LEARNER RELATED POLICY: ADMISSIONS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: **Deputy Principal** Reviewed by: **Assistant Principal: Student Experience**	
Date of next review	**September 2025**

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability

1. Document Control

1.1. Document Details

Title	Admissions Policy
Author/s	Heather Marks / Abid Hussain / Sharon Posey
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Status	Published

1.2. Revision History

Version	Date	Author	Comments
1.0	May 2021	Dawn Telford / Vicki Locke	Definitive Release
1.1	Nov 2022	Sharon Posey	Additional information in 10.4 and 11
2.0	September 2023	Heather Marks / Abid Hussain / Sharon Posey	Definitive Release
2.1	February 2024	Paula Morley	Amendments on pages 6 and 7

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

1. INTRODUCTION

Boston College is committed to enabling its learners and staff to fulfil its mission 'To ensure that all our students achieve their brilliant 'best' for themselves, their employers, their communities and their future'. We aim to do this by providing a diverse range of education and training opportunities.

We are committed to ensuring that course choices and offers are in the best educational interest of an individual learner, enabling them to both achieve and progress (in terms of personal skills but also social and academic development).

2. AIMS AND OBJECTIVES

Communicate clearly and promptly to all enquiries
Provide an accessible and efficient application process
Provide an outstanding customer experience
Signpost applicants to and provide impartial careers information, advice and guidance delivered by qualified staff
Signpost applicants to information about financial support, wellbeing and additional learning support

4. ENTRY CRITERIA

Many courses at the college have entry criteria to ensure that individuals are able to fairly assess the academic requirements, pace and rigour at a given level of study or mode of delivery. Some qualification awarding bodies require achievement at a previous level, evidence of prior learning or a particular GCSE (or equivalent) grade profile.

We are committed to ensuring that we make the reasonable adjustments required to ensure that barriers to learning are minimised and/or eradicated wherever possible and in accordance with our duties under the Equality Act (2010).

Offer of a place on some courses require participation in assessed activities, for

The college acknowledges that for some individuals, for example, a learner with SEND, may demonstrate progression laterally, acquiring a breadth of skills and learning, rather than progressing through levels of learning.

7. SAFEGUARDING

Boston College is fully committed to the wellbeing of learners, staff, visitors and other stakeholders. The College actively promotes the positive welfare of all staff and students including vulnerable adults and those with SEND and expects all staff, volunteers and partners including work placement providers to endorse and demonstrate this commitment at all times.

7.1 CRIMINAL CONVICTIONS

The Rehabilitation of Offenders Act (1974) requires individuals who have unspent convictions (under your rehabilitation period) to disclose any unspent convictions at the time of submitting and application to the college.

Upon disclosure, our Learner Services Team will contact you to obtain more information, enabling us to work with other organisations to appropriately assess any risk or support which might be required.

Please see Appendix 1 for further information on how your information and Application will be assessed.

7.2 DISCLOSURE & BARRING SERVICE (DBS) REQUIREMENTS

Some public and professional bodies uphold strict fitness to practice requirements for those wishing to fulfill certain careers categorised as ‘regulated activity’ with children or vulnerable adults. Course areas requiring a DBS check include childcare and early years, health and social care, and law enforcement.

Where a course has a mandatory work placement as part of the overall successful completion of a course, there may be a requirement for an applicant to complete checks using the Disclosure and Barring Service (DBS). The college reserves the right to refuse entry to a course or withdraw a course offer where a notification via a DBS check would mean that an applicant would be unable to practice or pursue their career ambition as a result of the check.

8. SEND

Some applicants may require a personalised package of support. Our Inclusive Learning Team can provide additional support by attending school annual reviews and supporting applicants during reviews, introduction/taster days and at enrolment. The team can arrange bespoke transition activities, including additional

campus visits and will work with you to develop an individual plan of support, to achieve your individual aspirations and outcomes. Please see Appendix 2 for further information.

9. ADVICE AND GUIDANCE

9.

The college has a team of qualified careers advisors (Careers Team) who can provide impartial one-to-

10.2 APPLICATION REVIEW

Most courses require an application review discussion to enable course tutors to ensure that an applicant fulfils the entry requirement, course choice meets future aspirations, and the student understands the course choice.

Some courses will also require an assessment/portfolio and/or audition to ensure that the rigors of the course can be met by the prospective learner.

Application reviews may take place in person, online or by phone.

10.3 COURSE OFFERS AND ACCEPTANCES

Following an application review and/ or review of a submitted task or portfolio, an applicant will receive one of the following next steps;

1. Unconditional Offer
Based on your previous or predicted attainment and/or qualifications, you have the offer of a place on a course with no conditions.

2. Conditional Offer
You have been offered a place on a course subject to one or more conditions, which might include the achievement of predicted qualification grades, completion of an audition or assessment or successful completion of a current course or assessment of support needs. If the offer is for an Apprenticeship Programme you will need to have an employer before you can start this programme.

A letter of confirmation of the offer will be posted within 15 working days of the application review discussion.

3. Referral for advice and guidance
A guidance session to look at alternative courses.

10.4 ENROLMENT

Our main enrolment takes place during August each year. All applicants who have successfully received a course offer will be invited to enrol either on site or online. Those enrolling online will be requested to upload an appropriate, clear image of their face. Uploading, or attempting to upload indecent or inappropriate images via the online joining portal https://join.boston.ac.uk/ would be referred to the Designated Safeguarding Lead as a safeguarding matter.

You will be required to provide identification, qualification certificates and enrolment / course related fees (either online or in person). Full enrolment details will be sent a letter or e-mail to all applicants during the latter part of July.

10.5 LATE APPLICANTS

A late application is classed as an application received at the College after 1st August. Late applicants will automatically be placed on probation. Late applications may be considered within the first 4 weeks of the beginning of any full time course. However, this will depend on the availability of places on a course, the type of course and the ability of the individual to catch up with any missed learning.

11. WITHDRAWAL OF AN OFFER/APPLICATION

We reserve the right to withdraw a course offer where information provided on an application or as part of the admissions process, including application review and enrolment affects the colleges' ability to effectively safeguard the applicant, other learners, staff or stakeholders. This includes omitting information relating to additional learning needs which would impact on the college being able to reasonably implement the support or resources required to meet needs.

Some of the reasons an offer might be withdrawn include (although not exhaustive);
Failure to disclose an unspent criminal conviction
Inaccurate or falsified information (including personal information)
Failure to disclose additional learning support needs which subsequently impact on the experience of an individual (e.g. access and support needs)
Uploading, or attempting to upload indecent or inappropriate images via the online joining portal https://join.boston.ac.uk/ would be referred to the Designated Safeguarding Lead as a safeguarding matter.
Refusal to undertake reasonable assessments which may help to ascertain academic level or skill level to ensure success on a course or to meet with external requirements

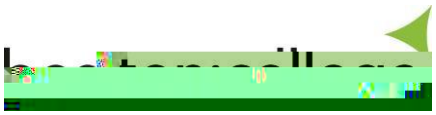
There may be circumstances where the colleges duty to safeguard and its safeguarding policy may supersede this policy.

12. DECLINING APPLICANTS

The College actively promotes equality of opportunity for all and welcomes applicants from a wide range of applicants. There may be occasions where the application for the course is considered unsuitable, inappropriate or the College may consider it is unable to support a learner fully on their course.
Please see Appendix 3 for further information.

13. TRANSFERS

We aim to ensure that learners are happy on their chosen course, but we understand that sometimes individuals may want to change their course or career pathway. During the colleges induction period, our 'swap not drop'

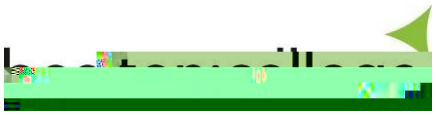


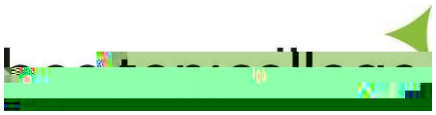
areas; details of the offence focused work and whether they would support their application to our College, bearing in mind our School Links and Nursery. For more complex cases, Psychiatrists / Specialists, Doctor's, Key Workers, hostels or other agencies may be contacted. We also have links with the Police, and The Public Protection Team (MAPPA); who support the assessment and management of the most serious sexual and violent offenders.

If an applicant has previously been withdrawn from a College course for reasons of gross misconduct, criminal damage or violence against persons or property, then the College reserves the right to consider any future application taking this evidence into account.

During a Risk Assessment interview, comprehensive notes are taken. When the interview is completed, the learner is required to read the notes and sign a declaration statement to say it is an honest and true account. If information comes to light after the interview that wasn't disclosed and that has an impact on their level of risk, the Learner Services team can recall the applicant for a further interview and reassessment, immediately decline, or withdraw a learner if enrolled.

Following an applicant's Risk Assessment interview and once all supporting information is collated, a recommendation of an outcome is made by the interviewer, and for high risk applicants it is then presented to the Assistant Principal: Learner Experience for approval or review by ELT panel. When the recommendation is agreed, the applicant will receive written confirmation of the outcome of the Risk Assessment, and whether a referral for support has been made. The Assistant Principal: Learner Experience will liaise with staff and monitor learners referred for support, and conditional learners. If an applicant is





APPENDIX 1

For each unspent conviction that you have, please provide the following information:

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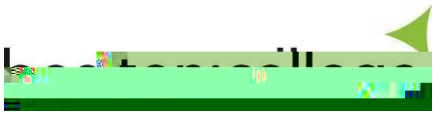
APPENDIX 1.2

Criminal record check risk assessment form

This form is to be completed and used for the following purposes:

1. When a successful applicant has been offered a place.

- Where required, the risk assessment needs to be completed before learners can commence the course.
- If further action is necessary, this should be agreed between a Learner Support Officer and Head of Safeguarding and Wellbeing or Senior Leadership Team.
- Once completed this form should be signed by both the Learner Support Officer team and the Head of Safeguarding and Wellbeing or member of the Senior Leadership Team and stored on MyConcern.
- A review of the risk assessment should be carried out whenever a risk is presented.



Enter below any further questions you feel may be relevant to the applicant in relation to criminal convictions.

Question	Please provide details

Signed:		Print name:		Date:	

Section D

Criminal record risk hazard form

Section E

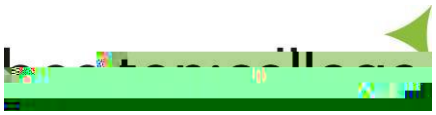
6. Where the learner requests confidentiality or permits only a limited disclosure, the College will still attempt to assess the needs of the learner and make reasonable adjustments insofar as this can be done whilst still complying with the learner's wishes. However, such compliance may adversely affect the level of support which the College can give. For example, it might not be possible to make any reasonable adjustment or the adjustment might not be to the same standard it would have been if full disclosure had been permitted and / or a lower level of confidentiality required.

7. Where the learner specifies total confidentiality / non-disclosure the form will not be passed to the Curriculum Department (or to any other staff member if

APPENDIX 3

DECLINING APPLICANTS

Boston College actively promotes equality of opportunity for all and welcomes applications from a wide range of applicants. The College selects all candidates for interview based on their skills, qualifications, references, interview process and experience



Appeal Against a Decision to Decline an Application

An applicant has the right to appeal against a decision to decline an application and any appeal should be made in writing to the Vice Principal: Curriculum & Quality at the College within 10 working days of written notification of the decline of course offer.

An appeal will be heard by two members of the College Leadership Team and a written response given to the applicant within 10 working days of this hearing.