



# **Full-Time FE**

## **Admissions and Progression**

### **Policy and Procedure**

<b>Originated by:</b>	<b>Student Services</b>
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<b>Reviewed by:</b>	Gill Sommers Director for Students and Recruitment
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## Introduction

Fareham College is committed to deliver a responsive curriculum that provides opportunities for all and supports the development of the local workforce and the local economy. Courses available range from Entry Level through to Higher Education and we aim to offer all students a suitable Study Programme which **best meets their learning needs** and aspirations.

## Entry Requirements

Many of the Study Programmes have minimum entry requirements which will be published in the prospectus and on the College website. **These requirements must be met** and will be discussed with the applicant at interview. Some courses or subjects may require other skills and as such, students may be required to attend an audition, a dexterity test or meet a minimum level of fitness. These requirements will be discussed with the student at the interview stage. Students will be assessed during induction to determine their levels of literacy and numeracy. Note further detail later in the document.

## Confirmation of a place

Once an application has been received by the College, a Careers Centre Advisor will make contact with the applicant to arrange the next stage. The student will be guided through the entry requirements and the content of the course. Once the Study Programme has been agreed, a formal offer will be sent to the student confirming the outcome of their application. The conditions of the offer will focus on GCSE attainment and suitable references from schools.

If a student declares that they have criminal convictions, the application will be referred to the Student Services Manager before a formal offer is made. Students who have declared a physical disability or learning difficulty or disability will be referred to Learning Support to ensure that an appropriate support package is arranged.

## Course Confirmation

Students will be invited in to the College after the GCSE results have been released to confirm their eligibility for their chosen Study Programme. Career Centre Advisors will be on hand to offer support to students who have not met the minimum entry requirements. Students will be required to produce evidence of their results before being accepted on to a Study Programme.

Existing students wishing to progress to the next level of their chosen Study Programme will be asked to declare their intention in the spring term. There will be entry requirements for progression to the next level or to the second year of a two year course which will be made clear to the student by their Tutor.

## All applicants must:

- Provide evidence of their previous achievements and good conduct at their current school or college;
- Satisfy requirements for admission to the proposed Study Programme;
- Undertake further assessment or provide information as necessary to allow the College to support any identified additional learning needs;
- Agree in writing to adhere to the Rules of the College, as set out in the Students' Code of Conduct and to any agreements between the College and individual students and/or their parents or legal guardians that the College may reasonably require.

## **Fees**

There are no enrolment or tuition fees for students under 19 where they meet the residency requirements and other criteria set out by the Local Education Authority. Most basic materials, including books and handouts are made available to students, but there may be requests for contributions towards personal equipment, trips and visits and specialist course materials.

In certain circumstances, students may be eligible to claim financial assistance. Students wishing to find out more about financial assistance should contact the Student Services Department or visit the College website; [www.fareham.ac.uk](http://www.fareham.ac.uk).

## **Equal Opportunities**

The College will always operate within the terms of current legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, the College will discuss these with the student and their parents/carers at an early stage in the application process so that all necessary arrangements can be put in place to meet the needs of the student by the start of the academic year.

## **Safeguarding**

The College takes its responsibilities for Safeguarding extremely seriously. All students attending the College are required to declare any criminal convictions that they may have or are pending. Students are also required to declare any criminal convictions received whilst studying at the College. Criminal convictions are not necessarily a barrier to entry for study at the College, however, a risk assessment will be carried out and the College reserve the right to contact agencies such as the Independent Safeguarding Authority, Disclosure and Barring Service (DBS), Police and Youth Offending Teams if they feel this is necessary. For some courses of study it is a requirement that students do not have any convictions as they are required to go out on work placement in schools and care settings. Where this is appropriate, students will be notified in advance.

## **Reasons why a student may not be offered a place on their preferred programme of study**

The College aims to provide all applicants with a Study Programme which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest;
- They are considered unfit to study (see Fitness to Study Policy)
- They have a criminal conviction which presents a risk to other students or that bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- They have behaved inappropriately whilst on College premises;
- There are other circumstances which question their suitability for a course.

If the College is unable to accept a student on their chosen Study Programme, they will offer appropriate advice and guidance to enable the student to make other choices. A student will only be refused admission to the College if it proves to be impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Director responsible for Student Services who has overall responsibility for student admissions.

## English and Maths

Students, under the age of 19 who have not achieved a Grade 9 – 4 in English and maths are required to either retake the GCSE or complete a 'stepping stone' qualification. The level of the 'stepping stone' qualification will depend on their initial entry qualifications and an initial assessment at the start of their course. Students who achieve a 'stepping stone' qualification at Level 2 will be expected to continue studying up to GCSE. The College will not provide support for re-takes where students have already achieved a Grade 9 – 4, however, the College will encourage further study where it supports career and study progression and where appropriate pre-requisite achievement is evident.

## Intro Sessions and Interviews

All applicants will be invited to attend an 'Introductory Session' in their chosen course. This will give the applicant an opportunity to learn more about what they will be studying, meet the teaching team and see the resources. Applicants will be offered impartial guidance at this stage and will be offered further sessions in other areas as appropriate. A Study Programme will be agreed but it is understood that the applicant may change their programme at enrolment, provided they have achieved the appropriate entry requirements for their chosen Study Programme.

Situation	Outcome
The student has an acceptable reference, has or is predicted to achieve the required entry qualifications and the College has an appropriate programme to offer.	Conditional offer made subject to achievement of entry qualifications
There are concerns raised in the reference and there is time to address the issue. Or, there is no reference available at the time of the interview	Conditional offer made subject to receipt of satisfactory reference. A second interview with the Director of Students and Recruitment may be required.
There are concerns in the reference but there is no time to address the issue. Or, there is no reference available at the time of the enrolment.	Conditional offer made with a specific review during the first four weeks
The applicant requires a specialised interview (e.g. Learning Support)	Referred to Additional Learning Support
<ul style="list-style-type: none"><li>There is no appropriate course for the student or the student is considered unfit to study.</li><li>The reference is unsatisfactory.</li><li>There are clear risks to the safety and wellbeing to those in the College community</li></ul>	Referred to Director of Students and Recruitment and appropriate onward advice and guidance provided

## **References**

All applicants will need an acceptable reference from their previous school or college. Where this is not possible (e.g. overseas student) and a suitable alternative referee is not available, then the student may be offered a place with a specific review during the first four weeks. An acceptable reference will show satisfactory attendance, punctuality and cooperation whilst at school or college.

## **Marginal References**

Students whose reference is unsuitable will be told at interview and set appropriate targets for improvement. A date for review is set on the Interview Record. The school will be informed of this outcome. On the review date, the Student Advisor will contact the school for an update. If the applicant has made evidenced efforts to meet the improvement target, then a place will be offered. If there has been no improvement the student will not be offered a place.

## **Applicants with a Learning Difficulty and/ or Disability**

We welcome applications from students requiring additional support on their chosen course. Students with an EHCP [Education, Health & Care Plan] will be given the opportunity to name Fareham College as their preferred choice post sixteen after consultation with all interested parties. Liaison with the applicant, secondary school, SEN Personal Advisor, other external agencies and the college will take place during Key Stage 4 in order to ensure a smooth transition.

Applicants without an EHCP are encouraged to discuss any support need at the initial interview stage. A further interview may take place if appropriate.

## **Additional or Specialist Support Interviews**

Where an interviewee who has either indicated on their application form or been identified during the admissions process as possibly requiring additional or specialist support, a second, specialist interview with the appropriate person will be arranged by the Careers Centre Advisor.

## **International Students**

Fareham College is able to sponsor students to acquire a Tier 4 Visa to enter the UK. Students should apply to the College directly and their application will be considered. Students who can enter the UK via other means can still study at the college.

Where students have not been resident in the EEA for the 3 years immediately prior to starting their course, they may not be eligible for public funding. As such they would be liable for fees at a *full-cost* rate. This includes British citizens who have not been resident in the EEA in the three years prior.

For students up to the age of 18, there are a number of exemptions to the 3-year residency rule above that qualifies them for fee remission:

- Students accompanying parents, spouses or civil partners who have right of abode or leave to remain in the UK or are EEA nationals.
- Dependents on teachers coming to the UK on a teacher-exchange scheme.
- Unaccompanied students who are British or EEA national, or who have right of abode or leave to remain.
- Asylum Seekers
- Those placed in care of social services or in receipt of Section 4 support.

## **Overseas qualifications**

For students with overseas qualifications, they will need to supply a qualification equivalence comparison from UK NARIC (<http://ecctis.co.uk/naric/>), in order to ascertain whether they meet the entry requirements for their desired course. Fareham College is unable to pay for this service.

## **Entry requirements**

All applicants are expected to provide before confirmation of their Study Programme:

- Satisfactory reference
- Certificates or Exam Board Notifications

## Direct Entry requirements

Study Programme	Entry Requirements
Technical Baccalaureate	<p>English and mathematics at grade 9-7 plus 5 other GCSE's A* - B including science</p> <p>Subject specific criteria</p> <p>Good reference</p>
Level 3 Extended Diploma	<p>English and mathematics at grade 9-4 plus 3 other GCSE's A* - C</p> <p><b>OR</b></p> <p>Level 2 Diploma or Extended Certificate with a merit profile and A*-C or 9-4 GCSE English and Mathematics</p> <p>Good reference</p> <p><i>*note Additional Subject Specific Entry Requirements</i></p>
Level 3 Study Programme	<p>English and mathematics at grade 9-4 plus 3 other GCSE's A* - C</p> <p><b>OR</b></p> <p>Level 2 Diploma or Extended Certificate with a merit profile and A*-C or 9-4 GCSE English and Mathematics</p> <p>Good reference</p> <p><i>*note Additional Subject Specific Entry Requirements</i></p>
Level 2 Study Programme	<p>English and mathematics at grade 9-3 plus 3 other GCSE's A* - D</p> <p><b>OR</b></p> <p>Full Level 1 qualification with a 'stepping stone' English and Mathematics qualification</p> <p>Good reference</p>
Foundation Learning Study Programme	<p>English and mathematics assessment at Entry Level 3 or above</p> <p>Good reference</p> <p>A clear enthusiasm to study</p>

## Entry requirements

### CEMAST

Study Programme	Entry Requirements
Technical Baccalaureate	English and mathematics at grade 9-7 plus 5 other GCSE's A* - B including science Subject specific criteria Good reference
Level 3 Extended Diploma	English and mathematics at grade 9-5 plus 3 other GCSE's A* - B  Good reference
Level 3 Study Programme	English and mathematics at grade 9-4 plus 3 other GCSE's A* - C  OR Level 2 Diploma or Extended Certificate with a merit profile and A*-C or 9-4 GCSE English and Mathematics  Good reference
Level 2 Study Programme	English and mathematics at grade 9-4 plus 2 other GCSE's A* - C  OR Level 1 Subject specific qualification with a merit profile and English and mathematics A* - C or grade 9-4  Good reference
Level 1 Study Programme	English and mathematics at grade 9-3 plus 2 other GCSE's A* - D  Good reference

## Maths Level 3 - Entry requirements

### CEMAST

Study Programme	Entry Requirements
Technical Baccalaureate	English and mathematics at grade 9-7 plus 5 other GCSE's A* - B
Core Mathematics	English and mathematics at grade 9-5 plus 3 other GCSE's A* - B  Plus



	Entry mathematics examination
AS Mathematics	English and mathematics at grade 9-7 plus 5 other GCSE's A* - B Plus Entry mathematics examination
Advanced Mathematics for Engineering Technicians	English and mathematics at grade 9-5 plus 3 other GCSE's A* - B  Plus Mathematics for Engineering Technicians unit studied in year 1 - achieved at Merit or above

### Additional Subject Specific Entry Requirements

In some Study Programmes successful applicants will also need to satisfy the following additional subject specific admissions requirements:

Study Programme	Programme/Level	Additional Entry Requirements
Art and Design	All Programmes	A portfolio assessment, skills assessment and successful completion of a subject specific project.
Construction and the Built Environment	All Programmes	A dexterity skills test and successful completion of a written project.
Enterprise and Digital Industries	All Programmes	Successful completion of a written project.
Hairdressing and Beauty Therapy	All Programmes	A dexterity skills test and successful completion of a written project.
Childcare Health and Social Care	All Programmes	Successful completion of a subject specific project.
Hospitality and Travel	All Programmes	Successful completion of a subject specific project.

Performing Arts and Music	All Programmes	A successful audition and successful completion of a subject specific project.
Sport and Public/Uniformed Services	All Programmes All Levels	A fitness test and successful completion of a subject specific project.

### **Exceptional Circumstances - Admissions**

These would include requests for consideration relating to:

- long-term illness or the death of a close relative that adversely affected the student's study and have been confirmed by the personal tutor or external reference.
- outstanding occupational/technical skills/talent

This decision to accept the student must be approved by the relevant Director.

### **Progression requirements**

Students on a level 3 Study Programme must, by the end of the summer term, complete all the units from the first year of their programme in order to progress onto the second year of the programme.

In order to progress to the following year or level, students who are on a maths and/or English programmes will have had good attendance at these lessons, attended all exams that they were entered for and either passed or at least have made satisfactory progress in these exams.

### **Exceptional Circumstances – Progression**

A student who fails to meet the progression requirements may be permitted to continue to the next level or year as long as there has been:

- a good attendance record;
- positive progress reviews throughout the year;
- no significant disciplinary actions;
- a commitment to continue to study maths and English to the targeted level (2+).

This decision to accept the student must be approved by a progression panel chaired by the relevant curriculum Director.

### **Progression process**

All current students will have a progression discussion with their tutor and with a Careers Centre Advisor before the end of the Spring Term to record their intended progression. Following this, students will be sent a letter confirming what they will need to achieve in order to progress. Students on one year programmes may also be offered an interview with an appropriate Director or Student Advisor, particularly if they wish to progress onto a different Study Programme.

Students on Stage 3 of the College's Disciplinary procedure in the Summer Term will have a review which will decide whether or not they will be excluded from the College and therefore not allowed to progress. In some cases, the recommendation of the review could be that the student is accepted, but with their Stage 3 continuing and being reviewed within four weeks.

### **Admission Appeals**

Where applicants are refused a place at the College, they have the right to appeal against the decision.

Appeals regarding any aspect of the applications process or internal progression process must be made in writing to the Deputy Principal who will meet with the applicant and their parent / guardian to discuss their application.