



# Admissions Policy

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## 1 Statement of Intent

The College welcomes applications from students of all abilities, and will ensure that professional standards are followed in each application to any course or study programme. We offer a broad range of courses from pre-entry level to degree level to a varied student population in and around our local community and beyond. For these reasons our Admissions process needs to be suitably flexible to meet the needs of all of our students.

The Admissions process will be administered in an efficient and cost-effective manner.

## 2 Introduction and Purpose

### The College is committed to:

- Endeavouring to offer places to all applicants at a level appropriate to them, in order to help them achieve their aspirations;
- Promoting equality of opportunity for all applicants and accommodating, where possible, the diversity of their needs;
- Delivering clear, consistent, fair and timely application processes.

There will be consistency across the College in its process for admissions, and this will be understood and adhered to by staff and applicants; this includes under16 applicants and HE students.

### Applicants will be admitted to courses:

- a) That are appropriate to their individual learning objectives and level of prior attainment, so that they have a realistic chance of completion and success (with appropriate support where necessary);
- b) That provide progression towards their educational or employment aspirations by improving their existing skills and knowledge.

## 3 Legal Background or Relevant Legislation

**Rehabilitation of Offenders Act 1974** - The College is keen to support students with convictions and to help them succeed. Having criminal convictions will therefore not necessarily prevent an applicant taking up a place at Central Sussex College, but entry to the College is dependent on them honestly declaring any unspent criminal convictions they may have. If an applicant has unspent convictions but fails to disclose them when they apply, they may be asked to leave your course or face other disciplinary action.

Therefore, if an applicant has any unspent convictions, they are advised to declare them via the application form and the website. They are asked to write down the offence(s), date(s) of conviction and sentence(s) imposed, put this information in a sealed envelope with their name and address and post to the Head of Student Services.

The information provided will be considered by the Head of Student Services, and will only be disclosed to the course teacher (or to other staff who have a genuine need to know) if this is necessary in the interests of the safety and welfare of other students or staff.

**The Equality Act** – The College meets the Equality Act ensuring we eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups of people. To ensure this we will conduct our applications and admissions process in accordance with our policy on Equality, Diversity and Human Rights and with due regard to the individual needs of all applicants. All staff interviewing students receive training in Equality and Diversity awareness and every effort will be made to provide appropriate support to facilitate the admission of students with challenging needs.

#### **4 Related Policies**

Equality and Diversity Policy  
Enrolment of Students with a Health or Medical Issue Procedure  
Enrolment of Students with a Criminal Record Procedure  
Safeguarding Policy  
Fees Policy  
Customer Complaints Procedure  
Additional Learning Support Policy/Local Offer

#### **5 Link to Procedure or Guidance**

Admissions Guidance - See Appendix 1

#### **6 Responsibilities – Nominated Persons**

Director of Student Services and Communications for leading and overseeing the implementation of the policy. Head of Student Services with responsibility for the Admissions process. All staff concerned with interviewing and recruitment of students.

#### **7 Monitoring, Review and Evaluation**

This policy was adopted in September 2015, superseding the former Admissions Policy which was last reviewed in 2014.

The College will review the policy to take account of any new Government legislation, regulations or best practice documents, to ensure that staff are kept fully up to date with their responsibilities and duties with regard to this policy.

It is also recommended that monitoring by the characteristics protected by the Equality Act 2010 over a period of twelve months is conducted to identify any trends that need to be addressed.

#### **8 Communication**

This policy is published on the staff intranet and made available to staff on request in a number of formats as required.

This policy is also published on the student intranet and College website and made available to customers on request in a number of formats as required.

Signed

Sarah Wright

Principal and CEO

Date

7 September 2016

## 9 Equality & Diversity Impact Assessment Summary

	AGE	DISABILITY	GENDER Reassignment	MARITAL STATUS	PREGNANCY & MATERNITY	RACE	RELIGION or BELIEF	SEX	SEXUAL ORIENTATION
Which of the following protected characteristics may be affected by this policy or procedure? <i>(please mark the relevant box)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other concerns (e.g. protected groups such as carers, young parents, women during pregnancy, young people living independently)									
Does this policy impact on: <i>(please mark the relevant box)</i>	Staff <input type="checkbox"/>	Students <input checked="" type="checkbox"/>	Parents or Carers <input type="checkbox"/>	Members of the Public <input type="checkbox"/>	External providers of services <input type="checkbox"/>				
Does your assessment show that this policy/procedure is affecting relations between different protected characteristics? <i>(please mark the relevant box)</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>			
If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of positive action in relation to particular groups? <i>(please give reasonable justification)</i>									
<b>Consultation</b> What steps have been taken to ensure that the different protected groups have been consulted during the development of this policy/procedure?	Consultation with E&D Group & HE Academic Board								
<b>Staff Development and Training</b> Please list any staff development or training issues arising from this assessment.	All interviewers are trained in E&D issues relating to recruitment.								
<b>Change/Modification</b> As a result of the Impact Assessment, have any changes/modifications to this policy/procedure been made?									



# Admissions Guidance

## 1. Information for Applicants, Recruitment, Promotional and Marketing Materials

- The College will provide enquirers and applicants with timely and impartial information, advice and guidance to help them select and apply for appropriate programmes of learning.
- The College will advise applicants of the requirements upon them (e.g. entry requirements, and selection criteria used at interview), and keep them informed of the progress of their application.
- The College will give clear information about the price of its courses, including fees and any additional expenditure required of students, and will explain how to apply for financial assistance where applicable.
- The College will maintain and publish up to date information about course content and progression routes available.

## 2a. Admissions Process (Further Education (FE) and 6<sup>th</sup> Form)

- All applicants should apply using the College application form (paper or online via the website); these applications will be processed by the central Admissions team.
- College staff will follow the Admissions process as laid down in guidance issued by the Admissions team, in order to ensure consistent and high standards of customer care (including efficient and timely decisions on acceptances and referrals).
- Progression opportunities will be described to existing students via tutorials and 'internal' applicants will be fast-tracked through the Admissions process at an early stage.

## 2b. Admissions Process (Higher Education (HE))

- Applicants will usually need to apply through UCAS or clearing, however, some Higher Education applications can be made directly to the College through the standard application process. Applicants will be advised of the appropriate application route through the website or course briefing materials.
- At any point throughout the application process, applicants are entitled to receive information and advice from the Senior Initial Advice and Guidance (IAG) Adviser. The contact number is 01293 442205.
- Consideration about entry without the formal entry requirements based on prior experience and learning will be made by the relevant HE teaching team; they will consider unaccredited prior learning, skills and experience and may need to assess these factors at an interview.
- College staff will follow the Admissions process as laid down in guidance issued by the Admissions team, in order to ensure consistent and high standards of customer care (including efficient and timely decisions on acceptances and referrals).
- Progression opportunities will be described to existing students via tutorials and 'internal' applicants will be fast-tracked through the Admissions process at an early stage.

## 2c. Admissions Process (Overseas Students)

- **Are you an 'overseas' fee payer?**

All students applying for courses at Central Sussex College will be assessed to determine if they will pay 'home' or 'overseas' fees. This assessment is based on a number of factors including nationality and immigration status. Students who are assessed as overseas fee payers may have to pay a higher tuition fee. Please note that your fee paying status will vary depending on whether you are enrolling on an FE or an HE course.

- Our advisors attend regular training to ensure that they are aware of the latest fee assessment requirements. In order to complete your fee assessment you may be asked to complete a fee assessment questionnaire. All students are required to bring their passport and immigration documents to enrolment.

- **Student Visa (Tier 4)**

If you are applying for a Tier 4 student visa you will need to be accepted on to a full-time programme of study with a minimum of 15 hours per week College attendance. Once the College has offered you a place on a course, subject to the necessary eligibility requirements, our Senior IAG Adviser will provide the supporting documentation for your visa application in the form of a Confirmation of Acceptance for Studies (CAS) statement. This is unique and relates the applicant with the College in accordance with the regulations set out by UK Visas and Immigration. Central Sussex College is on the list of Tier 4 Highly Trusted Sponsors.

- **Student Visitor Visa**

You will need to apply for a student visitor visa if you intend on doing a short course, such as an English language course or a training course at the College.

You will also need to meet the other eligibility requirements (see the Home Office website for further details) set by the Home Office.

You can stay in the UK for:

6 months - for a short course including English language courses

11 months – for an extended visitor visa for English language courses only

- **Further Information**

UK Council for International Student Affairs (UKCISA) - For independent advice and guidance on fee status and visa applications, refer to the UK Council for International Student Affairs at [www.ukcisa.org.uk](http://www.ukcisa.org.uk).

Tier 4 Policy Guidance - Guidance for making a Tier 4 visa application can be found at [www.gov.uk](http://www.gov.uk).

- All overseas applicants should apply using the College application form (paper or online via the website), these applications will be processed by the central Admissions team.
- College staff will follow the Admissions process as laid down in guidance issued by the Admissions team, in order to ensure consistent and high standards of customer care (including efficient and timely decisions on acceptances and referrals).
- Progression opportunities will be described to existing students via tutorials.

## 3. Selection Criteria and Entry Requirements

- In general, the College will consider evidence of prior achievement and/or experience when placing students on to College learning programmes. This evidence may either be in the form of qualifications, or other experience relevant to the programme applied for.
- The College reserves the right to take up academic references on all its applicants and expects that all full time applicants produce their latest school report.
- The College may conduct specialist assessments to ensure the candidate is placed at a level appropriate to their prior attainment and learning needs.
- All full-time and work-based applicants from Level 2 – Level 3 courses will normally have a Basic/Functional Skills assessment (BKSB) at induction with their course team.
- The entry requirements for each course may vary and applicants should check the College website or prospectus for more information.
- The entry requirements for programmes of study are:
  - Five or more GCSEs at grade A or A\* to access a Four A Level programme of study (exceptional circumstances only)

- Five or more GCSEs at grade C or above including English Language and Maths to access a Three A Level programme of study
- Four or more GCSEs at grade C or above including English Language or Maths to access a full time Level 3 BTEC programme of study
- At least four GCSEs at grade D including English Language or Maths to access a Level 2 programme of study
- At least four GCSEs at grade E or F including English Language or Maths to access a Level 1 programme of study
- Applicants applying for Maths, English, English as a Second Language (ESOL), or overseas applicants, may have other suitable assessments carried out at interview to ensure we place them on the appropriate level of course; this will be determined by the Admissions team and curriculum area.
- Where the option exists to only have achieved one of Maths or English at a C grade – the ‘other’ subject must be no lower than one grade behind ie. in the case of a D grade the ‘other’ can be no lower than an E.
- When admitting applicants, the College will work with the students to identify their individual support needs – for example, where a student may have learning difficulties; English as a Second Language (ESOL); low prior attainment in basic skills (usually Maths and English); health issues or disabilities. The College will make adjustments to assist people with disabilities, and will arrange support where possible in order to ensure equality of opportunity for all applicants. This support may include Additional Learning Support and English language support as appropriate.
- Where interviews are required, applicants are welcome to invite parents and carers to accompany them. Applicants will be invited to an interview event and presentation which will provide an opportunity for them and their parent/carers to find out more about the College, the study programme they are interested in and to talk about any welfare, financial or additional learning support the College can offer.
- Interviewing staff may determine an applicant’s suitability by means of an interview, audition, academic assessment and/or consideration of prior learning by experience or qualification. To ensure consistency and fairness, interviewing staff will follow a minimum standard requirement when setting entry academic assessments and will always quality check them with the Admissions team.
- Generally, 16-18 year old applicants will be given offers conditional upon a performance/grade related target.

#### **4. Over-subscribed Courses**

- Where applications for a course exceed the number of places available, applicants who meet the entry requirements and are successful at interview will be offered a place on a waiting list in application date order.
- In some cases the College may operate waiting lists based on the same selection criteria, which will be managed by the College Admissions team, or may try to offer additional courses (subject to viability).
- In any case of a student being refused a place because a course is oversubscribed, they will be offered other possible course options.
- Where HE applications exceed the number of places available, applicants will follow UCAS procedures for referral to another institution or College procedures as detailed above for non-UCAS courses.

#### **5. Monitoring**

- The learner experience of the Admissions process, in each programme area or campus, will be formally reviewed on an annual basis by the Senior Leadership Team.

## **6. Enrolment**

- If an applicant accepts their offer of a place at the College, they will be sent an enrolment letter with enrolment information and forms. The letter will provide information relating to their enrolment date, fees, financial support and equipment lists (if required).

## **7. Fees, Funding and Financial Support**

- There are a range of possible concessions, bursaries, loans and grants available, depending on a number of factors. All information is available on the College website or by calling Student Support on 01293 442269.

## **8. Reasons why an applicant may not be offered a place on their chosen programme of study**

- The College aims to provide a programme of study that meets individual needs and abilities. An applicant will not be admitted to a programme if:
- They do not meet the relevant entry criteria and if the interviewer is not satisfied that the applicant is academically suitable for the programme of study.
- They have a criminal conviction that prevents them from certain areas of work and they wish to follow a programme which would normally lead to that type of work.
- The applicant has formally been excluded by the College.
- The applicant has outstanding debts with the College.
- Misrepresentation of personal information on the application form or at interview or through some other admission procedure.
- A past record that implies the applicant is unlikely to benefit from the courses or educational experience on offer and where there is little other evidence that the applicant would be likely to benefit.
- Applicants with special needs where we cannot provide the level of support required.
- The course is oversubscribed.
- The course is undersubscribed and therefore does not run.

## **9. Complaints and Queries about the Admissions Process**

- Complaints and queries about the Admissions process should in the first instance go to the Student Services Manager who can be contacted on 01293 442203.

## **10. Additional Information**

- The College reserves the right to cancel programmes of study where there is insufficient demand to enable a change to existing qualifications, financial viability of a programme or where national, regional or strategic objectives require. Notification will be made at the earliest date and, where possible, an alternative programme will be offered.

Signed

Andy Forbes

Date

7 September 2016

Executive Director, Business Development



## Enrolment of Students with a Health or Medical Issue: Procedure

The College is keen to support students with health issues or medical conditions to help them succeed. To enable us to do this the College has a duty of care to ask all students to declare any health issues or medical conditions that may have an impact on their study before they start their course, or as soon as they develop the health or medical condition. This enables the College to ensure any reasonable adjustments are in place before the individual enrolls to ensure the course is suitable for them and the correct support mechanisms are in place.

### Purpose

To protect students from the risk of danger, harm and prejudice and to enable students with health issues and medical conditions to complete their courses successfully. This set of procedures has been produced in accordance with the Health Protection Guidance.

### Procedure Objectives

- To describe the formal procedure for dealing fairly and consistently with applications for enrolment from people who have health issues or medical conditions;
- To inform applicants who have health issues or medical conditions of the procedure for dealing with their application;
- To inform staff of the reasonable adjustments so that they know how to administer them;
- To inform students and others such as parents of the College's procedure.

### Procedure Aims

The procedure outlines the steps to be taken to:

- Assess the fitness to study of the student;
- Put in place appropriate support measures and reasonable adjustments, as identified and agreed with the applicant, Head of Student Services and Head of Studies;
- Maintain appropriate records of the reasonable adjustment;
- Disclose the reasonable adjustment to relevant staff and maintain confidentiality as appropriate;
- Review the effectiveness of any agreed support measures or conditions of enrolment.

The College will adhere to a number of principles to safeguard confidentiality, including the College's policy on confidentiality, the Data Protection Act 1998 and the Caldicott Principles, which state: Records must be kept confidentially. No information can be passed to anyone else outside the health professions' charge without the individual's express formal permission. Information can only be shared using the following principles:

1. Justify the purpose(s) for using student data;
2. Don't use student-identifiable information unless it is absolutely necessary;
3. Use the minimum necessary student-identifiable information;
4. Access to student-identifiable information should be on a strict need to know basis;
5. Everyone should be aware of their responsibilities to maintain confidentiality;

6. Understand and comply with the law, in particular the Data Protection Act.

## Definitions

- **Duty to make reasonable adjustments** includes a duty to provide auxiliary aids and services and a duty to remove or alter a physical feature. The Disability Discrimination Act does not define 'reasonable' and ultimately it will be up to the court to decide. However, issues such as the cost of the adjustment, the interests of other students, health and safety factors and whether academic standards are maintained will all be taken into account in deciding whether an adjustment is reasonable.
- **Health issue/medical condition** could include:
  - visual or hearing loss
  - mental health difficulties
  - temporary injuries or illness, e.g. broken bones, surgical procedures and disease
- **Medical record, health record, or medical chart** in general is a systematic documentation of a person's long-term individual medical history and care. To this extent it includes any information obtained upon a person's health. A broader definition to this can be given as: information relating to the physical or mental health, or condition of an individual, as made by or on behalf of a health professional in connection with the care ascribed that individual. For sake of this document the universal term of 'medical records' will be adopted.

The term 'medical record' is used both for the physical folder for each individual student and for the body of information which comprises the total of each student's health history. Medical records are intensely personal documents and there are many ethical and legal issues surrounding them such as the degree of third-party access and appropriate storage and disposal.

- **New mother** refers to mothers who have given birth within the last six weeks.
- **Physical features** include:
  - steps
  - stairways
  - kerbs
  - exterior surfaces and paving
  - parking areas
  - building entrances and exits (including emergency escape routes)
  - internal and external doors
  - gates
  - toilet and washing facilities
  - lighting and ventilation
  - lifts and escalators
  - floor coverings
  - signs
  - furniture
  - temporary or movable items

This is not an exhaustive list.

- **Reasonable adjustment** refers to our duty to take reasonable steps to prevent a disabled person from being placed at a substantial disadvantage. This is commonly known as the duty to make 'reasonable adjustments'. This duty applies in the following areas:
  - arrangements for determining admission to an institution
  - teaching and learning and other student services provided or offered by an institution

## Procedure (See Student Enrolment Medical Process Map - Appendix 3)

Applicants should be able to declare they have a health issue/medical condition at any part of the application and enrolment process, knowing that their disclosure will be treated sensitively, confidentially, non-judgmentally and to enable them to access appropriate support and reasonable adjustments if required.

### Application Stage

If an applicant declares that they have a health issue/medical condition **on their application form** this information will be raised by the person interviewing that applicant. The interviewer:

1. Will advise the applicant that if they are successful and enroll at the College, this information will need to be discussed in more detail at the enrolment stage.
2. Should refer to Student Services if they feel that the applicant's health issue/medical condition will require reasonable adjustments and/or additional support.

If an applicant declares they have a health issue/medical condition **at interview**, the interviewer:

1. Will discuss the course and any activities or environments that may have an impact on the applicant's health issue/medical condition. If an applicant has significant work experience as part of their course they will be required to complete the '[Work Placement Medical Questionnaire](#)'. Keep the completed questionnaire in the programme area.
2. Where significant work experience is part of the applicant's course, explain that the College will need to pass certain health/medical information to the placement (with the applicant's consent) to ensure their safety. Send a copy of the completed questionnaire to the placement.
3. Refer to Student Services if they feel that the applicant's health issue/medical condition will require reasonable adjustments and/or additional support. Student Services will start the medical/health screening process earlier than enrolment. If the health issue/medical condition results in the applicant being unable to continue their application for that particular course they will be referred to Student Services to discuss other suitable options.

### Enrolment Stage

As part of the enrolment process all students will be asked about their health issues/medical conditions to ensure the College can support them effectively.

1. Member of staff/Student Services will ask the applicant if they have any health issues/medical conditions and, if they do, refer to a member of Student Services who will complete the College Individual Healthcare Plan form with them.
2. In completing the Individual Healthcare Plan, the student will identify the symptoms and behaviours of their health issue/medical condition and what action must be taken if an emergency arises.
3. Depending on the nature of the health issue/medical condition, consideration needs to be given as to whether an additional risk assessment needs to be completed to determine if activities and/or the environment could be hazardous. This will be completed by the Head of Student Services in conjunction with the Head of Studies.
4. If the health issue/medical condition results in the applicant being unable to continue their enrolment for that particular course they will be referred to Student Services to discuss other suitable options.
5. Completed Individual Healthcare Plans will be uploaded to the students' e-Trackr page by the Pastoral Support Advisers and relevant staff notified.
6. Student Services will store the Individual Healthcare Plans in a separate and locked cabinet.
7. Copies of any recommendations or information collected will be stored in keeping with the College's confidentiality procedures and adhering to the Data Protection Act (1998) and Health Records Act (1990) and should be kept separate from the student's learning file.

## **During a Course**

Students can develop health issues/medical conditions at any time or may not feel comfortable to disclose an issue until part way through the course.

When a student discloses a health issue/medical condition they should be referred to Student Services who will follow the process for enrolling students from point 1.

There may be times when a student's health issues/medical conditions change or worsen whilst on a course. Even though they may have already gone through the screening process and have reasonable adjustments in place these arrangements may be subject to review. If the College has exhausted all reasonable adjustments and can no longer ensure the health and safety of the student or other students/staff, the Director of Student Services may make the decision that College is not suitable for the student at this time, however, alternative options will be considered.

## **General**

Any enrolment conditions and/or support agreed will be reviewed at agreed intervals (not less than annually) by the Director of Student Services.

Individual Healthcare Plans will be kept by Student Services for 3 years.

Signed

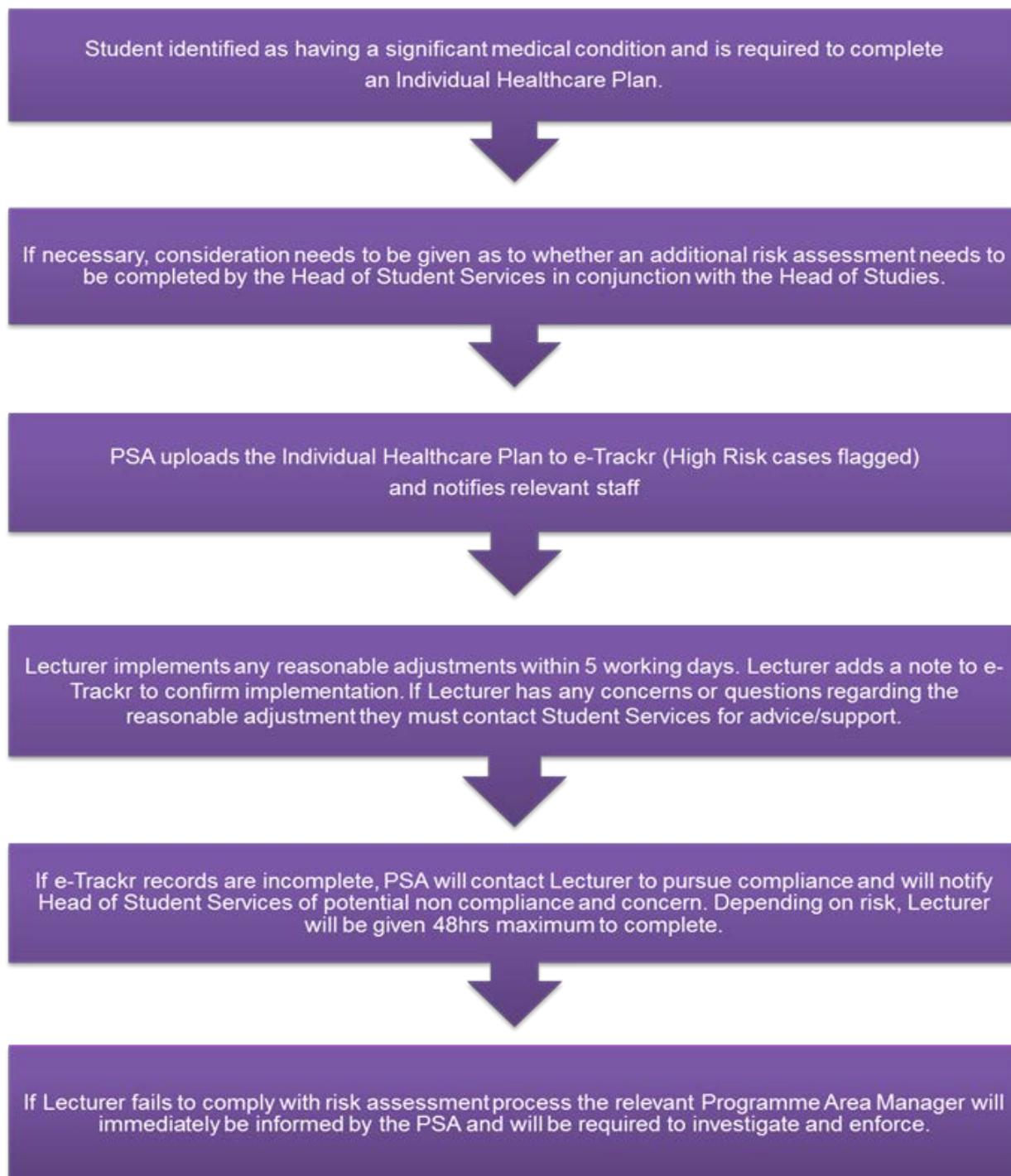
.....  
Andy Forbes

Date

.....  
7 September 2016

Executive Director, Business Development

## Student Enrolment Medical Process Map



## Enrolment of Students with a Criminal Record: Procedure

The College is keen to support students with convictions and to help them succeed. However, the College has a duty of care to its students and staff and will, therefore, carry out a risk assessment before offering a place to an individual applicant with a criminal record and may, if appropriate, place conditions on that individual in respect of their attendance at College.

Students whose criminal records are disclosed following enrolment will also be subject to a risk assessment and may have appropriate conditions imposed upon them, or may be subject to disciplinary action including the possible loss of their place on the course.

### Purpose

To protect students, staff and others (such as work placement providers) from the risk of harm and to enable students with criminal records to complete their courses successfully.

### Procedure Objectives

- To describe the formal procedure for dealing fairly and consistently with applications for enrolment from people who have criminal records;
- To inform applicants who have criminal records of the procedure for dealing with their application;
- To inform staff of the risk assessment procedure so that they know how to administer it;
- To inform students and others such as parents of the College's procedure.

### Procedure Aims

The procedure outlines the steps to be taken to:

- Assess the risk associated with enrolling a student with a criminal record;
- Put in place appropriate support measures or conditions of enrolment, as indicated by the risk assessment and agreed with the applicant, Head of Student Services and Head of Studies;
- Maintain appropriate records of the risk assessment;
- Disclose the risk assessment to relevant staff and maintain confidentiality as appropriate;
- Review the effectiveness of any agreed support measures or conditions of enrolment.

### Definitions

A criminal record means a record of criminal conviction(s) and/or additional evidence of alleged criminal behaviour obtained from sources such as outside agencies or DBS checks.

- A criminal conviction, for the purposes of this procedure, is defined as a conviction which is 'unspent' under the Rehabilitation of Offenders Act 1974 and the Crime and Disorder Act 1998.
- For students whose course will require them to undertake work experience placements or work based learning in a setting with children or vulnerable adults, information disclosed by a DBS check will also be subject to a risk assessment.

- Information about alleged criminal behaviour received from outside agencies such as the Police, Social Services, the Probation Service and the Youth Offending Team may also be taken into account when deciding whether to conduct a risk assessment under this procedure, and when conducting that risk assessment.

This procedure does not apply to students who receive training exclusively on employers' premises and who do not enter College premises during their training.

## Procedure

### Step 1

The College becomes aware of the criminal record of an existing student or applicant for a course. This information must be passed to the Head of Student Services promptly.

### Step 2

The Head of Student Services or her/his nominee carries out a risk assessment using the Student Criminal Record Risk Assessment Form. This process may involve the student or applicant and/or other agencies such as support workers if appropriate.

### Step 3

The student or prospective student is informed of the outcome of the risk assessment. The possible outcomes are:

- Enrolment approved unconditionally. In this case, no further action is taken.
- Enrolment approved subject to conditions or support arrangements being agreed. The student or applicant is invited to an interview with the Head of Student Services (or her/his nominee) and the Head of Studies of the enrolling programme area. The purpose of the meeting will be to agree the conditions or support arrangements prior to the enrolment being approved (or confirmed, in the case of an existing student). The meeting will also consider and agree whether it is necessary at this stage for the Head of Student Services to authorise disclosure of information about the risk assessment to any additional staff. The outcome of the meeting will be recorded on a Risk Assessment Meeting Form.
- Enrolment not approved (may include decision not to proceed any further with the admissions process e.g. interviews etc.). In the event that the risk assessment recommends that attendance at the College is not appropriate, but the student has already enrolled, disciplinary action is taken as appropriate to exclude the student.

### Step 4

A record of the risk assessment (and meeting, if applicable) will be kept by the Head of Student Services. Details of the risk assessment are confidential, and will only be disclosed:

- If disclosure is authorised by the Head of Student Services. The Head will exercise discretion in authorising disclosure in accordance with the College policies on data usage and freedom of information; or
- With the agreement of the student or applicant, as a result of a meeting held to agree or review the risk assessment with them.

Confidentiality about the outcome of the risk assessment must be maintained by the Head of Studies (and other authorised members of staff where applicable), unless disclosure to third parties is authorised by the Head of Student Services.

### Step 5

Any enrolment conditions and/or support agreed will be reviewed at agreed intervals (not less than annually) by the Head of Student Services.

Signed

Andy Forbes

Date

6 September 2016

Executive Director, Business Development