

## Higher Education Admissions Policy

### 1 Purpose

This Admissions Policy outlines the College's policy for managing the admissions of students to Higher Education courses within the college, including those students who have completed a previous level 3 course at the College and intend to progress on to a H.E programme. The College is committed to providing a professional admission service and to the pursuit of **clear, fair and consistently applied** policies and procedures. The college aims to provide fair **equal access** to all prospective students who have the potential to benefit from and contribute to the academic life at Barking & Dagenham College. The college will take into account the needs of students with learning difficulties and students with disabilities in the admissions process.

### 2 Responsibilities under the policy

- The Principal & CEO and College Strategic Leadership Team are responsible for the overall operation of this policy and procedure and for ensuring it is reviewed and updated accordingly
- The Admissions Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants
- The Admissions policy and standards will be reviewed annually
- The college will consider all applicants fairly and effectively in line with the procedure outlined in this document and in line with awarding body requirements
- Applicants who wish to challenge a decision to reject their application or make a complaint should normally write to the Head of Higher Level Skills & Enhancement detailing the nature of their complaint. The college requests a realistic opportunity of reviewing any application decisions ahead of the start of the programme

### 3 Admission guidelines and offers of places for entry

Barking & Dagenham College offers a range of higher education courses both full and part-time. Applications for part-time courses, teacher education, and professional and chartered institute courses should be made using the college application form, for full-time higher education courses the college accepts applications through UCAS.

Internal staff applications for Teacher Education are accepted on the college LD1 form.

The college accepts applications from school leavers, mature students, and those from non-traditional academic backgrounds.

For some programmes an interview, audition or portfolio presentation form part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study.

Interviews are also designed to ensure that the applicant understands the nature and demands of their chosen programme and provide an opportunity to visit the college, view facilities and meet members of the academic and support staff.

After interview and subject to course availability, one of the following may happen:

- We will offer you an unconditional place on a specific course.
- We will offer you a place on a specific course, conditional on your exam results
- We will offer you an alternative course
- Your application will be declined or rejected

## **4 Eligibility**

Entrance criteria for the courses at Barking & Dagenham College are broad and varied. Students will need to meet specific entrance criteria stated in the college prospectus, programme information or outlined at interview.

Students may be asked to sit pre-entry screening assessment.

Students must fulfil the entry requirements for the subject/course for which they are applying.

To be offered a place, a student must:

- Demonstrate his/her suitability for the course at interview
- Be predicted to achieve the specific grade requirements for their chosen subject/course, as specified in the college prospectus.
- Where appropriate undergo a satisfactory DBS check (Teacher Education)

Clear guidance on courses will be given at interview. The College reserves the right to offer an alternative course (subject to availability) that they believe the student will succeed on. The course offered will be based on the overall strength of the student's profile, based on predicted grades and in some circumstances, students with appropriate experience will also be considered.

## **5 The College may not offer a place to an individual if:**

- The College has permanently previously excluded the applicant
- The College cannot reasonably provide for the applicant within its duty of care.
- Previous behaviour, attendance, achievement, course completion or any other significant factor has caused concern
- An applicant submits false or misleading information, or is later involved in misconduct on or off the College site
- There are other circumstances that suggest that their admission may not be in the best interests of the College or the applicant

## **6 Withdrawal or Suspension of Courses**

The College reserves the right to withdraw a course or suspend applications for courses. In these cases, applicants will be informed and suitable alternatives investigated, where appropriate. The college endeavours to run all advertised programmes but there may be an occasion where running a programme with low numbers would negatively impact on the student experience or be financially unviable. If this occurs all students would be notified at the earliest opportunity and will be supported wherever possible to find an alternative programme either at the college or an alternative provider.

If a student application is found to be fraudulent after commencement of the course the student will be withdrawn from the programme and will remain liable for the fee for the course.

Head of Higher Level Skills & Enhancement  
Barking & Dagenham College  
Dagenham Road  
Romford  
Essex  
RM7 0XU

Telephone – 020 8090 3020

Web - [www.barkingdagenhamcollege.ac.uk](http://www.barkingdagenhamcollege.ac.uk)