



## HE ADMISSIONS POLICY & PROCEDURE

<b>Policy Name and Number:</b>	HE Admissions Policy & Procedures
<b>Approved by and date:</b>	Curriculum & Quality Committee, SLT – 14.01.25
<b>SLT Lead:</b>	Deputy Principal, Strategy, Partnerships and Business Development
<b>a. Responsible Manager for policy review:</b> <b>b. Responsible Manager for policy implementation (if different):</b>	Head of Admissions
<b>Links to Strategic Plan Aims and Themes:</b> <u><b>Aims:</b></u> <b>1. Outstanding Teaching, Learning and Assessment</b> <b>2. Beneficial Partnerships</b> <b>3. Sustainable SMART Campuses</b> <b>4. Inclusive, Thriving Community</b> <b>5. Financial Sustainability</b> <u><b>Themes:</b></u> <b>a. Sustainability and the environment</b> <b>b. Happiness and wellbeing</b> <b>c. Digital transformation</b> <b>d. Equality, diversity and inclusion</b>	This policy links to 1. Outstanding Teaching, Learning and Assessment 4. Inclusive, Thriving Community 5. Financial Sustainability  And meets all of our themes. a. Sustainability and the environment b. Happiness and wellbeing c. Digital transformation d. Equality, diversity and inclusion
<b>a. Related Policies and Procedures:</b> <b>b. Related Legislation:</b>	<b>Policies &amp; Procedures</b> <ul style="list-style-type: none"> <li>• Disclosure of Criminal Convictions Policy</li> <li>• College IT Policies</li> <li>• Student Behavioural Policy and Procedures</li> <li>• Student fees Policy and Procedures</li> <li>• Safeguarding Policy and Procedures</li> <li>• Bursary &amp; Entitlement Procedure</li> </ul> <b>Legislation</b> <ul style="list-style-type: none"> <li>• The Rehabilitation of Offenders Act 1974</li> <li>• Equality Act 2010</li> <li>• Data Protection Legislation</li> <li>• Education Act 2011</li> </ul>
<b>Consultation Process:</b>	Group/Committees consulted: Enrolment working group, SPBD, CPSE Date Consultation Process – SPBD & CPSE – SLT – <input checked="" type="checkbox"/> Click or tap to enter a date.

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<b>Approving Authority:</b>	SLT Approval <input type="checkbox"/> Corporation Approval <input checked="" type="checkbox"/>
<b>Policy Review Frequency:</b>	Annually
<b>Policy applicable to:</b>	Staff: <input checked="" type="checkbox"/>
	Students: <input type="checkbox"/> Stakeholders: <input type="checkbox"/> Visitors: <input type="checkbox"/> Volunteers: <input type="checkbox"/> Contractors: <input type="checkbox"/>
<b>Policy classification:</b>	Public: <input checked="" type="checkbox"/> Internal (staff): <input type="checkbox"/> Internal (students): <input type="checkbox"/>
<b>Distribution Method:</b>	Website
<b>Effective Date:</b>	27/11/2024
<b>Date of Last Revision:</b>	27/11/2024
<b>Date of Next Revision:</b>	27/11/2025
<b>Version Number:</b>	1
<b>Key Updates/Changes from previous policy:</b>  Summary of Key Updates/Changes from Previous Policy: <ul style="list-style-type: none"> <li>• Transitioned to a new template, incorporating strategic alignment and impact monitoring.</li> <li>• HE Admissions policy is a new policy in addition to the Oaklands FE Admissions policy</li> </ul>	

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## 1. Introduction

- 1.1. This policy details the Oakland's approach to and arrangements for the admission of students on to education courses and programmes.

## 2. College Vision, Mission, Values and Themes

**Vision:** By 2027 we will be: A sustainable educational trailblazer inspiring our learners and our wider community to achieve their potential in a changing world!

**Mission:** The Mission of Oaklands College is: Prepare every learner for work, a rewarding career and life's opportunities. By treating every student as the individual they are, with care, passion and understanding in a professional, contemporary and community focused environment they'll value and enjoy.

The College has four cross-cutting **themes**, which are integral to all we undertake and are at the very heart of what we want the college to be about. These are:

- Our commitment to sustainability and the environment.
- Our commitment to the happiness and wellbeing of our college community.
- Our commitment to digital transformation.
- Our commitment to equality, diversity, and inclusivity.

All that we do and every decision we take is underpinned by **our values**:

- Excellence and Innovation - Delivering outstanding results, sustainable careers and future leaders.
- Collaborative Learning - Developing knowledge and skills to prepare our people for life and work.
- Inclusion and Happiness - Celebrating the achievements and successes of all our communities.
- Integrity and Accountability - Striving for the best in all we do.

## 3. Purpose

- 3.1. Oaklands is committed to ensuring a fair and centralised admissions process that ensures a high standard of service for all applicants and students, regardless of background. We encourage applications from individuals of diverse educational, social, and personal circumstances. It serves to ensure that all potential learners have access to impartial information, advice and guidance and to support individuals in identifying the course/programme of study which most meets their skills and aspirations in an appropriate and confidential environment.

## 4. Scope of this Policy

The policy works within the framework of the Oaklands mission statement and Equality, Diversity and Inclusion Policy. [EDI Policy Link.](#)

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The policy relates to all Higher Education (HE) applicants who:

- Are aged 18 or over by the start date of their chosen HE programme.
- Are seeking to re-enter the education system after a period away from study.
- Are applying to the College following study, training, or work experience at other institutions or places of employment.
- Are employed and pursuing opportunities for further professional development.
- Are international applicants meeting the College's visa and language requirements.

And encompasses:

- Higher Education programmes validated by external awarding bodies.
- Higher Technical Qualifications (HTQ's), Foundation Degrees, Top-Up Degrees, and other franchised HE programmes.
- Professional qualification programmes that are at HE level.
- HE programmes funded through Student Loans Company (SLC), private funding, or other government-backed funding schemes.
- Part-time, full-time, and distance-learning HE programmes.

The College applies the principles outlined in this policy to ensure fair and transparent access to:

- All Higher Education learners, including domestic and international students.
- Applicants with disabilities or additional learning needs requiring reasonable adjustments.
- Learners pursuing work-based or blended learning opportunities.
- Students engaged in educational partnerships, either through franchising or collaborative arrangements.

Through this policy, Oaklands College reaffirms its commitment to widening participation, supporting lifelong learning, and upholding principles of equality, diversity, and inclusion across all HE admissions processes.

### 5. Link to Strategic Goal(s) and KPIs

The policy aligns to several Oaklands strategic goals and their associated KPIs. It is our intention to deliver the highest level of professional and customer service in order to ensure each individual from their first point of contact with Oaklands is directed to the right course, at the right level, with the right support.

- Strategic Goal 1: Increasing income to £43.1m by 2027
- Strategic Goal 4: Improving achievement rates to 88% by 2027, by ensuring that the onboarding, information advice and guidance processes are robust to provide the best chances of academic success
- Strategic Goal 5: Achieve significantly better than the sector benchmark for student satisfaction

### 6. Link to Key Strategic Aims & Objectives

This policy links to the following strategic aims and objectives.

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- Aim 1: Deliver outstanding teaching, learning, assessment and enrichment providing an environment that builds skills and knowledge  
This policy ensures that we use information about learners starting points to effectively plan for them to achieve at their highest potential
- Aim 3: To deliver a digitally enhanced admissions process to both promote sustainable practices and be at the forefront of evolving leading technology.
- Aim 4: To be a college that is at the forefront of, and leading in Equality, Diversity, and Inclusivity by embedding effective practices in all we do.
- AIM 5: To increase student numbers and improve retention to support the College's long term financial health.

### 7. POLICY STATEMENT

**Intent:** The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

**Implementation:** We will achieve this by:

- Promoting access to higher education through clear and supportive communication with prospective students and organisations.
- Encouraging applications from individuals with the potential and ambition to succeed, irrespective of their socio-economic, cultural, or educational background.
- Applying robust, equitable, and inclusive admissions procedures that assess applicants on their academic achievements, experiences, and aspirations.
- Providing accurate pre-admissions guidance to ensure applicants are matched with courses that suit their skills, career goals, and personal circumstances.
- Ensuring compliance with regulatory and quality standards, including relevant frameworks such as the Office for Students (OfS), UCAS and Competition and Markets Authority (CMA).

**Impact:** This policy ensures that:

- Students are empowered to make informed choices about their higher education pathways.
- Admissions decisions contribute to high levels of retention, progression, and achievement.
- The college upholds its reputation as an inclusive institution, preparing graduates for meaningful employment and lifelong learning.

### 8. MONITORING IMPACT

- 8.1. Monitoring the implementation and outcomes of the Higher Education Admissions Policy is critical to ensure its alignment with Oaklands College's strategic objectives and its fairness to all applicants.
- 8.2. Monitoring will include regular evaluations of the policy against admission practices, applicant experiences, and feedback from stakeholders, ensuring that admissions processes are equitable, transparent, and effective.

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- 8.3. The key areas of monitoring include:

**Analysis of application and enrolment data:** Routine analysis of application, acceptance, and enrolment data to evaluate trends, measure accessibility, and assess conversion rates. This includes examining data across various demographics to identify patterns and ensure alignment with equality and diversity goals.

**Learner Feedback:** Collection of feedback from applicants and enrolled students to evaluate their experiences with the admissions process, from initial inquiries to enrolment, ensuring a high-quality and inclusive service.

**Stakeholder Feedback:** Collecting insights from relevant stakeholders, including academic departments, student support teams, and external partners, to assess the admissions process's responsiveness to institutional and student needs.

**Staff Training and Awareness:** Evaluating the effectiveness of staff training on the admissions process, including their role during the main enrolment period, to ensure they are well-prepared to offer consistent and accurate guidance.

These monitoring activities are reported to senior management and governors, and any necessary changes will be implemented to improve the admissions process and maintain a high standard of service.

## 9. Fair Admissions

- 9.1. The formulation of this policy is the result of a thorough review of recommended practices outlined by the Office for Students (OfS), Universities and Colleges Admissions Service (UCAS), the Quality Assurance Agency (QAA), and the Competition and Markets Authority (CMA). The objective is to establish a Higher Education Admissions process that is efficient, equitable, and transparent for all stakeholders.

## 10. PRE-ENTRY INFORMATION

- 10.1. Oaklands College is committed to ensuring that all potential Higher Education (HE) learners, and where relevant their sponsors or employers, have access to accurate information about the courses offered. This information will be provided impartially and transparently, supporting informed decision-making.
- 10.2. The following details are made available to applicants and stakeholders to aid in their choice of study:
- **Course Information:** Detailed descriptions of course content, structure, and duration.
  - **Entry Requirements:** Specific academic and non-academic criteria necessary for admission.
  - **Assessment Methods:** Clear information on the forms of assessment used within the course.
  - **Progression Opportunities:** Guidance on pathways for further study or career advancement following course completion.
  - **Fees and Financial Support:** Information on tuition fees, payment plans, and available financial aid.

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- **Student Support Services:** Details of academic, pastoral, and disability support available

10.3. To ensure compliance with UK Visas and Immigration (UKVI) regulations, the HE admissions process will:

- Verify applicant eligibility, including academic qualifications, financial evidence, and English proficiency.
- Issue a Confirmation of Acceptance for Studies (CAS) for eligible applicants through the UKVI Sponsor Management System (SMS).
- Conduct immigration history and document verification to confirm authenticity and compliance.
- Enforce in-person enrolment checks, requiring valid visa documentation and proof of address in the UK.
- Monitor attendance and engagement, reporting non-compliance or changes to student circumstances to UKVI.
- Provide regular staff training and conduct audits to maintain compliance with UKVI requirements and safeguard sponsor license status.
- This ensures that the admissions process aligns with UKVI rules, supporting both institutional integrity and international student success.

10.4. **How information is made available**

Course information can be accessed through a variety of platforms to ensure that the applicant and / or employers can easily obtain the details they need:

- **UCAS / Partner College Website:** Our partner courses are listed on the UCAS platform and the respective partner college websites, providing comprehensive details about the courses and their entry requirements.
- **College Website:** A dedicated section on the Oaklands College website features detailed course descriptions, entry requirements, and additional resources.
- **Prospectus and Brochures:** The College publishes a printed prospectus that outlines available courses and relevant details.
- **Open Events and Information Evenings:** Applicants and students are encouraged to attend open events, where they can meet staff, ask questions, and gather course-related information.
- **Direct Enquiries:** The College welcomes enquiries via phone, email, or in person at reception for those seeking specific information.
- **Marketing Materials and social media:** Leaflets, advertisements, and digital content provide snapshots of the range of learning opportunities available at the College.

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- **Current Students:** are given the opportunity to discuss progression and future opportunities through the above channels, together with programmed discussions with their tutors and support staff.

### 11. Asking for references

- 11.1 As part of the HE admissions process, Oaklands College may request references from the applicant's previous educational institute, such as previous school, College or their apprenticeship employer, for those up to the age of 19 who have been in fulltime education or an apprenticeship.

Applicants over the age of 19 maybe asked for references from their last most recent educational institute or their current or previous employer.

These references help assess the suitability of the applicant for their chosen course and ensure that the College provides appropriate guidance and support during the admissions process.

### 12. APPLICATION & INTERVIEW

- 12.1. Admission criteria for directly funded course are based on entry criterion, which will be published on both Oaklands College website.

- **Full time, directly funded course** applications should be made via UCAS. (Using the College's institution code 'O12').
- **Part-time course applications** to be made via 'apply now' button on the College course page(s) website.

- 12.2. Admission criteria for indirectly funded course are based on the partner university's entry criterion, which will be published on both Oaklands website, UCAS and the partner university's website.

- **Full-time**, partnership course applications should be made via UCAS (using the university partner's institution code – please see individual course pages or university websites).
- For applications relating to the University of Hertfordshire, the institution code relating to the university is H36 and campus code O and course code, which can be found through the University's our website.
- **Part-time partnership applications** are made directly to the University.

- 12.3. Applications for our HE courses will be live in September each year for admission in September of the following year. Below some key dates for application via UCAS, for accurate academic dates please refer to UCAS website – [www.ucas.com](http://www.ucas.com).

- **January** – Main application deadline for most undergraduate courses. Applications submitted by this date will be given equal consideration by universities.
- **June** - Applications submitted after this date will automatically be entered into Clearing
- **July** - Clearing officially opens, allowing students to apply for available places.
- **August** - A-level results day, where offers may be confirmed based on results.
- **October** - Final date to add Clearing choices.

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- 12.4. Applicants will receive acknowledgment of their application within 24 hours of submission and then an invite to a **curriculum meet the tutor interview** within 48 hours of submission. These interviews are scheduled through the college's dedicated MIS portal, whereby the applicant is emailed the confirmation.
- 12.5. Where an interview is not required the application is assessed on the advertised entry criteria on the website or prospectus. If the criteria are met, a conditional offer is sent. Applicants are then invited to enrol during the main enrolment period or prior to course start date, if the course starts during the academic year.
- 12.6. Guidelines and training on interview procedures are provided to designated staff to maintain standards and ensure consistency
- 12.7. Staff are expected to recognise potential barriers that may impact the interview, such as a disability, learning difference, or language need. Where applicable, the College will make every effort to provide language interpretation, communication assistance, or other necessary forms of support
- 12.8. Learners with specific learning difficulties, disabilities, or those who identify as having a physical disability or mental health condition are encouraged to disclose this information during the application and interview process and provide any relevant documentation. This allows for appropriate adjustments or arrangements to be discussed, requested, and implemented whenever possible. Any accessibility requests or adjustments will be handled by the Additional Learning Support (ALS) and Exams teams as soon as possible after enrolment and registration
- 12.9. Where any adjustments are made due to additional learning or social needs the College will seek approval from the relevant awarding body, where required, prior to making these changes, in accordance with their procedures.
- 12.10. Failure to fully disclose your needs before or during the program may limit the support available, negatively impact your learning experience and achievement, or potentially invalidate your enrolment in the programme.
- 12.11 Learners with Education Health and Care Plans (EHCP) must declare this on their application to ensure an ALS team member is present during the interview. A copy of the most recent EHCP must be provided at the interview to tailor support effectively and apply for any necessary funding to meet the learner's needs in accordance with the plan.
- 12.12 An offer will only be made following a successful consultation with the relevant local authority and approval of appropriate funding for support.
- 12.13 For learners with high support needs who do not have an EHCP, or whose EHCP has been discontinued by the local authority, we will make every effort to assist them through the process before they can join the College. This ensures that support needs are fully understood, and the appropriate assistance can be put in place
- 12.14 If you have medical or mental health needs that may require additional support, we will collaborate with relevant professionals to assess the necessary level of support. Supporting documentation will be requested to facilitate this process.

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- 12.15 The interviewer will acknowledge and consider any prior achievements or accreditations. Guidance from awarding organisations must always be followed, as not all qualifications permit the use of Recognition of Prior Learning (RPL). When RPL is allowed, it will be indicated in the qualification specification.

RPL is an assessment process in which evidence from a learner's previous achievements is evaluated to demonstrate competency for the qualification or units being studied or entry to advance years of the course (e.g., second or third year).

- 12.16 RPL is categorised into two distinct types:

- Recognition of certificated prior learning- learning that has taken place that has been certificated either by the organisation or an awarding body
- Recognition of experiential learning- learning that has been gained through experience but has not been certificated.

- 12.17 Evidence for Recognition of Prior Learning (RPL) can be gathered from various sources, including:

- Education and training
- Work experience
- Community or voluntary activities

Any RPL used within a qualification must follow the college's strict assessment and quality standards, ensuring that the evidence complies with VACSR criteria:

- Valid
- Authentic
- Reliable
- Current
- Sufficient

Any evidence submitted under the RPL policy must be no older than five years from the application date. Learners must declare their intention to apply for RPL at the time of enrolment by informing their teacher, which will then initiate the RPL process as follows:

- Full, original certificates must be provided at enrolment for the college to claim RPL credit from the awarding body.
- Certificates should be photocopied or electronically documented during enrolment.
- The staff member or manager should submit the RPL request, along with copies of the certificates, to the Exams team via email.
- Once the Exams team has registered the student with the awarding body, the RPL request should be processed in accordance with the awarding body's procedure, through the exams team

- 12.18 Applicants with overseas qualifications are required to have a statement of comparability either at the point of application or within the first 40 days of their start

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date on the course. Applicants and students that require this service can apply to ENIC - <https://www.enic.org.uk/>.

- 12.19 Late applications for HE courses, will be subject to the clearing process, which usually is available in July of each year. The clearing team will process applications, in line with the curriculum team guidance.
- 12.20 All offers are All offers are conditional upon meeting the specified entry requirements, which will be outlined in the offer letter. These requirements are also published on the College website, online course information, UCAS, partner college materials, and the prospectus. Offers are typically confirmed in writing during the interview or within five working days afterward, along with the relevant conditions.
- 12.21 Applicants must disclose any criminal convictions if they have been convicted of or are under investigation for a criminal offence as part of the application process, this is to enable a risk assessment to be undertaken.

The admissions team will request the applicant to complete a disclosure form and return this as soon as possible. Applications will be placed on hold and not processed any further until the form has been returned and reviewed by the safeguarding team, in line with our Disclosure of Criminal Convictions/Ongoing Police Investigations Procedures. A learner will only be refused admission based on a safeguarding risk to other student or potential applicant, themselves or to college property.

If a learner commits any offence whilst on programme, they are also required to disclose this to the safeguarding team so an assessment can take place to ensure the risk can be mitigated and managed. Learners failing to declare criminal convictions or investigations will be considered under the disciplinary policy and may be subjected to exclusion form their course.

- 12.22 Applicants for HE courses, such as Higher National Certificates / Higher National Diplomas or Higher Technical Qualifications, should apply via UCAS using the institution codes provided on the website. Part-time applicants can apply directly through the College website. The Oaklands College institution code, **O12** and course code which can be found our website.
- 12.23 When a learner enrolls on a course that includes a significant work placement, they will be informed of any specific employer or sector requirements that are essential for completing their course, such as Disclosure & Barring or medical requirements.

The College will assist learners in finding an alternative course if they are unable to meet these requirements before starting. Learners who need additional advice or guidance after the interview or who are unlikely to meet the entry criteria will be referred to other services, either internally or externally. Additionally, learners who have been previously involved in disciplinary matters or withdrawn from any program at the College will be subject to ongoing monitoring and sanctions in accordance with the relevant policy.

- 12.24 For a full-time Foundation Degree/Extended Degree programme, apply via UCAS using the University of Hertfordshire institution code, **H36** and campus code **O** and course code, which can be found through the website

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- 12.25 Admission refusal will occur if the College cannot offer a suitable learning programme or the necessary support to meet identified needs, or if an individual has a history of consistently failing to comply with relevant regulations and policies.

Additionally, the College may refuse admission if it believes that the individual poses a risk to themselves or others. Failure to disclose any information that could impact your ability to participate in a program may affect your continued enrolment in the course. While the College acknowledges that it cannot anticipate every situation that may arise during the admission process, it is committed to providing a fair and equitable service to all learners

### 13. COURSE ENTRY CRITERIA

- 13.1 Each undergraduate course has its own entry criteria, outlined on individual course pages on Oaklands College website or on the partner colleges/UCAS website. These criteria are established by the Curriculum staff to guarantee the admission of appropriately qualified applicants possessing the potential, requisite knowledge, and experience necessary to reasonably anticipate success in the course.

Criteria may involve qualifications such as GCSEs in English, Maths, and/or Science, Level 3 credentials eg A levels, HTQs, BTEC, T Level or Access qualifications, in addition to Level 4 qualifications like a Higher National Certificate, Higher Technical Qualification (HTQ) and Level 5 qualifications encompassing a Higher National Diploma or Foundation Degree.

Certain courses may specify entry requirements using UCAS points. To determine the points attributed to your qualification or the desired grade, consult the UCAS points calculator.

Admissions decisions are determined by predicted and actual grades, and in certain instances, previous work and educational background, along with performance during an interview, test, or audition. Please see Appendix 1 for entry criteria guide.

- 13.2 Applicants must meet the course-specific entry requirements, which are primarily based on prior qualifications and may also include skills assessments, portfolios, interviews, an audition, work experience, or a copy of the applicant's latest school report or employer report / reference depending on the course.
- 13.3 Tutors may exercise discretion for applicants who narrowly miss the entry criteria, provided additional tasks or assessments demonstrate capability. Any such variation requires approval from a Deputy Principal.
- 13.4 Applicants who lack formal qualifications in English or mathematics may be required to undertake assessments in these areas.
- 13.5 Some adult courses, particularly those offered with local authorities, may not have entry requirements, and this will be stated on the course webpage.
- 13.6 Entry requirements are reviewed annually and published online. Final admission decisions are based on a combination of academic achievements, diagnostic tests, personal statements, interviews, portfolios, practical assessments, and supporting documentation (such as EHCPs or references).

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### 14. TUITION FEES & FINANCIAL SUPPORT

- 14.1 Enrolment in a course requiring a tuition fee can only be confirmed once the fee (or the first instalment of an agreed payment plan) has been paid in full. All fees and associated costs are governed by the 'Student Fees Policy and Procedure' - [Fees Policy Link](#).
- 14.2 Learners may be eligible for financial support from the College in accordance with the College's Bursary policy – [Link to Bursary Policy](#). Please refer to these documents for more information.
- 14.3 If the applicant is funding the course through an Advanced Learner Loan, initial enrolment can be completed using only the Customer Reference Number (CRN); however, the loan offer letter must be provided later when requested. If the loan is not approved, the student will be responsible for the full cost of the fees if they remain in the course beyond the first 42 days.
- 14.4 If an employer is covering the fees, a confirmatory letter on business letterhead signed by the employer or an email with the company signature is required. A sponsor agreement form will also be acceptable.
- 14.5 Applicants with outstanding debts to the College must pay off all amounts owed in full before being admitted to another course.
- 13.1 Access to the course will be denied if the fee remains unpaid. Learners who do not make full payments will have their access passes suspended until full payment is received.

### 15. FEE ASSESSMENT

- 15.1 All fees and other costs are subject to the 'Student Fees Policy and Procedure' (SFP&P) – [SFP&P Policy Link](#). Learners may be able to receive financial support from the College in accordance with the above policy. Please refer to this document for further information.

### 16. NON-UK NATIONAL STUDENTS AND UK NATIONALS WHO HAVE NOT BEEN RESIDENT IN THE UK FOR THE PREVIOUS THREE YEARS ON THE FIRST DAY OF LEARNING

- 16.1 The College is working towards but does not currently hold a Tier 4 Border Agency Licence to enable us to accept applicants from overseas. Exceptions to the above are applicants with the following residency status:
- EEA and Swiss nationals with either pre-settled or settled status who have lived in the EEA, Switzerland, Gibraltar or UK for at least three years on the first day of learning
  - UK nationals who have not been resident in the UK for the previous three years but have been an ordinarily resident in the UK, Republic of Ireland, Channel Islands or Isle of Man for the previous three years on the first day of learning

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- Irish citizens in the UK or Republic of Ireland who have been an ordinarily resident in the UK and Islands and/or Republic of Ireland for the previous three years on the first day of learning
- Non-UK nationals eligible without meeting three-year residency requirement are those individuals with:
  - Discretionary leave to enter or remain
  - Exceptional leave to enter or remain
  - Indefinite leave to enter or remain
  - Humanitarian protection
  - Refugee status
  - Leave outside the rules
- Persons granted leave under one of the Ukraine schemes:
  - Individuals with leave to enter or remain in the UK under the Ukraine Family Scheme
  - Individuals with leave to enter or remain in the UK under the Ukraine Sponsorship Scheme (Homes for Ukraine)
  - Individuals with leave to enter or remain in the UK under the Ukraine Extension Scheme
  - The husband, wife, civil partner or child of anyone in the first 7 bullet points of this list.

Asylum seekers are eligible to receive funding if they:

- Have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or
- Are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014.

An individual who has been refused asylum will be eligible if:

- They have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal,

Or

- They are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or
- Are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.

Applicants will be asked to provide supporting evidence regarding proof of residency which allows them to be eligible for funding.

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### 17. PRIORITISATION OF APPLICANTS

#### 17.1 New Applicants

Applicants will be prioritised in the below order:

1. Offer Date (early applications will be prioritised first)

This process will occur within the curriculum pathway that the learner has selected as their first choice at the College. To secure their place, learners must meet the entry criteria for the pathway to which they are applying. They will need to provide evidence of exam results to confirm that they meet these criteria, as well as any additional documentation required according to the conditions outlined in their offer. Invitations to enrol will be prioritised based on this order, and failure to attend the scheduled appointment may result in the loss of their place.

#### 17.2 Existing Progressing Applicants

Existing learners will be given priority over new applicants if they are continuing in the same course (Year 1 to Year 2) or within the same subject area (Level 1 to Level 2).

When the College must limit the number of places available in any course, applicants will be prioritised based on the following criteria:

- **Attitude:** The College expects progressing learners to not be under any part of the disciplinary procedure.
- **Attendance:** The College requires that progressing learners have achieved a minimum attendance percentage of 90% from the previous year.
- **Attainment:** The College expects that progressing learners have successfully completed their program of study, including Math and English.
- **September Guarantee:** Some learners may not achieve their expected grade to progress to the next level. Oaklands College will provide the learner the opportunity to discuss their next steps and offer a suitable programme of study to continue their career / education aspirations.

For learners wishing to return to the College, consideration will be given to the suitability of the programme they intend to join to ensure it aligns with their career goals. Returning learners will have the same access to information, advice, and guidance as new applicants.

### 18. WAITING LISTS

18.1 Waiting lists will apply to both new and existing learners and prioritised as above our courses are often oversubscribed so early enrolment is important.

18.2 If programme areas have reached their capacity, offer holders will be notified as soon as possible. If you do not have a place at the College due to full courses, you may choose to be placed in a different program (if available) based on your destination requirements.

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## HE ADMISSIONS POLICY & PROCEDURE

- 18.3 Learners on waiting lists will be organised by the order in which their requests were received. Should spaces become available, those learners will be contacted accordingly. You can be added to a waiting list even if you have received an offer from another school or college. You may still accept our offer even if you have already started at a different institution. If you decide to enrol elsewhere, please inform us as soon as possible that you do not intend to take up your place at the College.

### 19. COURSE CHANGES OR CLOSURES

- 19.1 Oaklands College is committed to delivering course content and teaching provisions as outlined on our website and in other available materials. However, there may be circumstances where changes to this provision are necessary, either before or after enrolment, due to factors such as:

- Updates from funding authorities or government directives,
- Changes in the subject matter or teaching methods,
- Staffing adjustments,
- Variations in student numbers affecting course viability, or
- Other circumstances beyond our control.

- 19.2 In such cases, we will:

- Notify you as soon as reasonably possible, either verbally or via email. Changes before the start of your course will always be communicated via email.
- Endeavor to minimise disruption and ensure you are informed of the nature and reasons for the change.

- 19.3 If material changes significantly affect your course (e.g., changes to core content, delivery methods, or course cancellation), you will be offered:

- Impartial information, advice, and guidance (IAG) on suitable alternative options, either within Oaklands College or with alternative providers, and
- The option to transfer to another course, defer your place, or request a refund where appropriate, in line with our terms and conditions.

- 19.4 This policy ensures we meet our obligations under consumer protection law and uphold the commitments made to our students.

### 20. UNSUCCESSFUL APPLICANTS

- 20.1 Oaklands College reserves the right to refuse admission to potential students based on the following grounds:

- Has needs that cannot be met by reasonable adjustments by the college

- 20.1 The Local Authority (LA) has not consulted with the College on the placement of learners with an EHCP by (date) prior to admission. Where an applicant has been assessed as needing a high needs support package, the full support package must be agreed by the Local Authority in writing to the College, prior to the start of the academic year.

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Students who exhibit a history of high-risk behaviour, posing a potential threat to the health and safety of other learners, staff, or themselves, may require further assessment to determine the suitability of their placement. This includes, but is not limited to, students with an Educational Health and Care Plan (EHCP).

In these cases, the college will conduct a comprehensive risk assessment, considering both the student's needs and the potential impact on the college community. The outcome of this assessment will be reviewed by the Vice Principal of Safeguarding, Behaviour, HE and Academies and support them with decisions regarding the support required for safe participation or alternative provisions as necessary.

20.3 Does not disclose any criminal convictions either at the application or enrolment stages

- If the applicant has an unspent criminal conviction with the College and following a risk assessment, it is considered that the applicant will compromise the Colleges duty of care to staff and students (Refer to procedure 86: Disclosure of Criminal Convictions Procedure)
- Has previously been subject to the Oaklands College disciplinary procedures and has not complied with the outcome of the disciplinary
- Has outstanding debts with the College
- Is unable or unlikely to meet any of the required entry requirements

The above list is indicative and is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether to accept an application or enrolment to the College

### 21. APPLICANTS WHO HAVE BEEN SUBJECT TO THE COLLEGES DISCIPLINARY PROCEEDURES

21.1 Please reference Policy 9: Positive Behaviour Policy & Disciplinary Procedures (PBPD) – [PBPD Procedure Link](#).

21.2 Where an applicant has previously studied at the College and been through the College's Stage 4 (exclusion) disciplinary process, they will not be able to re-apply for courses at the College until the duration of the sanction has passed,

21.3 Acceptance on to a course will be subject to approval by the Deputy Principal, Curriculum, Performance and Student Experience.

### 22. INFORMATION, ADVICE & GUIDANCE

22.1 Oaklands College is committed to providing all potential learners with high-quality, impartial information, advice, and guidance (IAG). This ensures that learners are fully informed about their academic, vocational, and career options to make sound decisions for their future.

22.2 Oaklands College course information is published on the college website and sometimes in printed material. Oaklands College advise all applicants to attend

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open events where they can seek further information about the college course and college life.

- 22.3 Staff within the Admissions team hold, or are working towards, professional IAG qualifications and the College has been accredited the Matrix standard in recognition of our commitment to providing high quality impartial information, advice and guidance.

The College will provide information on:

- The courses offered and the qualifications that they lead to
- Entry grades or other entry criteria
- The structure of a course
- Which campus the course will be held
- An indication of the times and number of days on which the course takes place
- Teaching and learning facilities including workshops, learning resource centres and other resources
- Teaching, exam and assessment requirements

1.1 Work experience expectations

2.1 Support available for those students with disabilities, learning difficulties and/or medical conditions

3.1 Approximate costs of studying and financial help available, including Learning loans, Childcare and Bursary

4.1 Appointments can be made with our IAG team by contacting us on [careers@oaklands.ac.uk](mailto:careers@oaklands.ac.uk).

### 23. COMMUNICATION

- 23.1 In order to comply with the General Data Protection Act students who turn 18 during the application process or during their course will be communicated to directly. Exceptions to this rule (e.g. vulnerable adults) will apply and in such cases communication with parents will continue

### 24. APPEALS

- 24.1 If the College is unable to offer you a place you may appeal to the Head of Admissions, within 5 working days from the decision being communicated, they will seek advice from the relevant Director of Faculty.

- 24.2 Applicants must explain the reasons why the College should reconsider its decision and include further evidence and any new mitigating circumstances which could influence the original decision.

Appeals will only be considered on the following grounds:

- That there is new evidence that was not earlier considered and could have been expected to have affected the decision; (this does not include consideration of information that was available but not provided by the applicant)

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- The College did not adhere to its own policies and procedures when arriving at the original decision; Appeals will be considered by The Head of Admissions and the Deputy Principal whose decision is final.

24.3 Applicants will be notified of the decision as soon as reasonably practicable and no later than 14 working days from the receipt of the appeal.

### 25. ENROLMENTS

25.1 Enrolment invites are booked and allocated in date order of application and acceptance of offer.

25.2 Places on the chosen course is not secured until the applicant attends their enrolment appointment either in person or completes their enrolment online, where applicable and is still available on the chosen course. If a place is not available or the entry criteria is not met on a particular course Oaklands College will endeavour to offer a suitable alternative.

25.3 Should a course be cancelled; the College will offer an alternative course or guidance on external options.

**Short or modularise programmes** offered that are less than one academic year may start at different times of the year and start dates will be published on college website. Applications are welcomed at any time of the year.

25.4 Applicants without three years of UK or EU residency must provide supporting documentation, such as a passport or visa, to support their application.

25.5 The College provides support for applicants with learning difficulties and/or disabilities. Our Independent Learning Support Team ensures appropriate arrangements are in place for interviews and assessments.

25.6 The College reserves the right not to admit applicants whose needs cannot be met by reasonable adjustments, or who pose a significant risk to the College community.

### 26. 24. Exemptions to the policy

None

### 27. 25. Method for achieving policy

27.1 The policy will be monitored on an annual basis by the College SLT and managers responsible for the admissions process.

The effectiveness of admissions processes will be reviewed through:

- Regular analysis of applications by school and subject area
- Annual analysis of conversion rates from application to enrolment
- Monitoring of adherence to performance indicators set by the College Executive
- Feedback from stakeholders i.e. schools, employers, referral agencies
- Analysis of compliments and complaints

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## Appendix 1 – Entry Guide

### YOUR FUTURE

**NOT SURE WHAT LEVEL COURSES YOU CAN APPLY FOR?**

Look at the table and match up your existing qualifications. Each subject section in this prospectus has a guide to show you which level courses are available for that subject.

What is an education programme for young people?

In today's competitive landscape, employers and universities seek more than just academic qualifications. To ensure your success, your programme will consist of the five key elements:

- 1 A nationally recognised qualification in the subject of your choice
- 2 English and maths skills
- 3 English and maths results if you do not already have a grade 4 or above in both
- 4 Employability Skills – Through work experience
- 5 Personal Development – Increase your self-awareness and skills for life

### YOUR JOURNEY

LEVEL	STANDARD ENTRY REQUIREMENTS	QUALIFICATION	EQUIVALENT	NEXT STEPS
LEVEL 5	48 UCAS points plus GCSE in maths and English at grade 4/C or above.	Combined Modular Extended Degree (CMED)	L5 = 2nd year of Bachelor degree	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP
LEVEL 4		HNC/HND Foundation Degree Higher Apprenticeship	L4 = 1st year of Bachelor degree	
T/A LEVEL	A Level: At least 6 GCSEs at grade 5 or above, including English and maths, plus a grade 4 in subjects being studied at A Level. T Level: At least 5 GCSEs at grade 4 or above, including English and maths.**	BTEC Diploma Cache Diploma City & Guilds Diploma	3 A Levels	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP
LEVEL 3	At least 4 GCSEs at grades 4 or above, including maths and English, or a full Level 2 qualification with grades 4 or above in English and maths. <i>Don't meet the grades for Level 3? Take a look at a Level 2 programme for a solid understanding of key areas - you will then be able to progress to a Level 3 upon successful completion.</i>	BTEC Diploma/National Diploma/Extended Diploma Level 3 Apprenticeship City & Guilds Level 3 NVQ Level 3 A Levels / T Levels	A Levels Level 3 Diplomas Access to HE Advanced Apprenticeship	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP
LEVEL 2	At least 4 GCSEs at grades 3 or above, of which one should be English or maths at grade 4 or above, or the completion of a Level 1 qualification.	BTEC Level 2 Diploma City & Guilds Level 2 Level 2 Apprenticeship NVQ Level 2 Higher Diploma	5 GCSEs grades 4-9	EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP
LEVEL 1	At least 3 GCSEs at grades 3-1, of which one should be English or maths, or completion of an entry level programme.	BTEC Firsts (Entry Level / Level 1) City & Guilds Level 1 NVQ Level 1		EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP
ENTRY LEVEL	No formal qualifications needed.	Entry Level Award Skills for Working Life		EMPLOYMENT FURTHER TRAINING HIGHER EDUCATION / HND HIGHER APPRENTICESHIP

\*For example top up to a Bachelor (BA, BSc) degree or postgraduate studies.  
\*\*Individual T Level course entry requirements vary by subject. Please refer to the relevant subject page on the website for the specific entry requirements for each T Level.

### QUALIFICATIONS EXPLAINED

#### A LEVELS AT OAKLANDS

Each year, our students celebrate achieving the results they need to secure places at their chosen universities.

We offer a broad range of subjects, with our A Level pathways uniquely connected to our sports academies, allowing students to pursue their academic studies alongside their sporting passions.

Additionally, we offer comprehensive support in preparing personal statements, interview practice, and other selection processes, ensuring you have the best possible chance of gaining admission to your first-choice university.

#### WHAT SUBJECTS ARE OFFERED?

You can pick 3 subjects from the following options:

Biology	Business
Chemistry	English Literature
History	Law
Maths	Physical Education
Psychology	Sociology

**LEARN MORE**



#### BTEC

A BTEC (Business and Technology Education Council) qualification is a vocational programme which offers practical, skills-based learning. Available in various subjects and at various levels, BTECs are designed to prepare students for employment or further education, blending coursework with real-world experiences.

#### T LEVELS AT OAKLANDS

If you're aiming for university, T Levels are an excellent choice. Equivalent to three A Levels, they are ideal for students with a strong interest in a specific subject or career who want to combine work experience with their studies.

T Level includes a blend of classroom learning (80%) and practical industry experience (20%), featuring a minimum 45-day placement.

**Look out for the T Level option in each subject section.**

**LEARN MORE**



#### APPRENTICESHIPS AT OAKLANDS

A good choice if you're ready to start working and want to develop professional skills.

#### WHAT IS AN APPRENTICESHIP?

An apprenticeship is a real job that allows you to earn while you learn, gaining valuable skills and industry-specific knowledge. It's a great way to enter a company or sector you're interested in.

#### WHAT SECTORS CAN I GET AN APPRENTICESHIP IN?

Oaklands partners with leading employers to provide apprenticeships across various growing industries, including land-based and environmental, construction and engineering, professional sectors, education, and services such as hair, beauty, early years, and business administration.

**LEARN MORE**





**Apprenticeships**

Link to our digital prospectus -

[https://issuu.com/oaklandscollge/docs/oaklands\\_prospectus\\_25-26\\_issuu](https://issuu.com/oaklandscollge/docs/oaklands_prospectus_25-26_issuu)

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