



**Working Together**

# **Admissions Policy**

**October 2018**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Minor rewording and updating from the 2014/15 version. Addition of positive action for care leavers to guarantee them an interview. Extension to the range of protected characteristics enquired about through the application process. A new selection scorecard has been added with fewer questions. Faculties to decide on content of any initial presentation and size of groups called to interview at any one time.	D Killean	8/09/2014
1.2	Minor updating and rewording from the 2015/16 version. No substantive changes to the policy. A few minor changes to the procedure to bring it in line with practice.	D Killean	27/10/2015
1.3	No change to the policy with dates revised within the procedure.	D Killean	28/10/2016
1.4	Updated information regarding Learning Support provision	C Nairn	24/01/2017
1.5	Separation of Policy and Procedure. Key principles reduced to policy statements and procedural information has been removed. Responsibilities: changed to reflect new roles and responsibilities. Review date: changed from annually to every two years	H Anderson	15/10/2018

## **1. Introduction**

The College endeavours to be inclusive in its admissions process, welcoming applicants from different backgrounds and with differing abilities. It offers a wide curriculum with the admissions process designed to determine the applicant's motivation for study, and to find the vocational area and level most appropriate to their aspirations, current level of skills, knowledge and ability.

This policy and associated procedures are designed to be fair and transparent. The detailed admissions procedure is available to applicants on the College website.

## **2. Scope**

The Admissions Policy applies to all applicants to full time courses and their part time equivalents.

Short courses and evening classes are out with the scope of this policy as applicants are enrolled directly onto their chosen programmes without the need for a selection process.

## **3. Key Principles**

The College will advertise its full range of courses through its website.

Where there is diminished local need or poor demand for a course then it may be amended or not offered. Equally, where demand and need is new or high, and where funding allows, new courses may be introduced or the number of places available on a course increased.

The College's admissions process is designed to give all new applicants the same opportunity to succeed in gaining a place in their chosen subject area and course at the College.

The College will take positive action to support the applications from looked after children or young care leavers. Applicants who identify themselves as having been, or are currently, looked after children will be guaranteed an interview for a place at the College.

Current students who apply to continue their studies at a higher level will be accepted subject to a satisfactory progress report from their course tutor and when any conditions have been met.

Continuing students are not called for interview in almost all cases.

The Progression Board may apply conditions to the offer of place which must be met prior to commencing the next year of study. Offers of place are made to continuing students following the Progression Board meetings in February/March.

Applicants are also asked for details of any disabilities they may have that may create barriers to them succeeding in their studies. This information is asked for so that any reasonable assistance can be put in place to help the application with the rest of the admissions process and while they are a student at the College.

Personal data is also collected to ensure that all groups of people are dealt with fairly. This data is used to identify any services the college offers that may benefit the applicant. The data is also anonymised and used to statistically analyse the fairness of the admissions process in terms of, looked after children and care leavers, postcode, age, sex and gender identity, sexuality, religion and belief, ethnicity, personal background and disability.

Applicants are invited to provide one choice of course on their application only and the college does not accept multiple applications from the same applicant.

Some courses are subject to satisfactory references or additional checks.

The College reserves the right to withdraw an offer of place under exceptional circumstances, e.g. unsatisfactory reference/s, funding constraints.

All offers of place are subject to the College's terms and conditions which can be found on our website.

The College endeavours to fill all available full and part time places each year. The number of places may vary depending on the funding available from the Scottish Funding Council.

The College administers a discretionary bursary fund, Educational Maintenance Allowance (EMA), childcare fund and hardship fund on behalf of the Scottish Funding Council. Applications for funding support are welcomed from successful applicants with details of how to apply provided once they accept their offer of place.

Higher Education applicants may be eligible for financial support which is administered by the Student Awards Agency for Scotland (SAAS), again details of how to apply are provided to applicants after acceptance of place.

## 4. Responsibilities

The **Senior Leadership Team** is responsible for approving this policy and monitoring its effective implementation.

The **Assistant Principals** are responsible for ensuring that the policy is complied with by Student Support and teaching teams.

The **Vice Principal: Curriculum and Student Services** is the author of the policy and responsible for implementing the policy.

The **Teaching Staff** are responsible for complying with the policy.

The **MIS Team** are responsible for administering and co-ordinating all aspects of the associated admissions processes.

The **Student Services Team** are responsible for providing advice and guidance relating to the applications and admissions process.

## 5. Related Documents

Borders College Course Guide  
Access and Inclusion Strategy 2016-2020  
Equality, Diversity and Inclusion Policy  
Corporate Parenting Plan

## 6. Review

The policy will be reviewed every two years.

## Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

**Policy: Student Admissions Policy**

<b>Positive Impacts (Groups affected)</b>	<b>Negative Impacts (Groups affected)</b>
The College's admissions process is designed to give all applicants the same opportunity to succeed in gaining a place in their chosen subject area and course at Borders College. The policy is designed to ensure transparency and equality of procedure for all applications to the College's mainstream programmes regardless of circumstance or protected characteristic.	None
<b>Actions taken to alleviate any negative Impacts:</b> N/A	
<b>Recommendations:</b> N/A	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

N/A

Status:	Approved at JCCP
Procedure Dated:	October 2018
Author:	Vice Principal: Curriculum and Student Services
Review Date:	October 2020
Equality Impact Assessed:	October 2018