input checked="" type="checkbox"/> Students: <input type="checkbox"/> Stakeholders: <input type="checkbox"/> Visitors: <input type="checkbox"/> Volunteers: <input type="checkbox"/> Contractors: <input type="checkbox"/>
<b>Policy classification:</b>	Public: <input checked="" type="checkbox"/> Internal (staff): <input type="checkbox"/> Internal (students): <input type="checkbox"/>
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<b>Effective Date:</b>	27/11/2024
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<b>Date of Next Revision:</b>	27/11/2024
<b>Version Number:</b>	1
<b>Key Updates/Changes from previous policy:</b>	
<p>Summary of Key Updates/Changes from Previous Policy:</p> <ul style="list-style-type: none"> <li>• Revised to cover processes from pre-enrolment through to enrolment.</li> <li>• Transitioned to a new template, incorporating strategic alignment and impact monitoring.</li> <li>• Section 9: Added pre-entry procedures and updated references.</li> <li>• Section 10: Enhanced application and interview processes, including updates for criminal conviction declarations, EHCP support, Recognition of Prior Learning (RPL), DBS, higher education (HE), and overseas qualification comparability.</li> <li>• Section 11: Updated course entry criteria.</li> <li>• Section 12: Revised tuition fees information.</li> <li>• Section 13: Introduced new section for fee assessment.</li> <li>• Section 14: Added new residency criteria section.</li> <li>• Section 15: Included prioritization guidelines for applications.</li> <li>• Section 16: Revised waiting list procedures.</li> <li>• Section 17: Updated information on course changes and closures.</li> <li>• Section 18: Added details on handling unsuccessful applications.</li> <li>• Section 19: Included disciplinary procedures.</li> <li>• Section 20: Updated Information, Advice, and Guidance (IAG) section.</li> <li>• Section 22: Revised appeals procedure.</li> <li>• Section 23: New section detailing enrolment information.</li> <li>• Section 24: Updated exemptions information.</li> </ul>	

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## 1. Introduction

- 1.1. This policy details the Oakland's approach to and arrangements for the admission of students on to education courses and programmes.

## 2. College Vision, Mission, Values and Themes

**Vision:** By 2027 we will be: A sustainable educational trailblazer inspiring our learners and our wider community to achieve their potential in a changing world!

**Mission:** The Mission of Oaklands College is: Prepare every learner for work, a rewarding career and life's opportunities. By treating every student as the individual they are, with care, passion and understanding in a professional, contemporary and community focused environment they'll value and enjoy.

The College has four cross-cutting **themes**, which are integral to all we undertake and are at the very heart of what we want the college to be about. These are:

- Our commitment to sustainability and the environment.
- Our commitment to the happiness and wellbeing of our college community.
- Our commitment to digital transformation.
- Our commitment to equality, diversity, and inclusivity.

All that we do and every decision we take is underpinned by **our values**:

- Excellence and Innovation - Delivering outstanding results, sustainable careers and future leaders.
- Collaborative Learning - Developing knowledge and skills to prepare our people for life and work.
- Inclusion and Happiness - Celebrating the achievements and successes of all our communities.
- Integrity and Accountability - Striving for the best in all we do.

## 3. Purpose

- 3.1. Oaklands is committed to ensuring a fair and centralised admissions process that ensures a high standard of service for all applicants and students, regardless of background. We encourage applications from individuals of diverse educational, social, and personal circumstances. It serves to ensure that all potential learners have access to impartial information, advice and guidance and to support individuals in identifying the course/programme of study which most meets their skills and aspirations in an appropriate and confidential environment.

## 4. Scope of this Policy

The policy works within the framework of the Oaklands mission statement and Equality, Diversity and Inclusion Policy. [EDI Policy Link.](#)

The policy relates to all applicants who:

- Are aged 16 or over on the 1<sup>st</sup> Sept of the relevant academic year in which they hope to study.
- Are seeking to re-enter the education system after a period away from study

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- Are applying to the College following study or training at other institutions or place of employment
- Are employed and seeking opportunities for undertaking further professional development
- Are undertaking a course for leisure or pleasure purposes

And encompasses:

- Education programmes for young people at all levels,
- Further education programmes for adults at all levels,
- Apprenticeships
- Commercial and leisure programmes,
- Higher Education programmes and franchised HE
- Programmes funded by the Education Skill Funding Agency (ESFA) and the Greater London Authority (GLA)
- Project and self-funded programmes and those funded through Advanced Learner Loans and any other government or agency funded programmes.

The College will apply the principles inherent in this policy statement to all learners, including full and part time FE and HE, those on Apprenticeship programmes or other work-based learning schemes, online learners, distance learners and those studying on an educational partnership programme.

### 5. Link to Strategic Goal(s) and KPIs

The policy aligns to several Oaklands strategic goals and their associated KPIs. It is our intention to deliver the highest level of professional and customer service in order to ensure each individual from their first point of contact with Oaklands is directed to the right course, at the right level, with the right support.

- Strategic Goal 1: Increasing income to £43.1m by 2027
- Strategic Goal 4: Improving achievement rates to 88% by 2027, by ensuring that the onboarding, information advice and guidance processes are robust to provide the best chances of academic success
- Strategic Goal 5: Achieve significantly better than the sector benchmark for student satisfaction

### 6. Link to Key Strategic Aims & Objectives

This policy links to the following strategic aims and objectives.

**Aim 1:** Deliver outstanding teaching, learning, assessment and enrichment providing an environment that builds skills and knowledge

This policy ensures that we use information about learners starting points to effectively plan for them to achieve at their highest potential

**Aim 3:** To deliver a digitally enhanced admissions process to both promote sustainable practices and be at the forefront of evolving leading technology.

**Aim 4:** To be a college that is at the forefront of, and leading in Equality, Diversity, and Inclusivity by embedding effective practices in all we do.

**AIM 5:** To increase student numbers and improve retention to support the College's long term financial health.

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### 7. POLICY STATEMENT

**Intent:** The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

**Implementation:** We will achieve this by:

- Encouraging applications from all those with the motivation and ability to thrive at Oaklands, whatever their background
- Assessing each application carefully and fairly
- Ensuring appropriate course placement based on interest, entry criteria (including English and maths) and aspiration
- Offering places so that applicants progress and achieve

**Impact:**

That students are well informed of their educational choices leading to good engagement on their chosen programme of study, retention is high, and students achieve the highest levels possible.

### 8. MONITORING IMPACT

8.1. Monitoring the impact of an admissions policy and procedure is essential to ensure its effectiveness and fairness to applicants, learners and the alignment with our organisational goals.

8.2. Monitoring can involve regular review of the policy against our processes and planning and implementation of the annual main enrolment event, collection of feedback from learners, staff, and our external stakeholders, mainly employers and sponsors of learners learning.

8.3. The key areas of monitoring include:

**Analysis of application and enrolment data:** Regular analysis of applications, acceptances, and enrolment data to identify trends, ensure accessibility, and assess the success and conversion rates of different learner demographics and our qualification offerings. This analysis also provides analysis on equality and diversity.

**Learner Feedback:** Collection of feedback from both applicants and enrolled learners on the full admissions process from application, interview and enrolment experience.

**Employer Feedback:** Where applicable, from our apprenticeship and from employers who engage with the College to ensure their needs are being met through the admissions and enrolment process.

**Staff Training and Awareness:** Evaluating the effectiveness of staff training on the admissions process, including their role during the main enrolment period, to ensure they are well-prepared to offer consistent and accurate guidance.

These monitoring activities are reported to senior management and governors, and any necessary changes will be implemented to improve the admissions process and maintain a high standard of service.

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### 9. PRE-ENTRY INFORMATION

9.1. The College affirms the right of all potential learners, and where appropriate their employers, to full and detailed information about course provision. Such information will be given impartially and without prejudice.

9.2. The following details itemised below can support decision making for the applicant and / or employers about studying with Oaklands College

- Course Information
- Entry Requirements
- Assessment Methods
- Progression Opportunities
- Fees and financial support
- Support services available learners

### 9.3. How information is made available

Course information can be accessed through a variety of platforms to ensure that the applicant and / or employers can easily obtain the details they need:

- **College Website:** A dedicated section on the Oaklands College website features detailed course descriptions, entry requirements, and additional resources.
- **Prospectus and Brochures:** The College publishes a printed prospectus that outlines available courses and relevant details.
- **Open Events and Information Evenings:** Applicants and students are encouraged to attend open events, where they can meet staff, ask questions, and gather course-related information.
- **Direct Enquiries:** The College welcomes enquiries via phone, email, or in person at reception for those seeking specific information.
- **Marketing Materials and social media:** Leaflets, advertisements, and digital content provide snapshots of the range of learning opportunities available at the College.
- **Current Students:** are given the opportunity to discuss progression and future opportunities through the above channels, together with programmed discussions with their tutors and support staff.

### 9.4. Asking schools for references

As part of the admissions process, Oaklands College may request references from the applicant's previous educational institute, such as previous school, College or their apprenticeship employer, for those up to the age of 19 who have been in full-time education or an apprenticeship. Applicants over the age of 19 maybe asked for references from their last most recent educational institute or their current or previous employer.

These references help assess the suitability of the applicant for their chosen course and ensure that the College provides appropriate guidance and support during the admissions process.



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### 10. APPLICATION & INTERVIEW

- 10.1. All applicants are required to complete an application online via the College website.
- 10.2. A paper application will be accepted in exceptional circumstances and will be considered on a case-by-case basis.
- 10.3. Applications for year-long courses will be live in October each year for admission in September of the following year. As there are no closing dates for these applications, they will be considered as they are received.
- 10.4. Applicants will receive acknowledgment of their application within 24 hours of submission and then an invite to a **curriculum meet the tutor interview** within 48 hours of submission. These interviews are scheduled through the college's dedicated MIS portal, whereby the applicant is emailed the confirmation.
- 10.5. Where an interview is not required the applicants, application is assessed on the advertised entry criteria on the website or prospectus. If the criteria are met, a conditional offer is sent. Applicants are then invited to enrol during the main enrolment period or prior to course start date, if the course starts during the academic year.
- 10.6. Guidelines and training on interview procedures are provided to designated staff to maintain standards and ensure consistency
- 10.7. Admissions staff are expected to recognise potential barriers that may impact the interview, such as a disability, learning difference, or language need. Where applicable, the College will make every effort to provide language interpretation, communication assistance, or other necessary forms of support
- 10.8. Learners with specific learning difficulties, disabilities, or those who identify as having a physical disability or mental health condition are encouraged to disclose this information during the interview process and provide any relevant documentation. This allows for appropriate adjustments or arrangements to be discussed, requested, and implemented whenever possible. Any accessibility requests or adjustments will be handled by the Additional Learning Support (ALS) and Exams teams as soon as possible after enrolment and registration
- 10.9. Where any adjustments are made due to additional learning or social needs the College will seek approval from the relevant awarding body, where required, prior to making these changes, in accordance with their procedures.
- 10.10. Failure to fully disclose your needs before or during the program may limit the support available, negatively impact your learning experience and achievement, or potentially invalidate your enrolment in the programme.
- 10.11. Learners with Education Health and Care Plans (EHCP) must declare this on their application to ensure an ALS team member is present during the interview. A copy of the most recent EHCP must be provided at the interview to tailor support effectively and apply for any necessary funding to meet the learner's needs in accordance with the plan.
- 10.12. An offer will only be made following a successful consultation with the relevant local authority and approval of appropriate funding for support.
- 10.13. For learners with high support needs who do not have an EHCP, or whose EHCP has been discontinued by the local authority, we will make every effort to assist them

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through the process before they can join the College. This ensures that support needs are fully understood, and the appropriate assistance can be put in place

- 10.14. If you have medical or mental health needs that may require additional support, we will collaborate with relevant professionals to assess the necessary level of support. Supporting documentation will be requested to facilitate this process.
- 10.15. The interviewer will acknowledge and consider any prior achievements or accreditations. Guidance from awarding organisations must always be followed, as not all qualifications permit the use of Recognition of Prior Learning (RPL). When RPL is allowed, it will be indicated in the qualification specification. RPL is an assessment process in which evidence from a learner's previous achievements is evaluated to demonstrate competency for the qualification or units being studied
- 10.16. RPL is categorised into two distinct types:
- Recognition of certificated prior learning- learning that has taken place that has been certificated either by the organisation or an awarding body
  - Recognition of experiential learning- learning that has been gained through experience but has not been certificated.
- 10.17. Evidence for Recognition of Prior Learning (RPL) can be gathered from various sources, including:
- Education and training
  - Work experience
  - Community or voluntary activities

Any RPL used within a qualification must follow the college's strict assessment and quality standards, ensuring that the evidence complies with VACSR criteria:

- Valid
- Authentic
- Reliable
- Current
- Sufficient

Any evidence submitted under the RPL policy must be no older than five years from the application date. Learners must declare their intention to apply for RPL at the time of enrolment by informing their teacher, which will then initiate the RPL process as follows:

- Full, original certificates must be provided at enrolment for the college to claim RPL credit from the awarding body.
  - Certificates should be photocopied or electronically documented during enrolment.
  - The staff member or manager should submit the RPL request, along with copies of the certificates, to the Exams team via email.
  - Once the Exams team has registered the student with the awarding body, the RPL request should be processed in accordance with the awarding body's procedure, through the Exams team
- 10.18. Applicants with overseas qualifications are required to have a statement of comparability either at the point of application or within the first 40 days of their start date on the course. Applicants and students that require this service can apply to ENIC - <https://www.enic.org.uk/>.

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- 10.19. Late applications for an education programme for young people will be considered, and applicants will be invited to an interview on their scheduled enrolment day, pending their GCSE results
- 10.20. All offers are conditional, subject to meeting the required entry requirements which will be detailed in the offer letter. Additionally, the criteria published is also published on the website and on our online course prospectus. Offers are usually confirmed at the interview in writing, with the relevant conditions or within five working days of the interview.
- 10.21. Applicants must disclose any criminal convictions if they have been convicted of or are under investigation for a criminal offence as part of the application process, this is to enable a risk assessment to be undertaken.

The admissions team will request the applicant to complete a disclosure form and return this as soon as possible. Applications will be placed on hold and not processed any further until the form has been returned and reviewed by the safeguarding team, in line with our Disclosure of Criminal Convictions/Ongoing Police Investigations Procedures. A learner will only be refused admission based on a safeguarding risk to other student or potential applicant, themselves or to college property.

If a learner commits any offence whilst on programme, they are also required to disclose this to the safeguarding team so an assessment can take place to ensure the risk can be mitigated and managed. Learners failing to declare criminal convictions or investigations will be considered under the disciplinary policy and may be subjected to exclusion from their course.

- 10.22 Applicants for HE courses, such as Higher National Certificates / Higher National Diplomas or Higher Technical Qualifications, should apply via UCAS using the institution codes provided on the website. Part-time applicants can apply directly through the College website. The Oaklands College institution code, **O12** and course code which can be found our website.
- 10.23 When a learner enrolls in a course that includes a significant work placement, they will be informed of any specific employer or sector requirements that are essential for completing their course, such as Disclosure & Barring or medical requirements. The College will assist learners in finding an alternative course if they are unable to meet these requirements before starting. Learners who need additional advice or guidance after the interview or who are unlikely to meet the entry criteria will be referred to other services, either internally or externally. Additionally, learners who have been previously involved in disciplinary matters or withdrawn from any program at the College will be subject to ongoing monitoring and sanctions in accordance with the relevant policy.
- 10.24 For a full-time Foundation Degree/Extended Degree programme, apply via UCAS using the University of Hertfordshire institution code, **H36** and campus code **O** and course code, which can be found through our website
- 10.25 Admission refusal will occur if the College cannot offer a suitable learning programme or the necessary support to meet identified needs, or if an individual has a history of consistently failing to comply with relevant regulations and policies. Additionally, the College may refuse admission if it believes that the individual poses a risk to themselves or others. Failure to disclose any information that could impact your ability to participate in a program may affect your continued enrolment in the course. While the College acknowledges that it cannot anticipate every situation that

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may arise during the admission process, it is committed to providing a fair and equitable service to all learners

### 11. COURSE ENTRY CRITERIA

- 11.1 The entry criteria for each course are based on the level and specific demands of an individual course and are designed to ensure that applicants are offered the right course at the right level. Please see Appendix 1.
- 11.2 Applicants must meet the course-specific entry requirements, which are primarily based on prior qualifications and may also include skills assessments, portfolios, interviews, an audition, work experience, or a copy of the applicant's latest school report or employer report / reference depending on the course.
- 11.3 Tutors may exercise discretion for applicants who narrowly miss the entry criteria, provided additional tasks or assessments demonstrate capability. Any such variation requires approval from a Deputy Principal.
- 11.4 Applicants who lack formal qualifications in English or mathematics may be required to undertake assessments in these areas.
- 11.5 Some adult courses, particularly those offered with local authorities, may not have entry requirements, and this will be stated on the course webpage.
- 11.6 Entry requirements are reviewed annually and published online. Final admission decisions are based on a combination of academic achievements, diagnostic tests, personal statements, interviews, portfolios, practical assessments, and supporting documentation (such as EHCPs or references).

### 12. TUITION FEES & FINANCIAL SUPPORT

- 12.1 Enrolment in a course requiring a tuition fee can only be confirmed once the fee (or the first instalment of an agreed payment plan) has been paid in full. All fees and associated costs are governed by the 'Student Fees Policy and Procedure' - [Fees Policy Link](#).
- 12.2 Learners may be eligible for financial support from the College in accordance with the College's Bursary policy – [Link to Bursary Policy](#). Please refer to these documents for more information.
- 12.3 If the applicant is funding the course through an Advanced Learner Loan, initial enrolment can be completed using only the CRN number; however, the loan offer letter must be provided later when requested. If the loan is not approved, the student will be responsible for the full cost of the fees if they remain in the course beyond the first 42 days.
- 12.4 If an employer is covering the fees, a confirmatory letter on business letterhead signed by the employer or an email with the company signature is required. A sponsor agreement form will also be acceptable.
- 12.5 Applicants with outstanding debts to the College must pay off all amounts owed in full before being admitted to another course.

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- 12.6 Access to the course will be denied if the fee remains unpaid. Learners who do not make full payments will have their access passes suspended until full payment is received.

### 13. FEE ASSESSMENT

- 13.1 All fees and other costs are subject to the 'Student Fees Policy and Procedure'. Learners may be able to receive financial support from the College in accordance with the College's 'Financial Assistance' policy. Please refer to these documents for further information.

### 14. NON-UK NATIONAL STUDENTS AND UK NATIONALS WHO HAVE NOT BEEN RESIDENT IN THE UK FOR THE PREVIOUS THREE YEARS ON THE FIRST DAY OF LEARNING

The College is working towards but does not currently hold a Tier 4 Border Agency Licence to enable us to accept applicants from overseas. Exceptions to the above are applicants with the following residency status:

- EEA and Swiss nationals with either pre-settled or settled status who have lived in the EEA, Switzerland, Gibraltar or UK for at least three years on the first day of learning
- UK nationals who have not been resident in the UK for the previous three years but have been an ordinarily resident in the UK, Republic of Ireland, Channel Islands or Isle of Man for the previous three years on the first day of learning
- Irish citizens in the UK or Republic of Ireland who have been an ordinarily resident in the UK and Islands and/or Republic of Ireland for the previous three years on the first day of learning
- Non-UK nationals eligible without meeting three-year residency requirement are those individuals with:
  - Discretionary leave to enter or remain
  - Exceptional leave to enter or remain
  - Indefinite leave to enter or remain
  - Humanitarian protection
  - Refugee status
  - Leave outside the rules
- Persons granted leave under one of the Ukraine schemes:
  - Individuals with leave to enter or remain in the UK under the Ukraine Family Scheme
  - Individuals with leave to enter or remain in the UK under the Ukraine Sponsorship Scheme (Homes for Ukraine)
  - Individuals with leave to enter or remain in the UK under the Ukraine Extension Scheme
  - The husband, wife, civil partner or child of anyone in the first 7 bullet points of this list.

Asylum seekers are eligible to receive funding if they:

- Have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or

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- Are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014.

An individual who has been refused asylum will be eligible if:

- They have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal,

Or

- They are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or
- Are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.

Applicants will be asked to provide supporting evidence regarding proof of residency which allows them to be eligible for funding.

### 15. PRIORITISATION OF APPLICANTS

#### 15.1 New Applicants

Applicants will be prioritised in the below order:

1. Offer Date (early applications will be prioritised first)

This process will occur within the curriculum pathway that the learner has selected as their first choice at the College. To secure their place, learners must meet the entry criteria for the pathway to which they are applying. They will need to provide evidence of exam results to confirm that they meet these criteria, as well as any additional documentation required according to the conditions outlined in their offer. Invitations to enrol will be prioritised based on this order, and failure to attend the scheduled appointment may result in the loss of their place.

#### 15.2 Existing Progressing Applicants

Existing learners will be given priority over new applicants if they are continuing in the same course (Year 1 to Year 2) or within the same subject area (Level 1 to Level 2).

When the College must limit the number of places available in any course, applicants will be prioritised based on the following criteria:

- **Attitude:** The College expects progressing learners to not be under any part of the disciplinary procedure.
- **Attendance:** The College requires that progressing learners have achieved a minimum attendance percentage of 90% from the previous year.
- **Attainment:** The College expects that progressing learners have successfully completed their program of study, including Math and English.
- **September Guarantee:** Some learners may not achieve their expected grade to progress to the next level. Oaklands College will provide the learner the opportunity to discuss their next steps and offer a suitable programme of study to continue their career / education aspirations.

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For learners wishing to return to the College, consideration will be given to the suitability of the programme they intend to join to ensure it aligns with their career goals. Returning learners will have the same access to information, advice, and guidance as new applicants.

### 16. WAITING LISTS

- 16.1 Waiting lists will apply to both New and Existing learners and prioritised as above.
- 16.2 If programme areas have reached their capacity, offer holders will be notified as soon as possible. If you do not have a place at the College due to full courses, you may choose to be placed in a different program (if available) based on your destination requirements.
- 16.3 Learners on waiting lists will be organised by the order in which their requests were received. Should spaces become available, those learners will be contacted accordingly. You can be added to a waiting list even if you have received an offer from another school or college. You may still accept our offer even if you have already started at a different institution. If you decide to enrol elsewhere, please inform us as soon as possible that you do not intend to take up your place at the College.

### 17. COURSE CHANGES OR CLOSURES

- 17.1 Oaklands College strives to deliver course content and teaching provisions as outlined on our website and in other available materials. However, there may be instances where changes to this provision are necessary, either before or after enrolment, due to factors such as updates from funding authorities, government directives, changes in the subject matter, staffing adjustments, or fluctuations in student numbers and course financial viability.

In such cases, you will be notified as soon as possible, either verbally or via email. Changes before you start your course will be communicated to you by email.

In such instances, the applicants will be offered impartial information, advice and guidance on suitable alternative provision either within the College or with alternative providers.

### 18. UNSUCCESSFUL APPLICANTS

Oaklands College reserves the right to refuse admission to potential students based on the following grounds:

- Has needs that cannot be met by reasonable adjustments by the college

- 18.1 The Local Authority (LA) has not consulted with the College on the placement of learners with an EHCP by (date) prior to admission. Where an applicant has been assessed as needing a high needs support package, the full support package must be agreed by the Local Authority in writing to the College, prior to the start of the academic year.

Students who exhibit a history of high-risk behaviour, posing a potential threat to the health and safety of other learners, staff, or themselves, may require further assessment to determine the suitability of their placement. This includes, but is not limited to, students with an Educational Health and Care Plan (EHCP).

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In these cases, the college will conduct a comprehensive risk assessment, considering both the student's needs and the potential impact on the college community. The outcome of this assessment will be reviewed by the Vice Principal of Safeguarding, Behaviour, HE and Academies and support them with decisions regarding the support required for safe participation or alternative provisions as necessary.

18.2 Does not disclose any criminal convictions either at the application or enrolment stages

- If the applicant has an unspent criminal conviction with the College and following a risk assessment, it is considered that the applicant will compromise the College's duty of care to staff and students (Refer to procedure 86: Disclosure of Criminal Convictions Procedure)
- Has previously been subject to the Oaklands College disciplinary procedures and has not complied with the outcome of the disciplinary
- Has outstanding debts with the College
- Is unable or unlikely to meet any of the required entry requirements

The above list is indicative and is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether to accept an application or enrolment to the College

## 19. APPLICANTS WHO HAVE BEEN SUBJECT TO THE COLLEGES DISCIPLINARY PROCEDURES

19.1 Please reference Policy 9: Positive Behaviour Policy & Disciplinary Procedures – PBPD Procedure Link.

19.2 Where an applicant has previously studied at the College and been through the College's Stage 4 (exclusion) disciplinary process, they will not be able to re-apply for courses at the College until the duration of the sanction has passed,

19.3 Acceptance on to a course will be subject to approval by the Deputy Principal, Curriculum, Performance and Student Experience.

## 20. INFORMATION, ADVICE & GUIDANCE

20.1 Oaklands College is committed to providing all potential learners with high-quality, impartial information, advice, and guidance (IAG). This ensures that learners are fully informed about their academic, vocational, and career options to make sound decisions for their future.

20.2 Oaklands College course information is published on the college website and sometimes in printed material. Oaklands College advise all applicants to attend open events where they can seek further information about the college course and college life.

20.3 Staff within the Admissions team hold, or are working towards, professional IAG qualifications and the College has been accredited the Matrix standard in recognition of our commitment to providing high quality impartial information, advice and guidance.

The College will provide information on:

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## ADMISSIONS POLICY

- The courses offered and the qualifications that they lead to
  - Entry grades or other entry criteria
  - The structure of a course
  - Which campus the course will be held
  - An indication of the times and number of days on which the course takes place
  - Teaching and learning facilities including workshops, learning resource centres and other resources
  - Teaching, exam and assessment requirements
- 1.1 Work experience expectations
- 2.1 Support available for those students with disabilities, learning difficulties and/or medical conditions
- 3.1 Approximate costs of studying and financial help available, including Learning loans, Childcare and Bursary
- 4.1 Appointments can be made with our IAG team by contacting us on [careers@oakalnds.ac.uk](mailto:careers@oakalnds.ac.uk).

### 21. COMMUNICATION

- 21.1 In order to comply with the General Data Protection Act students who turn 18 during the application process or during their course will be communicated to directly. Exceptions to this rule (e.g. vulnerable adults) will apply and in such cases communication with parents will continue

### 22. APPEALS

- 22.1 If the College is unable to offer you a place you may appeal to the Head of Admissions, within 5 working days from the decision being communicated, they will seek advice from the relevant Deputy Principal.
- 22.2 Applicants must explain the reasons why the College should reconsider its decision and include further evidence and any new mitigating circumstances which could influence the original decision.

Appeals will only be considered on the following grounds:

- That there is new evidence that was not earlier considered and could have been expected to have affected the decision; (this does not include consideration of information that was available but not provided by the applicant)
  - The College did not adhere to its own policies and procedures when arriving at the original decision; Appeals will be considered by The Head of Admissions and the Director of Faculty whose decision is final.
- 22.3 Applicants will be notified of the decision as soon as reasonably practicable and no later than 14 working days from the receipt of the appeal.

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## ADMISSIONS POLICY

### 23 ENROLMENT

- 23.1 Enrolment invites are booked and allocated in date order of application and acceptance of offer.
- 23.2 Places on the chosen course is not secured until the applicant attends their enrolment appointment either in person or completes their enrolment online, where applicable and is still available on the chosen course. If a place is not available or the entry criteria is not met on a particular course Oaklands College will endeavour to offer a suitable alternative.
- 23.3 Should a course be cancelled; the College will offer an alternative course or guidance on external options.

**Short courses** offered that are less than one academic year may start at different times of the year and starts dates will be published on our website. Applications are welcomed at any time of the year.

**Adult Community Learning or Adult Short Course Education** applicants complete an enrolment form online in most cases, where there are no formal entry requirements that will be all that is required. However, in some cases their prior level of learning, maybe required to assess the correct level of entry for the course.

- 23.4 Applicants without three years of UK or EU residency must provide supporting documentation, such as a passport or visa, to support their application.
- 23.5 The College provides support for applicants with learning difficulties and/or disabilities. Our Independent Learning Support Team ensures appropriate arrangements are in place for interviews and assessments.
- 23.6 The College reserves the right not to admit applicants whose needs cannot be met by reasonable adjustments, or who pose a significant risk to the College community.

### 24. Exemptions to the policy

None

### 25. Method for achieving policy

- 25.1 The policy will be monitored on an annual basis by the College Executive and managers responsible for the admissions process.

The effectiveness of admissions processes will be reviewed through:

- Regular analysis of applications by school and subject area
- Annual analysis of conversion rates from application to enrolment
- Monitoring of adherence to performance indicators set by the College Executive
- Feedback from stakeholders i.e. schools, employers, referral agencies
- Analysis of compliments and complaints

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## Appendix 1 – Entry Guide

### YOUR FUTURE

**NOT SURE WHAT LEVEL COURSES YOU CAN APPLY FOR?**

Look at the table and match up your existing qualifications. Each subject section in this prospectus has a guide to show you which level courses are available for that subject.

What is an education programme for young people?

In today's competitive landscape, employers and universities seek more than just academic qualifications. To ensure your success, your programme will consist of the five key elements:

- 1 A nationally recognised qualification in the subject of your choice
- 2 English and maths skills
- 3 English and maths resits if you do not already have a grade 4 or above in both work experience
- 4 Employability Skills – Through work experience
- 5 Personal Development – Increase your self-awareness and skills for life

## YOUR JOURNEY

STANDARD ENTRY REQUIREMENTS	QUALIFICATION	EQUIVALENT	NEXT STEPS	
<b>LEVEL 5</b>	48 UCAS points plus GCSE in maths and English at grade 4/C or above.	Combined Modular Extended Degree (CMEED) HNC/HND Foundation Degree Higher Apprenticeship	L5 = 2nd year of Bachelor degree L4 = 1st year of Bachelor degree	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND/ HIGHER APPRENTICESHIP
<b>LEVEL 4</b>				
<b>T/A LEVEL</b>	A Level: At least 4 GCSEs at grade 5 or above, including English and maths, plus a grade 4 in subjects being studied at A Level. T Level: At least 5 GCSEs at grade 4 or above, including English and maths.**	BTEC Diploma Cache Diploma City & Guilds Diploma	3 A Levels	EMPLOYMENT HIGHER EDUCATION / HND/ HIGHER APPRENTICESHIP
<b>LEVEL 3</b>	At least 4 GCSEs at grades 4 or above, including maths and English, or a full Level 2 qualification with grades 4 or above in English and maths. <i>Don't meet the grades for Level 3? Take a look at a Level 2 programme for a solid understanding of key areas - you will then be able to progress to a Level 3 upon successful completion.</i>	BTEC Diploma/National Diploma/ Extended Diploma Level 3 Apprenticeship City & Guilds Level 3 NVQ Level 3 A Levels / T Levels	A Levels Level 3 Diplomas Access to HE Advanced Apprenticeship	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND/ LEVEL 4 COURSE HIGHER APPRENTICESHIP
<b>LEVEL 2</b>	At least 3 GCSEs at grades 3 or above, of which one should be English or maths at grade 4 or above, or the completion of a Level 1 qualification.	BTEC Level 2 Diploma City & Guilds Level 2 Level 2 Apprenticeship NVQ Level 2 Higher Diploma	5 GCSEs grades 4-9	EMPLOYMENT FURTHER TRAINING LEVEL COURSE LEVEL 3 APPRENTICESHIP
<b>LEVEL 1</b>	At least 3 GCSEs at grades 3-1, of which one should be English or maths, or completion of an entry level programme.	BTEC Firsts (Entry Level / Level 1) City & Guilds Level 1 NVQ Level 1		EMPLOYMENT FURTHER TRAINING LEVEL COURSE LEVEL 2 APPRENTICESHIP
<b>ENTRY LEVEL</b>	No formal qualifications needed.	Entry Level Award Skills for Working Life		FURTHER TRAINING LEVEL COURSE

\*For example top up to a Bachelor (BA, BSc) degree or postgraduate studies  
\*\*Individual T Level course entry requirements vary by subject. Please refer to the relevant subject page on the website for the specific entry requirements for each T Level

## QUALIFICATIONS EXPLAINED

### A LEVELS AT OAKLANDS

Each year, our students celebrate achieving the results they need to secure places at their chosen universities.

We offer a broad range of subjects, with our A Level pathways uniquely connected to our sports academies, allowing students to pursue their academic studies alongside their sporting passions.

Additionally, we offer comprehensive support in preparing personal statements, interview practice, and other selection processes, ensuring you have the best possible chance of gaining admission to your first-choice university.

**WHAT SUBJECTS ARE OFFERED?**

You can pick 3 subjects from the following options:

Biology	Business
Chemistry	English Literature
History	Law
Maths	Physical Education
Psychology	Sociology

**LEARN MORE**

### BTEC

A BTEC (Business and Technology Education Council) qualification is a vocational programme which offers practical, skills-based learning. Available in various subjects and at various levels, BTECs are designed to prepare students for employment or further education, blending coursework with real-world experiences.

### T LEVELS AT OAKLANDS

If you're aiming for university, T Levels are an excellent choice. Equivalent to three A Levels, they are ideal for students with a strong interest in a specific subject or career who want to combine work experience with their studies.

T Level includes a blend of classroom learning (80%) and practical industry experience (20%), featuring a minimum 45-day placement.

**Look out for the T Level option in each subject section.**

**LEARN MORE**

### APPRENTICESHIPS AT OAKLANDS

A good choice if you're ready to start working and want to develop professional skills.

**WHAT IS AN APPRENTICESHIP?**

An apprenticeship is a real job that allows you to earn while you learn, gaining valuable skills and industry-specific knowledge. It's a great way to enter a company or sector you're interested in.

**WHAT SECTORS CAN I GET AN APPRENTICESHIP IN?**

Oaklands partners with leading employers to provide apprenticeships across various growing industries, including land-based and environmental, construction and engineering, professional sectors, education, and services such as hair, beauty, early years, and business administration.

**LEARN MORE**

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