
Bury College Policy and Procedures

Admissions Policy

Directorate:	Planning and Strategy			
Leadership Team Representative:	Assistant Principal: Marketing, Projects and Student Administration			
Document Owner:	Student Information Manager			
Document Type	Policy			
Date:	20/12/2023			
Version:	1			
Reviewed by:	Panel – Assistant Principal: Personal Development Vocational & Foundation; Director: Quality			
Review Period:	Three years			
Date Approved:	20/12/2023			
Approved by:	Leadership Team			
Equality Impact Assessed:	Yes			
Version Control Tracking				
Version	Date	Revision Description	Editor	Status
1	December 2023	Original issue	NA/ PM	

1. Introduction and purpose

1.1 Background

Bury College is committed to providing an efficient, high-quality service to all applicants which is timely, welcoming, fair and transparent.

The purpose of the Bury College Admissions Policy is to outline the applicant admissions process and ensure individuals receive the advice, guidance and information they need to apply for and enrol on the appropriate programme.

All prospective students will have access to impartial pre-entry advice, guidance and information about programmes so informed decisions can be made.

1.2 Scope

This policy covers the processes for both Full Time and Part Time applications, all ages. There is a separate policy for HE Applications.

2. Definitions

'College Applicant' refers to the individual who has applied for a course.

'The College' refers to Bury College.

Students and applicants may be either Full Time (FT) or Part Time (PT).

'IAG' refers to Information, Advice & Guidance discussions which may be conducted both face to face and over the telephone.

'Did Not Attend' appointment may refer to either face to face or telephone appointments.

'HoC' refers to a Head of Curriculum.

2.1 Full Time external applicants

An 'External Applicant' is a Full-Time applicant who is new to Bury College and does not have a current enrolment at the College on the date they apply.

'Application date' is the date when the final version of an applicant's application form is submitted. An applicant can apply for multiple courses and in the first instance the application dates will be the same. If an applicant changes/adds to their application during the process, the Application Date may be different to the original date.

For **September** entry the *Priority Application Date* is **the last Monday in November in the previous year.**

External Applicants who apply:

- on or before the '*Priority Application Date*' will have a status of '*Priority Applicant*'.
- after the Priority Application Date but before the end of the summer term will have a status of '*Applicant*'.
- after the end of the summer term will have a status of '*Summer Applicant*'.
- from Day 1 of Full-Time enrolment will have a status of '*Late Applicant*'.

2.2 Full Time internal applicants

An '*Internal Applicant*' is a FT applicant who is a current Bury College student and has a FT continuing enrolment on the date they apply to College.

For **September** entry the *Priority Internal Application Date* is the **Monday following the February Half Term break**.

Internal Applicants who apply:

- on or before the '*Priority Internal Application Date*' will have a status of '*Priority Progression Applicant*'.
- after the Priority Internal Application Date will have a status of '*Progression Applicant*'

2.3 Full Time progressing applicant

A '*Progressing Applicant*' is a FT applicant who has enrolled onto a one-year Level 3 course where there is the option to progress onto year two.

2.4 Part Time applicants

All Part time applicants will be classed as '*Part-Time Applicants*'.

2.5 Offers

Applicants may receive one of the following types of offers:

- *Conditional Offer* – the applicant has been set academic conditions that need to be fulfilled.
- *Conditional Offer with Targets* – in addition to the academic conditions, the student has also been set Targets to meet before the end of term. This is usually used for internal and progressing applicants.
- *Reserve Offer* – where a course has more suitable applicants than places, we may on occasion, make reserve offers to students who have applied after the Priority dates.

Please Note:

- *Offers may be subject to a risk assessment if required*. Where possible, the college will make reasonable adjustments and aim to meet the needs of the individual learner.

- All Bury residents are guaranteed an offer of a place at Bury College subject to a risk assessment where required. For students with a learning difficulty or disability, this would be in line with the College ALS policy.

3. Implementation

3.1 Full Time external applications

Receiving applications

Applications should be submitted online wherever possible; where this is not possible paper applications will be accepted. Applications will be processed within one week, however, during busy periods (e.g. on or around the priority application date), this may be extended.

Priority Application Dates will apply to FT applications and will be publicised online and through other communication channels.

3.2 Information, Advice & Guidance discussions (IAG)

Arranging IAG appointments for FT applicants

'Priority Applicants' will receive notification of their IAG discussion before February half term.

'Applicants' will receive notification of their IAG discussion within six weeks (excluding holidays) of their application date.

Appointments may be in person or virtual.

Whilst every effort will be made to arrange appointments for 'Summer Applicants' within six weeks of their application date, this may not always be possible, especially during the holiday period. *Summer Applicants* and *Late Applicants* will be contacted during the enrolment period, subject to places being available on the course applied for.

Amending or cancelling IAG Appointments

If a *Priority Applicant* does not attend their IAG appointment and does not cancel, their priority status will be removed. Another appointment will not automatically be booked if an applicant does not attend without cancelling.

Should the College need to cancel an IAG appointment (for example, due to staff absence), the admissions team will arrange a new IAG discussion date and this will not affect the applicant's status.

3.3 References

A reference from a previous educational establishment may be considered as part of the decision.

3.4 Receiving offers

During the IAG discussion, applicants will be informed verbally of the College decision. A summary of the course discussed will follow by email within 24 hours. A formal offer, detailing entry requirements will be sent by email to applicants, (and parents/ guardians if the applicant is under 18) within two weeks of the IAG discussion date.

3.5 Accepting offers

Applicants who are holding offers will be sent details of how to accept their offers from February. Applicants can accept their offers using the online portal or by contacting the Admissions Team.

4. Full Time internal and progression applications

4.1 Receiving internal and progression applications

All internal and progression applications should be submitted through the College's internal/ progression application system. This is available through a link on the College's intranet from January. Applications will be processed within one week, however, during busy periods (e.g. on or around the priority application date), this may be extended. Priority Internal Application Dates will apply to internal applications and these will be publicised by communication to students from the Admissions Team and through Heads of Curriculum (HoC).

4.2 Offers

Students will meet with their group tutor to discuss their application. Following this meeting the student will receive either a *Conditional Offer*, *Conditional Offer with Targets* or may be referred to the HoC for a discussion and targets. Details of the offer will be sent out to students (and parents/ guardians if the applicant is under 18).

4.3 Review of targets

Where an *Internal Applicant* or *Progression Applicant* has been set targets as part of their conditional offer, they will meet with one of the Curriculum Team to review their targets in May/June. Following this meeting their offer status will be updated to *Conditional Offer*, or *No Offer Made* if targets have not been met. Offer status of *No Offer Made* must be approved by a member of the Leadership Team.

4.4 Accepting offers

Internal Applicants who are holding a *Conditional Offer* will be sent details of how to accept their offers. Students can accept their offers using their internal online portal or by contacting the Admissions Team.

4.5 Early enrolment for internal and progression students

Internal Applicants who are holding a *Conditional Offer*, for the same area they are currently studying in, may be invited to enrol in June. This will be at the discretion of the Head of Curriculum. Early enrolment is provisional and subject to the successful completion of the current course plus meeting the entry requirements of the enrolled course.

5. Popular courses

Should a course have more suitable applicants than places, priority will be given to '*Priority Progression Applicants*' and '*Priority Applicants*'.

All Priority Applicants IAG's appointments will take place before any Conditional Offers are made. Conditional Offers for Priority Applicants applying for an oversubscribed course will go out from February Half Term onwards.

Other applicants may receive a 'Reserve Offer'.

Where the number of '*Priority Applicants*' and '*Priority Progression Applicants*' applied exceed the number of places available, the College may need to apply additional criteria.

6. Part Time admissions process

6.1 Receiving applications

PT applications should be submitted online wherever possible; where this is not possible paper applications will be accepted. Applications will be processed within one week, however, during busy periods (e.g. on or around the FT priority application dates, this may be extended.

There are no priority application dates for PT applications; all PT applications will be processed by Application Date.

6.2 Application discussions/ Review of application/ Induction sessions

Admission to a Part Time courses may have different entry criteria depending upon the course applied for. The process may include an Information, Advice & Guidance discussion, assessment, a review of the application and previous qualifications and experience, and/or attendance at an induction session.

Information, Advice and Guidance for Part Time applicants

Where courses require an IAG appointment, these will be arranged at least four weeks prior to the course start date when possible. There may be exceptions to this e.g., at the start of the September term when many courses start at the same time. Where the application date is within four weeks of the start date the IAG appointment will be arranged as soon as possible if there are still places available on the course.

Induction and assessment requirements for Part Time applicants

Where admission to a course is through attendance via an induction meeting, this will be arranged at least four weeks prior to the start of the course when possible. Where the application date is within four weeks of the start date, the PT applicant will be invited to attend the next available induction if there are still places available on the course.

If a PT applicant does not attend an induction or assessment meeting and does not contact the College to cancel, another induction will not automatically be booked.

6.3 Offers

Following the Part Time application process, applicants will be informed of the College decision. In most cases when an offer is made, applicants will be invited to enrol.

6.4 Accepting Offers

On the majority of Part Time courses, when a applicant is offered a place they will then be invited to enrol. On some courses, usually where offers are made significantly before the start date, applicants may need to accept their offers to confirm that they want the place on the course.

7. Additional Information

- Bury College reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent, false or misleading

information or which is supported by fraudulent documents including references and qualification certificates.

- Any student who has been admitted on the basis of a fraudulent, false or misleading application may have their enrolment cancelled.
- The College will require proof of an applicant's qualifications relevant to the offer before enrolment.
- Details of our Full-Time enrolment process will be sent out by email in July. Failure to complete Step 1 of this process within one week of receiving the email and/or failure to upload grades on results day, may result in the place on the course being given to another applicant.
- Admissions records for unsuccessful on non-enrolled applicants will be held in accordance with the College's Data Retention Policy.
- Although every effort is made to provide the teaching, examination, assessment and other services detailed in the offer, Bury College cannot guarantee the provision of such programmes, services, facilities and fees.
- Bury College reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities offered at any time.
- Should circumstances require such amendments, Bury College undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to applicants.

8. Review

This policy will be reviewed every three years.

Screening for effects on equality	
Name of policy being assessed.	Admissions Policy
Policy Holder and/or person with authority to make changes to policy:	Student Information Manager; Assistant Principal: Marketing, Projects and Student Administration
Directorate:	Strategy and Planning
New/Revised/Reviewed Policy:	New – November 2023
What is the aim, objective or purpose of the policy, procedure, strategy or decision?	
<p>The Admissions Policy covers applications for both Full Time and Part Time courses at Bury College (excluding HE).</p> <p>The purpose of the policy is to outline the admissions process and ensure individuals receive the information, advice and guidance they need to apply and enrol on the appropriate course.</p>	
Who was consulted when the policy was first written?	
<p>Student Information Manager, Curriculum Leadership Team (Deputy Principal Curriculum & Quality, Director of Quality, Assistant Principal – Adult & Higher Skills, Health & Childcare, Assistant Principal Academic & Technical, Assistant Principal – Personal Development Vocational & Foundation, Assistant Principal – Marketing, Projects & Student Administration, Faculty Director & Strategic Lead – English & Maths), Student Information Manager and the Head of MIS</p>	
Who does the policy affect?	
Applicants	
Who implements the policy, and what steps will be taken to ensure the effective implementation of the policy?	
Curriculum Teams & Admissions Team	
What pre-existing evidence is available to facilitate the screening of the policy?	
<ul style="list-style-type: none"> Expert Opinion sought from the Curriculum Leadership Team and the Admissions Team 	

What impact is the policy likely to have on the following characteristics?					
Protected characteristic*	Positive impact	Negative impact	Neutral impact	Unclear	Further comments
Age (or age group)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Race (including ethnicity and nationality)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Looked after learners	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Social-economic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ex-offenders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Question asked about criminal convictions at application stage.

*Protected Characteristics as identified by the Equality Act 2010.

If any answers are 'negative' can any adverse impact be justified on the basis of a legal requirement? Yes No

If 'yes', please explain:

--

Please detail any suggested actions identified to improve positive impact or remove negative impact of this policy.

Issue identified	Suggestion action to address this issue

Should a Full Equality Impact Assessment be carried out?

Yes No

If 'yes', is the priority High or Low

Yes No

Please explain the justification of Full Equality Impact Assessment Decision

--

How will this policy be approved?

Recommended by Curriculum Leadership Team and approved by the Leadership Team

This Preliminary Impact Assessment was checked and signed off by the policy holder:

Signature - Senior Manager – Assistant Principal – Marketing, Projects & Student Admin	Paul Maykels
Signature – Student Information Manager	Nicola Arthur
Date	10/01/2024

Once completed please return (a) a signed hard copy of the form and (b) an electronic version (to be published on the intranet) to