

Admissions Policy

Scope and Purpose of Policy

This policy is underpinned by the College values – Inspirational, Inclusive and Influential and will support the College to work towards our key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- Those who access Cardiff and Vale College must be **free from discrimination**. We will provide information and guidance to all applicants and students in respect of additional learning needs, skills, tutorial and financial support and the most appropriate level and choice of study.
- Learners will be supported to **enable** them to achieve their **potential** while at College, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- All applications will be dealt confidentially, within a timely manner, in conjunction with the College's calendar for Admissions.
- We will support learners to develop the skills they need to **progress** successfully throughout their lives.

The purpose of this policy is to ensure that CAVC operates a consistent and comprehensive process for admission to the College that is fair, transparent and provides equality of opportunity, whilst maintaining professional integrity. The College welcomes applications from all sectors of the community. We will consider all applications on their merit and ability and will not discriminate on the basis of gender, race, disability, age, religion or belief, faith, socio-economic status, responsibility for dependents, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership.

Applications from learners with additional learning needs, learning disabilities and/or difficulties are considered on the same grounds as all others, however, applicants are asked to provide details of any support needs during the application process. This is to ensure that the college can meet the applicants support needs and ensure that the support is in place before they join their course. Any delays in sharing this information may limit the college's ability to ensure that timely and appropriate support arrangements are in place.

Applications may be subject to review by the College's Inclusion Panel which is responsible for ensuring that the College can make adequate provision for learners. In the event that a decision is made by the Inclusion Panel that the college is unable to provide adequate support and/or safely meet a learner's needs, this decision will supersede any curriculum offers. The decision of the Inclusion Panel will be forwarded to the Assistant Principal for Quality, Teaching and Learning for confirmation and approval. An applicant can appeal an Inclusion Panel decision.

At CAVC, we recognise the profound impact of trauma and adverse childhood experiences (ACEs) on individuals' well-being and development. We are committed to adopting a trauma-informed approach in our policies and practices to create a safe, supportive, and healing environment for all.

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The Policy applies to all applicants to the College, although the extent to which all aspects of the Admissions Policy that may be applied will depend on individual course requirements. This policy applies to all students applying to or enrolling on learning programmes regardless of mode or location of study.

This policy applies to all staff who have an admissions role within the college.

The College adheres to the policies of all partners and franchise organisations where they are the lead recruiter.

Policy Statements

The College is committed to:

- Developing procedures to outline how the requirements of the policy will be carried out in practice and which will fully meet associated legislation and guidance.
- Outlining roles and responsibilities as part of the linked procedures.
- Training all staff fully in the linked procedures and the underpinning legislation and guidance; this training will be at an appropriate level for their role.
- Informing all those affected by this policy and the linked procedures of their content along with implications for them; this will include partners and franchise organisations.
- Providing the necessary resources to enable the linked procedures to be achieved efficiently and effectively.
- Recording and monitoring data associated with this policy and its procedures, paying particular reference to any external requirements such as legislation, guidance etc.
- Reviewing the above data to consider the effectiveness of this policy and its procedures to support continuous improvement.
- Ensuring that all prospective learners are treated consistently, impartially and without bias.

Refusal

The College reserves the right to:

- Review and refuse admission to applicant who has previously been excluded from this or any other educational institution.
- Review and refuse admission for applicants where there is evidence that they could be a threat or a danger to themselves, others or the College, or if there is evidence they could negatively

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impact on the wellbeing of others. This relates to the college's duty of care to learners, its safeguarding obligations, apprentices and staff.

- Review and refuse admission to any applicant who is unable to meet the specific entry requirements of the programme or course. Falsification of entry qualifications by applicants may result in disciplinary action or the applicant being refused a place.
- Review and refuse admission to anyone who provides false or misleading information on an application or enrolment form.
- Review and refuse admission to any learner who has outstanding debts with the college.
- Review and refuse admission to any learners who we are unable to meet their educational needs following a decision made by the College's Inclusion Panel.
- The college can only run classes where there are sufficient numbers of students.

The above will be subject to review by a fair access panel, chaired by relevant Assistant Principal to assess suitability to study in a college environment and duty of care to other students, apprentices and staff.

Appeals Process for Applicants

Should an applicant wish to appeal against refusal to a college course then this should be discussed informally with the Head of Student Services or the designated officer in the first instance.

Where no resolution at an informal stage is found, a formal written appeal will be dealt with in accordance with the College's Compliments, Concerns and Complaints Procedures. Communication with learners and others will be conducted in line with our Data Protection Policies and Procedures.

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

The Principal will be responsible for ensuring that:

- The College's Admission Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to Admissions.

The Senior Leadership Team will be responsible for:

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- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc embed the admissions procedures.

The Assistant Principal, Quality, Teaching and Learning is responsible for:

- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

The College's Inclusion Panel is responsible for:

- Ensuring that the College can make adequate provision for learners with support needs.
- Keeping a record of the exceptional cases where an applicant is refused admission on the grounds of the relevant additional support not being available and/or a significant risk of harm that the college would be unable to manage reasonably and safely.
- Ensuring that applicants for discrete programmes such as Independent Living Skills, meet the eligibility criteria for those courses.
- The college will provide advice regarding the suitability of programmes and the support and/or equipment available.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the Admission policy and the procedures and working in a way that does not contravene their contents.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects relevant to the success of this policy and associated procedures.

Students are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College.
- Contributing to learner surveys and focus groups to provide feedback on the policy and associated procedures and how they impact.

Legislation and Guidance

Rehabilitation of Offenders Act 1974

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Counter Terrorism and Security Act 2015

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

Applicants who disclose an unspent/spent criminal conviction will be asked to complete and submit a confidential criminal record disclosure form and referred to the Safeguarding Team. We are committed to providing for all applicants whilst maintaining our duty to provide a safe and secure learning environment at the College's campuses.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language ie making it easier for people to use in their day-to-day life.

References

Linked Policies

- Criminal Records Disclosure
- Fee Policy
- Equality and Diversity
- Safeguarding
- Equality and Diversity – Disclosure
- Data Protection

Linked Procedures

- Data Protection
- Criminal Records Disclosure
- HE Admissions
- Financial Contingency Fund
- Travel
- Childcare
- Complaints, comments and compliments
- Safeguarding
- Equality and Diversity – Disclosure

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- Equality and Diversity

Communication and Storage

This policy is published on the company website.
This policy is stored on the company intranet.
This policy is shared with learners.

Glossary

None

Approval, Change and Review

This policy is reviewed every 2 years.

There is a Welsh version of this document available.

Date approved: March 2024

Approved by: CQSA

Review date: March 2026

Responsible Manager: Head of Student Services

Executive Lead: Director of Marketing & Communications

Accessible to Students: Yes

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