

Policy Name: Higher Education Admissions

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Author	Phillipa O'Brien
Responsible Manager	David Howley
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Purpose and Scope

To ensure from admissions through to completion, all students are provided with the support they need to succeed in and benefit from higher education.

Core Practice 1

Barnet and Southgate College has a reliable, fair and inclusive admissions system

Barnet and Southgate College, HE Admissions Policy is underpinned by appropriate organisational structures and processes which support HE students to enter Higher Education at the College and be successful.

The policy and procedures outline Barnet and Southgate College's commitment to the admission of students to taught HE programmes who will benefit from a stimulating and rewarding Higher Education learning experience. These policies and procedures are available to all college staff, and those involved in the admissions process are required to comply with them.

Barnet and Southgate College is committed to ensuring that its HE selection policies and procedures are transparent, followed fairly, consistently and promptly; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

Key responsibilities

The HE Committee will review the HE Student Admissions Policy annually and agree any proposed alterations.

Academic staff in curriculum areas assess the abilities, aptitudes, skills, qualifications (including English language proficiency) and experiences of applicants that indicate their potential to succeed on each HE programmes and use this as a guideline - along with the partner University/validating institution criteria and subject specific benchmarks for entry - to determine if a student can be admitted onto a Higher Education course at The College.

Links to other Documents

- The UK Quality Code for Higher Education 2024
- Barnet and Southgate College Equality, Diversity and Inclusion Policy
- Barnet and Southgate College Compliments, Concerns and Complaints Policy and Procedure

General Principals

The College's policies, procedures and guidelines for the recruitment, selection and admission of students are based on the following principles:

- Commitment to academic standards
- Identification of students who are likely to succeed on HE programmes
- Encouraging students from diverse backgrounds to access HE programmes
- Equality of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class
- Fair, consistent and transparent application of these principles by staff who are well trained and have access to, and comply with, Barnet and Southgate College's policies and procedures, including those of partner / validating institutions.

Academic Standards

Entry criteria, which may vary from programme to programme, are set by curriculum areas using subject specific and validating institution/university benchmarks.

Applicants whose first language is not English will be required to demonstrate competency in the four components of English: Listening, Speaking, Reading and Writing, normally by means of a recognised qualification or other evidence.

Support for Applicants

Entry criteria and application advice can be found on the Barnet and Southgate College website, via the Careers Advisors in the Student Services team and the Customer Services team. The College advertises its Open Events on the website throughout the academic year where HE staff are available to provide further advice to potential applicants.

Success in the HE programmes of study

There is a reasonable expectation that anyone admitted to a programme of HE study will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award available within the programme. Programme academic staff verify all applicants' entry qualifications.

The ability to successfully complete and benefit from an HE programme should be the basic criterion for admission, and this is not necessarily best evidenced by the highest possible entry grade at A-level or equivalent.

In considering each individual applicant for admission to a programme of HE study, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the programme and be successful.

Fair Access

All applications will be considered on equal merit and using transparent entry requirements, both academic and non-academic to underpin the judgements that are made during the selection process for entry.

Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his/her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place on an HE programme.

The College will annually review its HE student profile and identify underrepresented groups and address this through the HE Committee and HE Marketing strategy.

Compliments, Concerns and Complaints

Applicants are able to submit a compliment, complaint or concern regarding the HE Admissions process via the College's Compliments, Concerns and Complaints Policy and Procedure:

<https://www.barnetsouthgate.ac.uk/the-college-and-campuses/compliments-and-complaints-form>