

College Group Policy

Student Admissions

Manager Responsible: Director of Information Services

Version Number: 9

Approval Date:	08 Jan 2024
Approved by:	Senior Management Team
Minute number:	
Ratified by:	Not Required
Minute number:	
Review Date :	1 December 2024
Author / Editor:	hammondl@chelmsford.ac.uk

Intended Audience: <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input type="checkbox"/>
Students:	<input checked="" type="checkbox"/>	External:	<input type="checkbox"/>



AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
2	10 Feb 2007	Periodic review and update.
3	31 Aug 2014	Periodic review and minor changes to appointees.
4	11 Apr 2016	Minor changes to reflect management re-organisation.
4.1	26 Apr 2017	Minor changes to appointment titles.
5	31 Oct 2017	Periodic Review
5.1	5 Dec 2017	Inclusion of flow chart and adjustment to responsibilities.
6	1 May 2018	Additional Review.
7	3 June 2021	Minor changes to flow chart & policy to reflect admissions process change.
8	14 Jan 22	Changes to dates & flow chart to reflect admissions course discussions process change.
8.1	12 Oct 22	Changes to text and flow chart to reflect admissions process change.
9	15 Dec 23	Review and Date change.

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

The Policy Statement

- It is the aim of Chelmsford College's admission policy to match each applicant's interests, personal circumstances and career aspiration with a suitable learning programme on which they are likely to succeed.
- We are committed to the provision of a high quality admissions service from initial enquiry through to enrolment. Advice information and guidance is provided if appropriate.
- We will operate this policy in accordance with the published Values of Chelmsford College and in accordance with our Equality & Diversity Policy. We are committed to ensuring that no applicant will be treated less favourable than others on the grounds of race, gender, disability, religion or sexual orientation.

As a matter of policy we will:

Provide accurate information and impartial advice about the provision and services offered for full time and part time applicants.

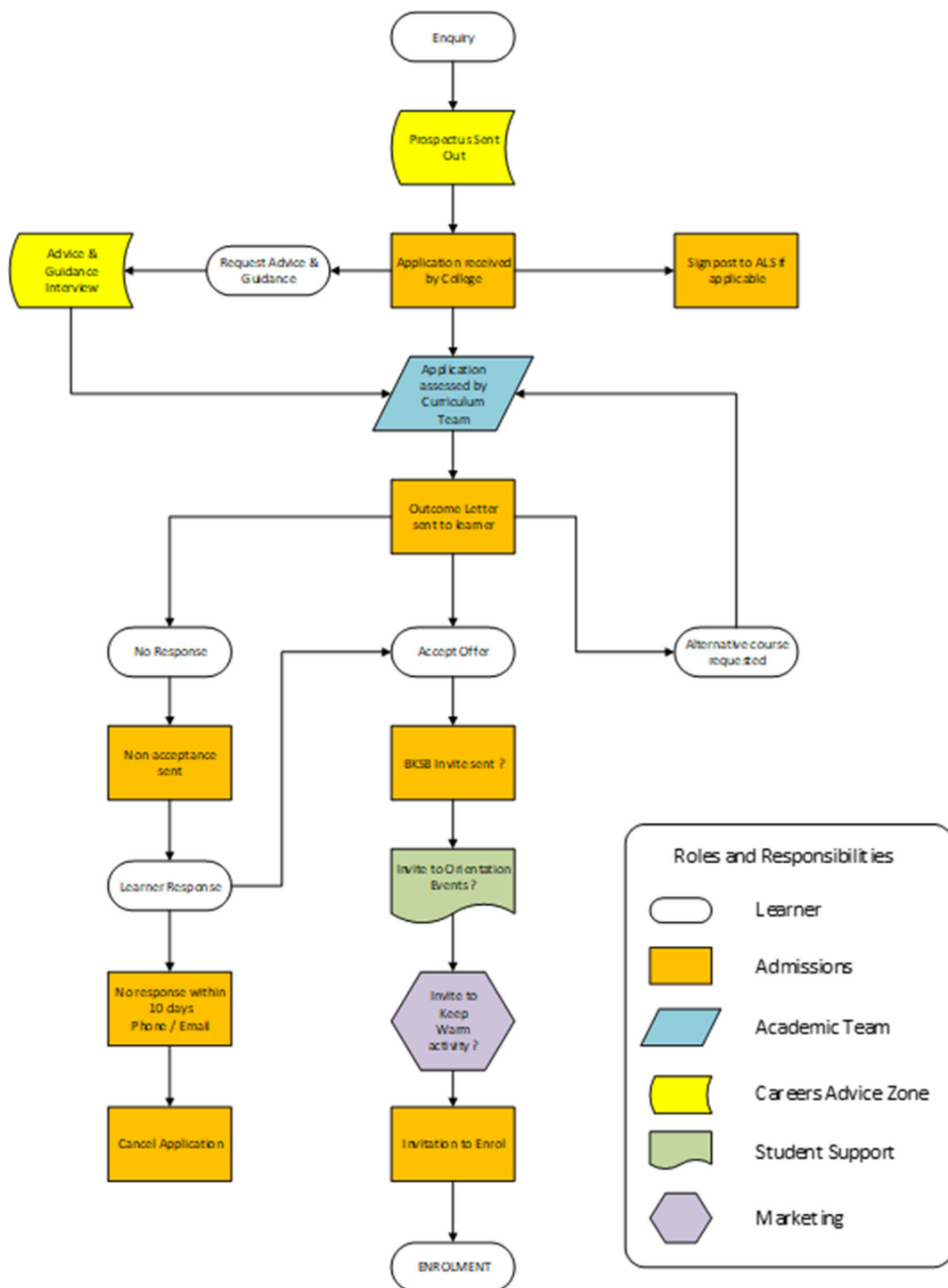
Complete the full time application process within 12 weeks of your application unless you have applied for multiple courses or we require further information.

Work with you as appropriate to establish your learning requirements.

Offer information or direct you to where you can obtain advice regarding financial support, travel information or additional on course support.

Arrange careers interview with Advice Zone Team to discuss course choices, career aims and progression if required.

- Entry requirements are published online.
- Additional course specific requirements will be reviewed when your application is assessed by the curriculum team.
- The Admissions Procedure overview is outlined in the flowchart overleaf.



Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Student Admissions 2024/25

Provide a brief description of its purpose:

The purpose of this policy is to set out the way in which applications are processed.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes**~~No~~**

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

~~Yes~~**No**

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes**No**

If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature:

L Hammond

Date:

15 Dec 2023

Countersigned

Signature:

M Emerson

Date:

08 Jan 2024