

## ADMISSIONS POLICY

### Admissions Principles

Easton & Otley College is committed to ensuring an inclusive approach to people aspiring to higher education and thus we aim to provide higher education to everyone with the potential to benefit. We accept students with a wide range of educational experiences and qualifications.

### Aims

We aim to:

- Welcome breadth of study and experience.
- Promote and actively encourage increasing participation in higher education from under- represented groups including those with disabilities, minority ethnic groups, mature people and applicants with vocational qualifications.
- Welcome applications from students who come from families new to higher education and encourage this through our outreach activities.
- Ensure students have sufficient depth of knowledge and understanding where particular subjects are required.
- Actively promote equality and diversity in our admissions processes.

### Transparency

Easton & Otley College operates a transparent admissions policy as detailed in this document. We are committed to providing clear, consistent, easily understandable and accessible information regarding entry requirements, selection procedures, and conditions of offer and fees which will support students in making an informed decision about their course.

Entry requirements are reviewed annually and published on the Easton & Otley College website.

Feedback on admissions decisions is available to applicants on request.

### Consistency

All admissions decisions are taken in line with the Easton & Otley College's Admissions Aims and the procedures set out in this document. Some procedures may vary to meet the particular requirements of some subject areas but they are based on the underlying principles of transparency, consistency and fairness.

Easton & Otley College Faculties support the publication of information/entry profiles for each course, which are available on the [Easton & Otley College website](#)

## Monitoring

Easton & Otley College regularly monitors and reviews its admissions policies and procedures so that they are fit for purpose. The HE Director reviews and agrees entry requirements on an annual basis in consultation with TLC.

## Admissions Criteria

Admissions staff will be expected to use professional judgement in assessing the academic potential of individual candidates. In exercising their judgement, admissions staff must operate in a way that is consistent with the Easton & Otley College Admissions Aims. Admissions selectors treat each application to the College individually and will normally consider the following information when making offers for undergraduate study, including:

- Academic ability and potential as shown in the qualifications section on the application form.
- Predicted grades for qualifications yet to be taken.
- The Personal Statement and Reference as indications of ability, motivation and potential, alongside information about personal circumstances and contextual social and cultural information.
- Related work or voluntary experience showing commitment to a chosen career (particularly important for courses with a vocational route).
- Extenuating circumstances, whereby factors beyond the student's control have caused the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do.
- Portfolio/audition/interview performance where applicable.

Applicants to certain vocational or professional courses may be required to pass an Enhanced Disclosure and Barring Service (DBS) check and/or to demonstrate medical fitness to practice prior to being admitted. This is in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

## Entry Requirements

In order to ensure that applicants for admission are appropriately qualified for their programme of study and to ensure high standards of fairness and consistency, the College maintains a record of minimum entry requirements for all courses at undergraduate level. All admissions staff will be required to adhere to these requirements.

Applicants to Foundation Degree or Honours Degree courses, who are under the age of 21, will need to fulfil the general minimum entry requirements detailed below and

any specific course requirements as detailed in our prospectus or on the Easton & Otley College website.

It is normally expected that applicants will have had two years' experience of post-16 study.

Applicants over the age of 21 should see the paragraph entitled ***Mature Applicants***.

## Entry to Second or Third Year of Programme

Applications will be considered for direct entry to the second or third year of an undergraduate programme. Applicants will be expected to have the standard entry requirements for the course as well as the appropriate number of higher education credits.

## Mature Applicants

Easton & Otley College welcomes applications from people over the age of 21 and we offer a flexible admissions policy, which takes into account life and work experience for all courses. Undergraduate applicants will usually need to provide evidence of successful recent study at Level 3 (i.e. A Level or equivalent) in relevant subjects, or relevant professional qualifications or experience. Applicants with no recent experience of studying may be advised to take an Access to Higher Education course or other preparatory study first.

## Deferred Entry

We recognise the advantages that some students can gain from a 'gap year', and our Admissions Office is happy to discuss deferred entry with applicants. Applicants who would like to defer entry should indicate this in their application. It is also recommended that they outline briefly on the personal statement their reason for choosing deferred entry. Applicants will usually be considered on the same basis as applicants for the current year of entry and receive correspondence from UCAS and the Easton & Otley College during the application timetable for that year.

## Criminal Convictions

Easton & Otley College aims to provide a supportive, positive and safe environment for learning and teaching. For this reason all applicants will be required to declare any relevant criminal convictions. The relevance of criminal convictions depends upon the nature of the course. It is important to note that having a criminal conviction does not automatically prevent an applicant from being accepted on a course, and for the majority of courses, only offences against the person of a violent or sexual nature, or offences concerned with commercial drug dealing or trafficking, have to be declared.

All courses that bring students into contact with children or vulnerable adults require applicants to undergo an Enhanced Disclosure and Barring Service (DBS) check. More information may therefore be required about any criminal convictions.

The following advice is given to applicants:

- Remember that only relevant criminal convictions have to be declared.

- Be honest about your criminal convictions on application and enrolment forms.
- Applicants who declare a conviction in accordance with the Easton & Otley College Criminal Convictions Policy will not automatically be excluded from the application process.
- Information is treated in the strictest confidence and is shared only with appropriate staff on a need to know basis.
- If a criminal conviction is not declared and subsequently becomes known, this will be treated in accordance with the Easton & Otley College Criminal Convictions Policy and could result in removal from the course.
- Any student who acquires a relevant criminal conviction during their course of study is required to make this known to the Director of Higher Education. This may result in students being removed from the course.

## Interviews

Some courses will carry out informal interviews as part of the application process to ensure applicants completely understand the course. Some courses will offer interviews in order for applicants to be made a reduced or unconditional offer. Interviews may also be requested on an individual basis by the Admissions Office.

Where courses have a selection procedure such as interviews, applicants will receive details of the selection procedure in advance to ensure sufficient time for any preparation. Applicants with additional needs are invited to stipulate any additional requirements on their interview response.

## Offers of Study

Offers are usually expressed on the basis of UCAS tariff points, and will include both completed and pending qualifications (usually accumulated over two years of post-16 study).

Within any offer, a pass at a particular grade and/or in a particular subject may be required, or tariff points from a particular subject may be limited.

Some courses may use methods such as assessment of predicted grades, reviewing of personal statements and/or references, written tasks or interviews in order to consider applicants for a reduced or unconditional offer for study. Criteria for reduced or unconditional offers will be agreed at department level at the beginning of each academic year.

Making an offer for study, which is subsequently accepted, is the creation of a contract between Easton & Otley College and the applicant. Only trained Admissions Selectors are therefore able to make a formal offer of study to applicants.

Easton & Otley College reserves the right to amend or withdraw an offer of a place based upon (but not limited to) the following:

- If the student is subsequently found to have made false statements or provided inaccurate information or omitted significant information, including criminal convictions, during the application process;
- On the basis of information provided to the Easton & Otley College after an offer has been made (i.e. via a reference or DBS certificate).

Easton & Otley College may report any application it suspects to be fraudulent to the UCAS Verification Unit.

Easton & Otley College may convene an Admissions panel to consider the suitability of any applicant to join the course at any stage of the admissions process. In this case, the applicant will be invited to submit a statement for consideration.

## Additional Support Needs

Easton & Otley College welcomes applications from students with additional needs and will make every reasonable effort to meet their needs to enable them to study at Easton & Otley College. Applications from students with disabilities and/or additional needs are considered on their academic merits in line with applications from all students.

Applicants are strongly encouraged to discuss their likely additional support requirements with Easton & Otley College as early as possible to ensure that consideration can be given to any arrangements that may need to be put in place. Easton & Otley College through its Student Services department, is committed to providing on-going support with the focus on providing accessible services and supporting students to complete their courses as independently as possible.

## Course Validation

Courses that are listed as *subject to validation* are new courses that are presented with indicative course content on Easton & Otley College website. Applicants who apply for a course that is subject to validation will be contacted as soon as reasonably practical, when the validation decision has been made.

### *Courses that are validated*

- Applicants will be provided with complete information about the course, including core modules, award title and assessment methods.
- If, as a result of the detailed course information, you wish to withdraw your application:
- You must notify Easton & Otley College in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, Easton & Otley College will use its reasonable endeavours to provide a suitable alternative course within the Easton & Otley College (which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;

## *Courses that are not validated*

- Courses may not be validated if the suggested content does not meet external, professional, accrediting or other regulatory body requirements. In this circumstance, Easton & Otley College will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing within 14 days (of receiving written notification) if you would like to be considered for the alternative(s).
- If you do not contact the Easton & Otley College within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by Easton & Otley College to confirm that this has taken place.
- If Easton & Otley College does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

## **Course Re-approvals**

All Easton & Otley College courses undergo a cycle of review, with a re-approval event held for each course usually every five years. This regular review ensures that course teams can update courses to meet industry standards, and include new modules that enhance the student academic experience, and that respond to student feedback. Courses that are subject to re-approval may therefore have changes made to modules and assessments, and these changes will be communicated to applicants.

Courses that are subject to re-approval are existing Easton & Otley College courses that are undergoing a normal cycle of review. The course content published on the Easton & Otley College website is accurate for the previous entry year and will be provisional content for the application entry year. Course information on the Easton & Otley College website will clearly state if this information is likely to change, and applicants will be notified when the updated course documents are available.

If, as a result of any changes to the material information you wish to withdraw your application:

- You must notify the Easton & Otley College in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, Easton & Otley College will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;

It is very unlikely that a course will not be re-approved, but this may happen if the suggested content does not meet external, professional, accrediting or other regulatory

body requirements. In this circumstance, Easton & Otley College will provide you with a list of suitable alternative courses within the institution, inviting you to confirm in writing

within 14 days (of receiving written notification of the change) if you would like to be considered for the alternative(s):

- If you do not contact Easton & Otley College within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by Easton & Otley College to confirm that this has taken place.
- If Easton & Otley College does not have any suitable alternative courses available, the institution will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

## Course Changes

Easton & Otley College reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time between your acceptance to 28 days prior to the date when your course starts, for one or more of the following reasons:

- To comply with external, professional, accrediting or other regulatory body requirements.
- To improve course quality.
- To ensure that the curriculum is relevant to the intended learning outcomes and/or standards set by relevant professional bodies.
- To implement external examiner and academic adviser feedback.
- To implement student feedback, for the benefit of students.

Easton & Otley College will notify you of any such changes as soon as reasonably practicable. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify Easton & Otley College in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, Easton & Otley College will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider.

## Course Suspension

Easton & Otley College reserves the right to suspend a course before it has started, for the following reasons:

- Due to an insufficient number or quality of student applications received, Easton & Otley College is unable to guarantee the student experience and/or is unable to meet course number requirements.
- Accreditation/support from relevant professional or regulatory bodies is withdrawn.
- The course is not financially viable.

In order to minimise disruption caused by course suspensions, Easton & Otley College will:

- Use its best endeavours to recruit sufficient numbers of students in order to run the course.
- Warn you if a course is at risk of suspension due to failure to achieve sufficient numbers and quality of student applications.
- Give you no less than 28 days' notice of suspension prior to the start of the course.
- If, due to circumstances beyond the institutions reasonable control, it is not possible to notify you in advance, Easton & Otley College will endeavour to do so as soon as reasonably practicable.

78. If Easton & Otley College has to suspend your course after you have accepted an offer the institution will:

- use reasonable endeavours to provide a suitable alternative course at the Easton & Otley College (for which tuition fees will be payable) or suggest a suitable alternative course at

### Feedback to Applicants

If an applicant requires feedback on an unsuccessful application, this should be in writing to the Admissions Office. This request will then be passed to the appropriate Admissions Selector. Easton & Otley College will not discuss the outcome of individual applications with anyone other than the applicant.