

<b>Policy No:</b>	C19
<b>Subject:</b>	Student Admissions Policy
<b>Last approved:</b>	March 2026
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<b>Person responsible:</b>	Principal
<b>Approved by:</b>	Curriculum & Quality Board
<b>For action by:</b>	Admissions Staff
<b>For information to:</b>	All Staff and Applicants

This admissions policy lays out the criteria for admission to all courses and for all students at HRUC.

## 1. Admissions Criteria

The Admissions criteria is therefore based on the following:

1.1 That applicants are able to demonstrate that they:

- a. Meet the entry qualifications requirement and course criteria, and are able to benefit from the course.
- b. Meet HRUC's standards for behaviour.
- c. Are committed to completing and achieving their qualifications.
- d. Are committed to full participation in their agreed Study Programme, in the case of full time 16-18 year olds, and in particular, with respect to any English or Mathematics qualifications that may be included as a mandatory element.

1.2 The admission of applicants will also be dependent on the applicant meeting HRUC's target priority groups as specified in our Department for Education (DfE) or Adult Education Budget (AEB) contracts.

1.3 Admission will be determined by:

- a) Availability of resources.
- b) Health and safety issues.

## **2. Qualifications and Course Criteria**

- 2.1 The applicant must demonstrate that they:
- a. Have the required qualifications.
  - b. Meet other specific course related criteria, as detailed in the fact sheet and found on the website.
- 2.2 In addition to qualifications, any interview will also consider an applicant's:
- a. Personal circumstances.
  - b. Ability to succeed.
  - c. Determination.
  - d. Potential.
- 2.3 Where qualification evidence is not suitable or available due to individual circumstances, then HRUC will use other mechanisms to assess the applicant's ability to succeed (e.g. tests/interviews).
- 2.4 HRUC will seek to ensure that all students are given guidance on the appropriateness of their chosen route, which will include:
- a. Vocational/academic aptitude.
  - b. Likelihood of success and behavioural/attendance factors.
  - c. Access to impartial careers information, advice and guidance.
- 2.5 Admissions tutors will take account of all relevant factors when making professional judgements about an applicant's likelihood of eventual success.
- 2.6 HRUC may move students to a different level course based upon results of initial assessments, performance, and engagement, if there is clear evidence that a student is on the wrong level course. This includes moving students up to a higher level as well as moving students to a lower level. Any movement would normally be within the first six weeks of a programme, but in exceptional circumstances, could be at any point during the academic year if it is deemed to be in a student's best interest.
- 2.7 HRUC reserves the right to change or cancel the courses offered throughout the year and during enrolment. There are circumstances such as: viability of a course, changes of awarding bodies, funding needs, better suitability for the needs of learners, and other reasons, which would result in a change of course being offered. Students affected will be supported by the College to access alternative provision. Higher Education (HE) programmes are subject to the [HRUC Student Protection Plan](#) which contains more information for HE students.

## **3. Behaviour**

- 3.1 HRUC reserves the right to refuse admission to any applicant, either internal or external, who does not meet, or in our judgement, is unlikely to meet, HRUC Standards as detailed in [HRUC policies and Code of Conduct](#) for behaviour.
- 3.2 A judgement about each applicant's suitability will take into account:
- a. Previous behavioural records, including any disciplinary actions.
  - b. Previous exclusions (see 8.5).
  - c. Previous attendance record.
  - d. Previous records of completion of work to deadlines.
  - e. Adherence to Code of Conduct.
  - f. Interview responses.

- g. Unspent criminal convictions or involvement with youth justice service.
  - h. DBS police checks (for relevant courses).
- 3.3 Should a student's circumstances change regarding any of the above either during the enrolment process or after a student has enrolled, then it is the duty of the student to inform HRUC of these changes.
- 3.4 HRUC has a diverse student body and the college will endeavour to satisfy itself that the applicant will adhere to all relevant College policies, such as the Equality and Diversity policy.
- 3.5 Any breach of the Code of Conduct for behaviour, either before, after, or at admissions / enrolment, may lead to the applicant being refused admission or their place being withdrawn.
- 3.6 For external applicants, written references may be requested and further information sought from previous institutions (e.g. employers, Colleges, schools) in order to confirm the applicant's previous behavioural/academic/employment record.
- 3.7 Students are asked to declare any unspent or pending criminal convictions or involvement with police or youth justice service at enrolment. This is so that HRUC can adhere to its duty of care to all staff and students. The declaration of prior convictions allows HRUC to review the applicant's suitability for admission on an individual basis. If an applicant does not declare unspent convictions or involvement with police or youth justice service at enrolment and subsequently enrolls, HRUC reserves the right to review this, and may withdraw the student's place at any time.
- 3.8 HRUC reserves the right to review all enrolled students and in exceptional circumstances may withdraw a student's place. This may occur if new information becomes available regarding the student.

#### **4. Public Funding for Priority Groups**

- 4.1 In line with current government policy, priority for admission to courses, and therefore access to public funding, will be given to 16-18 year olds.
- 4.2 Applicants in non-priority groups, or when target numbers have been reached in priority groups, may be required to pay up to the full cost of courses (see HRUC Fees Policy). In addition, applicants who have outstanding debts to the College may be refused admission.
- 4.3 HRUC reserves the right to apply its professional judgements in determining which individuals or courses meet priority needs.
- 4.4 HRUC does not admit students under the age of 16 on the 31<sup>st</sup> August into full time courses. HRUC reserves the right to recruit appropriately to age related provision. In particular, where courses are predominantly provided for 16-18 year olds, and would not be appropriate or suitable for adults, the College reserves the right to refuse admission to adults over 19. As an example, the College would not admit a 25 year old adult onto an A level programme that is being provided predominantly for 16-18 year olds.
- 4.5 HRUC reserves the right to cancel courses with low numbers or if courses are not viable. This would usually be before the start date of the course but could be in the first six weeks of the course starting. HRUC will make every effort to offer students suitable alternative courses, and this could include transfer to an equivalent course within the HRUC group.

#### **5 Resources**

- 5.1 HRUC is committed to meeting needs, including making provisions which meet all statutory requirements.

- 5.2 HRUC will reasonably meet the needs of students with special educational needs or disabilities (SEND) in accordance with the Equality Act 2010 and with respect to SEND legislation effective from September 2014.
- 5.3 However, on occasion there might be students with an Education, Health and Care Plan (EHCP) for whom the College cannot meet their needs, or where to do so would be incompatible with the efficient education of others and/or the efficient use of resources, and there are no reasonable steps that the college could take to overcome the incompatibility. In these cases, the College will communicate this to the Local Authority responsible for the student's placement.
- 5.4 Placement of students with an EHCP is a separate process carried out together with the Local Authority. Following a successful consultation with the Local Authority and the College students with an EHCP, HRUC's standard admissions process should be followed. Failure to declare an EHCP at application means that HRUC reserves the right to withdraw a student's place after enrolment.

## **6. Health and Safety**

- 6.1 HRUC reserves the right to refuse entry where health and safety (including safeguarding) issues may be compromised as a result of admission. Procedures for this are outlined in the College's Safeguarding, Fitness to Study and Fitness to Practice policies. For example, the College may decide not to enroll a student if it would be detrimental to the student's health (either mental or physical) or to the welfare of other students. Further to this, if the College has legitimate concerns that a student may not be able to complete a course due to health reasons, then the College may decide not to enroll the student.
- 6.2 HRUC reserves the right to review student admission after enrolment and consider any new information. In these cases, the college reserves the right to change a student's enrolment or withdraw an offer.
- 6.3 All applicants are entitled to receive fair and impartial guidance. A specialist team of guidance advisers will provide in-depth advice in addition to Admissions tutors.
- 6.4 HRUC does not normally take responsibility for administering prescription medication to students. Students over the age of 16 can self-administer prescription medication as required. Exceptions to this are outlined in HRUC's Administration of Medication and Safe Storage of Prescribed Medication Policy and Procedure.

## **7 Applicants' resident outside the UK or with overseas qualifications**

- 7.1 In accordance with current UK Visa and Immigration and Education and Skills Funding Agency (ESFA)/DfE regulations, HRUC will conduct a funding eligibility assessment of all students. If the student is unable to provide satisfactory documentation that aligns with ESFA/DfE regulations, the application may be withdrawn. This assessment will also be made to determine whether students will be liable for international fee rates, (see Fees policy for more information).
- 7.2 HRUC accepts and welcomes qualifications from overseas. We use UK ENIC to assess the equivalency of overseas qualifications and to assess whether the qualification is accredited in the country from which you obtained it. We require overseas qualifications to be submitted in their original form. Where a translation of an overseas qualification or award certificate is submitted, we will not take it as a direct translation of the academic level of that award.
- 7.3 Applicants may need to sit an entry test for the purposes of academic assessment. For students who are applying via the student route we will require them to sit a UKVI approved Secure English Language Test.

## **8 Refusal to Admit**

- 8.1 If refused admission, all applicants have the right of appeal to the Principal or designated senior manager(s).
- 8.2 Applicants wishing to appeal an Admissions decision should write to the Principal within 5 working days of being notified that their application to HRUC has not been successful.
- 8.3 Applicants will have their appeal request acknowledged within 3 working days.
- 8.4 Applicants will be informed in writing within 10 working days of the outcome of their appeal.
- 8.5 Previously excluded students will not be enrolled in future years, but may write to seek an appeal of their admission by application to the Principal, who will respond in writing to their request.

## **7. Other relevant policies:**

- i) HRUC Fees Policy (*specified for each academic year*).
- ii) Equality & Diversity Policy.
- iii) Safeguarding & Child Protection Policy.
- iv) Social, Emotional and Mental Health (SEMH) Policy.
  - Fitness to Study.
  - Mental Health Strategy.
  - Mental Capacity Act Procedure.