



LINCOLN COLLEGE

ADMISSIONS POLICY AND PROCEDURES

(Open University Programmes)

POLICY CQ/PO/6

SPONSOR

Group Director of Marketing and Communications

Equality and Diversity Statement

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

LINCOLN COLLEGE

ADMISSIONS POLICY

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LINCOLN COLLEGE

ADMISSIONS POLICY AND PROCEDURES

1 PURPOSE

- Lincoln College Admissions Policy will meet the requirements of the College Charter, Strategic Plan and Equality Act.
- The College seeks to offer a fair and efficient admissions service to all its students irrespective of attendance.
- The College will endeavour to make reasonable adjustments for students with Special Educational Needs and/or Disability (SEND) wherever possible.
- The admission arrangements are designed to promote retention, learner success and equality of opportunity.

This Policy needs to be read in conjunction with the following related policies and procedures:

- Fees Policy
https://www.lincolncollege.ac.uk/assets/downloads/Fees_Policy_2017-18.pdf
- Safeguarding Policy
https://www.lincolncollege.ac.uk/assets/downloads/Safeguarding_Policy_-_updated_August_2017.pdf
- Health and Safety Policy
https://www.lincolncollege.ac.uk/assets/downloads/Health_and_Safety_Policy.pdf
- Mental Health Policy
https://www.lincolncollege.ac.uk/assets/downloads/Mental_Health_and_Disability_Support_Policy.pdf
- Student Disciplinary Policy
https://www.lincolncollege.ac.uk/assets/downloads/Student_Disciplinary_Procedure.pdf
- Criminal Disclosure Policy
https://www.lincolncollege.ac.uk/assets/downloads/Disclosure_and_Barring_Service_Policy_v2.4.pdf
- Equality and Diversity Policy
https://www.lincolncollege.ac.uk/assets/downloads/Equality_and_Diversity_Policy.pdf
- Admissions Policy
https://www.lincolncollege.ac.uk/assets/downloads/Admissions_Policy_2017_%28OU%29_v2_050718.pdf
- Customer Complaints and Grievance Procedure
https://www.lincolncollege.ac.uk/assets/downloads/Customer_Complaints_and_Grievance_Procedure_%28OU%29_v2_050718.pdf
- Learner Assessment Appeals Policy and Procedures
https://www.lincolncollege.ac.uk/assets/downloads/Learner_Assessment_Appeals_Policy_and_Procedures_%28OU%29_v2_050718.pdf

2 AIM

To ensure that applicants to the College are treated fairly. All applicants will be considered for a place on their individual merits, providing they meet

course specific entry criteria. Students will be notified of their specific date for enrolment, in line with course dates published on the website.

3 INTRODUCTION

3.1. This policy applies to all applicants to programmes of study within Lincoln College, Newark College and Gainsborough College.

3.2. The College will ensure that it meets its requirements under the Equality Act. This means that we will ensure that all applicants are treated fairly and given equal opportunities to apply for courses at Lincoln College, Newark College and Gainsborough College. Within the Equality Act particular attention is given to ensure the following protected characteristics are supported:

- Age
- Sex
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Marriage or civil partnership
- Pregnancy and maternity

3.3. The College offers a broad range of courses to a varied student population. This policy determines the principles of the College admissions and enrolment systems. The arrangements for admissions to courses will vary, dependent upon course, applicant's age, experience, course requirements and funding available.

3.4. Applicants will receive information, advice and guidance to help them decide on the course of study best suited to their needs. This is available to applicants on Open Days (see website for dates) and through interview with course tutors or Careers Guidance Advisers. Our motto for offering places is "right learner, right course, and right time". Services available to applicants include an impartial, confidential Information, Advice and Guidance (IAG) appointment, a written action plan providing next steps for students and the offer of continued information, advice and guidance support post enrolment and as a member of our alumni after their studies have finished.

3.5. Applications to the College will be processed in a timely manner on receipt. Applicants will select a Welcome Day of their choosing during the application process. At their welcome day applicants will be interviewed and made an offer, or referred to make an information, advice and guidance appointment. If made an offer they will be invited to complete online assessments remotely. The only exclusion to this would be applicants with Special Educational Needs, where the College is the named provider stated within the Education Health and Care Plan (EHCP). The College will also prioritise places for looked after young people.

3.6. All applicants are entitled to receive a clear indication, prior to

enrolment, of all likely expenses associated with their chosen programme of study (costs may be subject to change).

- 3.7. All applicants should be informed of the College admissions entry criteria required for their programme of study.
- 3.8. The College reserves the right not to enrol an applicant who has outstanding debts with the College. When identified, the Digital Engagement Team will notify the Finance Team to liaise with the applicant.
- 3.9. The College reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational institution. Persons previously excluded will be interviewed by the appropriate Head of Learning and Skills or the Director of Student Services, prior to their re-entry. The College will only refuse admission if they feel that they are unable to provide a satisfactory risk assessment and/or if it is felt that the learner has made no progress from the previous exclusion.
- 3.10. The College recognises it has a duty of care to students, staff and visitors and therefore reserves the right not to admit an applicant where there is evidence that they could pose a risk to themselves or others, which cannot be managed through a risk management plan.
- 3.11. Applicants under 16 will need to be approved for funding prior to acceptance on any programme of study. Please contact the Digital Engagement Manager in the first instance on: 01522 876253 or email admissions@lincolncollege.ac.uk (this does not apply to students wishing to join the Career College).

4 ADMISSION ARRANGEMENTS FOR FULL TIME FURTHER EDUCATION ADMISSIONS

- 4.1. The date applications are received by the College is recorded to ensure they are prioritised in date order.
- 4.2. All applicants to the College receive instant confirmation that their application has been received via the College website, or within 10 working days for mailed applications, along with their Welcome Day invite.
- 4.3. Where an applicant has applied for more than two courses, their applications will be passed to the Careers Guidance Team to provide impartial information, advice and guidance to decide on the best course which meets the applicant's career aspirations.
- 4.4. Admission arrangements and entry criteria will vary depending on the course being applied for. If you wish to check the specific arrangements for a course please contact our Information Officers on 0300 3032435 or email enquiries@lincolncollege.ac.uk. Alternatively course information sheets are available on the College's website www.lincolncollege.ac.uk.
- 4.5. If an applicant is aged 16-25 and has a declared Special Educational

Need and/or Disability (SEND), a request for further information will go to their school's Special Educational Needs Co-ordinator (SENCO). The applicant will also be sent a questionnaire to complete to provide further information on what, if any, additional support they may require.

- 4.6. Applicants may be asked to provide a reference from their last attended school, an employer, or asked to provide a character reference at the discretion of interviewing tutors.
- 4.7. Applicants who miss a Welcome Day will automatically be re-invited to the next available event.
- 4.8. It will be presumed that applicants are no longer interested in a place of study at Lincoln College if they fail to attend three Welcome Days.
- 4.9. As part of the admissions process, applicants will be given a conditional offer, an unconditional offer or no offer:
 - Conditional Offer – this may be subject to one or more of the following:
 - Gaining specific exam results
 - References
 - Attendance at a Welcome Day
 - Demonstrated commitment and motivation to undertake all aspects of the Study Programme
 - Unconditional Offer – where an applicant has already met the course specific entry criteria.
 - No Offer – interviewer is unable to make an offer on the chosen course. They will provide reasons for this decision and record them on the College MIS system. A careers guidance appointment will be offered and arranged if required. This is to consider suitable alternative courses.
- 4.10. A confirmation offer email will be sent out within 10 working days of the verbal offer of a place on a course during a Welcome Day.
- 4.11. All applications processed from the 1 August, for a September start, will automatically be classed as a "late application". This is to ensure the College has sufficient time to obtain references, health declarations and criminal disclosures. If all of this supporting evidence is not in place within 42 days of enrolment, the College reserves the right to withdraw the offer of a place to study.
- 4.12. Applicants will be given two weeks to accept/decline a place on their chosen programme of study. Failure to notify the College that they wish to accept a place may result in the place being offered to another learner.
- 4.13. Where a course is full, an applicant will be given the following choices:

- To be transferred onto an alternative course (where available and appropriate)
- To meet with a Careers Guidance Adviser to consider other available options

- 4.14. Applicants will be kept informed of the process at each stage.
- 4.15. All students will be placed on a 42 working days probationary period, from the first day of attendance on their Study Programme. This is to ensure that students are on the appropriate course and level. This also gives the opportunity for students to transfer onto a different course if places are still available, providing they meet the entry requirements.

During this time students are also monitored for academic ability, attendance, behaviour and performance on their programme of study. If it is felt that there is a lack of commitment on the student's part which has been documented and discussed and there is no improvement, the learner may be asked to leave before the end of the 42 days. The requirements for satisfactory progress must be clearly communicated to the learner, along with any specific actions needed to meet these requirements. (The 42 day rule does not apply to students who have applied for an Advanced Learner Loan and students with an Education Health and Care Plan (EHCP).

- 4.16. During the 42 day period students may be asked to leave, whatever their disciplinary status at the time, provided that the above procedure has been followed.
- 4.17. Where a student is under the age of 18 or has a special educational need and/or disability, parents should be involved in discussions before a withdrawal can take place, unless there are exceptional circumstances why that young person chooses for them not to be involved.
- 4.18. Where students are under the age of 18, "raising the participation age" applies. This means that all students under 18 should be in education, training or employment with training. Where the College is looking to withdraw such a student a referral should be made to the Careers Guidance Team to consider other internal or external courses, before they are withdrawn from their studies. Student withdrawal information must be passed to the relevant Local Authority to follow up (Education Health and Care Plan students cannot be withdrawn without an early review being carried out and approved by the Local Authority).
- 4.19. Students have the right to appeal the 42 day probationary period following the appeals procedure outlined in section 17.

5 APPLICATIONS FOR CAREER COLLEGE

This is a partnership programme governed by Career College UK and additional admissions arrangements apply.

- 5.1. Applications to the College will be processed in a timely manner on receipt. Applicants will select a Welcome Day of their choosing during the application process. They will be interviewed and made an offer, or referred for information, advice and guidance at their Welcome Day and will be invited to complete online assessments remotely. The only exclusion to that would be applicants with Special Educational Needs, where the College is the named provider stated within the Education Health and Care Plan (EHCP). The College will also prioritise places for looked after young people.
- 5.2. All applicants to the College will receive instant confirmation that their application has been received via the College website, along with the date of their Welcome Day. This will be provided within 10 working days if the application is received via mail.
- 5.3. Where an applicant has applied for more than two courses, their application will be passed to the Careers Guidance Team to provide impartial information, advice and guidance to decide on the best course which meets the applicant's career aspirations.
- 5.4. Admission arrangements and entry criteria will vary depending on the course being applied for. If you wish to check the specific arrangements for a course please contact our Information Officers on 0300 3032435 or email enquiries@lincolncollege.ac.uk. Alternatively course information sheets are available on the College's website www.lincolncollege.ac.uk.
- 5.5. If an applicant has a declared Special Educational Need and/or Disability (SEND), a request for further information will go to their current school's Special Educational Needs Co-ordinator (SENCO). The applicant will also be sent a questionnaire to complete to provide further information on what, if any, additional support they may require.
- 5.6. Applicants may be asked to provide a reference from their last attended school at the discretion of interviewing tutors.
- 5.7. Applicants who miss a Welcome Day will automatically be re-invited to the next available Welcome Day.
- 5.8. It will be presumed that applicants are no longer interested in a place of study at Lincoln College if they fail to attend three Welcome Days.
- 5.9. As part of the admissions process, applicants will be given a conditional offer, an unconditional offer or no offer:
 - Conditional Offer – this may be subject to one or more of the following:
 - Gaining specific exam results
 - References
 - Attendance at a taster event
 - Unconditional Offer – where an applicant has already met the course specific entry criteria.

- No Offer – interviewer is unable to make an offer on the chosen course. They will provide reasons for this decision and record them on the interview paperwork. A careers guidance appointment will be offered and arranged if required. This is to consider suitable alternative courses.
- 5.10. A confirmation of offer email will be sent out within ten working days of the verbal offer of a place on a course made at a Welcome Day.
- 5.11. Applicants will be given two weeks to accept/decline a place on their chosen programme of study. Failure to notify the College that they wish to accept a place may result in the place being offered to another learner.
- 5.12. Where a course is full, an applicant will be given the following choices:
- To be transferred onto an alternative course (where available and appropriate)
 - To meet with a Careers Guidance Adviser to consider other available options
- 5.13. Applicants will be kept informed of the process at each stage.
- 5.14. All students will be placed on a 42 day probationary period at the start of their course. This is to ensure that students are on the appropriate course and level. This also gives the opportunity for students to transfer onto a different course if places are still available, providing they meet the entry requirements.
- During this time students are also monitored for academic ability, attendance, behaviour and performance on their programme of study. If it is felt that there is a lack of commitment on the student's part which has been documented and discussed and there is no improvement, the student may be asked to leave before the end of the 42 days. The requirements for satisfactory progress must be clearly communicated to the student, along with any specific actions needed to meet these requirements (Education Health and Care Plan students cannot be withdrawn without an early review being carried out and approved by the Local Authority).
- 5.15. Where students are under the age of 18, "raising the participation age" applies. This means that all students under the age of 18 should be in education, training or employment with training. Where the College is looking to withdraw such a student a referral should be made to the Careers Guidance Team to consider other internal or external courses, before they are withdrawn from their studies. Student withdrawal information must be passed to the relevant Local Authority to follow up.
- 5.16. As part of our contractual agreement with the Career College, we are unable to offer anyone over the age of 18 at the start of the course a place. Any applicant falling into this category will be referred to the

Careers Guidance Team to consider alternative courses.

6 APPLICATIONS FOR PART TIME STUDY

- 6.1 The admissions arrangements for part time courses vary. Please see the website or course information sheet for specific details.
- 6.2 Not all part time courses require an interview. Where an interview and/or assessment is required, the College will attempt to give as much notice as possible.
- 6.3 When a student has been made an offer they will be sent information on joining instructions and when to come in for enrolment.

7 APPLICATIONS FOR HIGHER EDUCATION (HE), FULL TIME STUDY

- 7.1. All full time HE students are required to apply directly through the Universities and Colleges Admissions Service (UCAS). Please see the UCAS website (www.ucas.ac.uk) for specific deadlines. Students are signposted to the UCAS website from the Lincoln College website, which includes accurate course information and the [College's Higher Education Terms and Conditions](#).
- 7.2. Following notification of an application from UCAS; the College will arrange a course specific interview for applicants on the following programmes:
 - Diploma in Education and Training
 - BSc (Hons) Clinical Herbalism
 - BSc (Hons) Acupuncture
 - BA (Hons) Lens Based Media
 - BA (Hons) Musical Instrument Craft
 - Professional Graduation Certificate in Education (PGCE)

Interviews are not routinely required for applications to other programmes, although admissions tutors may wish to discuss applications with individuals in more detail. Applicants may therefore be contacted for an informal discussion in order to enable the admissions tutor to make a decision regarding an application.

- 7.3. Applicants, following interview where required, will be given one of the following within 10 working days:
 - Unconditional offer – where the applicant already meets all entry criteria required
 - Conditional offer – where the applicant will be required to meet specific entry criteria. This typically relates to the achievement of specific qualifications at a level that meets the entry tariff set for the programme applied for but may also include:
 - Submission of a suitable reference
 - Successful DBS clearance
 - Review of an APL / APL claim

- Results and certification from any pending qualifications
 - Rejected – where unfortunately the applicant has not met course- specific entry requirements
- 7.4. Applicants will be able to track the progress of this offer through “UCAS track”. Once examination results become available the College will review and update any ‘Conditional’ offers made on the basis of qualification attainment making them either ‘Unconditional’ or ‘Reject’. For ‘Conditional’ offers made on the basis of any other requirement, as listed above, “UCAS track” will be updated following a review of any additional evidence submitted
- 7.5. Where an awarding body imposes specific entry requirements, the College will assist the applicant to check whether they meet those requirements. The responsibility of the accuracy of the information supplied to the validating body rests with the applicant.
- 7.6. When a student has been made an offer they will be sent an information pack within two weeks of the scheduled enrolment date, including a hard copy of the College’s terms and conditions, course information and accommodation information in compliance with the requirements set by the Competition and Markets Authority (CMA).
- 7.7. Applicants are then required to contact the College in order to formally accept an offer. This must be done via ‘UCAS Track’. Students may also confirm planned attendance by contacting the HE Administration Team via HE@lincolncollege.ac.uk or 01522 876398. Following this formal acceptance a full set of course information and terms and conditions will be sent to the applicants along with details of the course enrolment and induction timetable.

8 APPLICATIONS FOR PART TIME HIGHER EDUCATION

- 8.1. All part time HE students apply directly to Lincoln College via the electronic application form available on the College website (www.lincolncollege.ac.uk/higher-education/how-to-apply).
- 8.2. Online applicants will receive an automatic reply from the College website confirming receipt of their application. All other applicants will be sent an acknowledgement letter within 10 working days.
- 8.3. Handwritten applications are date stamped on receipt. All applications (handwritten and online) are logged onto our management information system (ProSolution).
- 8.4. The part time application will then be scanned and sent to the HE Administration Team for processing within 10 working days.
- 8.5. Following notification of a part time application, the College will arrange a course specific interview for applicants on the following programmes:
- Diploma in Education and Training
 - BSc (Hons) Clinical Herbalism

- BSc (Hons) Acupuncture
- BA (Hons) Lens Based Media
- BA (Hons) Musical Instrument Craft
- Professional Graduation Certificate in Education (PGCE)

Interviews are not routinely required for applications to other programmes, although admissions tutors may wish to discuss applications with individuals in more detail. Applicants may therefore be contacted for an informal discussion in order to enable the admissions tutor to make a decision regarding an application. If deemed necessary tutors reserve the right to conduct an interview on any course.

8.6. Applicants, following interview where required, will be given one of the following within 10 working days:

- Unconditional offer – where the applicant already meets all entry criteria required
- Conditional offer – where the applicant will be required to meet specific entry criteria. This typically relates to the achievement of specific qualifications at a level that meets the entry tariff set for the programme applied for but may also include:
 - Submission of a suitable reference
 - Successful DBS clearance
 - Review of an APL / APL claim
 - Results and certification from any pending qualifications
- Rejected – where unfortunately the applicant has not met course- specific entry requirements

8.7. Where an awarding body imposes specific entry requirements the College will assist the applicant to check whether they meet those requirements. The responsibility of the accuracy of the information supplied to the validating body rests with the applicant.

8.8. Where the College accepts applications for courses through an admissions interview, we aim to respond with a decision within 10 working days from the interview.

8.9. When a student has been made an offer they will be sent an information pack including terms and conditions, course information and accommodation information in compliance with the requirements set by the Competition and Markets Authority (CMA).

8.10. Applicants are then required to contact the College in order to formally accept an offer. This must be done via 'UCAS Track'. Students may also confirm planned attendance by contacting the HE Administration Team via HE@lincolncollege.ac.uk or 01522 876398. Following this formal acceptance, a full set of course information with terms and conditions will be sent to the applicants along with details of the course enrolment and induction timetable.

9 APPLICATIONS FOR APPRENTICESHIPS

The admissions arrangements for apprenticeship programmes vary. This is dependent upon whether the learner currently has a work placement, or if they are applying to find an apprenticeship vacancy.

- 9.1. Applicants without an employer should complete an online application via the College website.
- 9.2. Applicants will receive an automatic confirmation of receipt message from the College website. Postal applicants will be sent an acknowledgement letter within 10 working days.
- 9.3. Applicants select a Welcome Day date of their choice during the application process. During the Welcome Day they complete a number of assessments and take part in 1:1 or group interviews. They also receive a bespoke information, advice and guidance briefing.

Employed apprentices

- 9.4. If the applicant is already employed, the Apprenticeship Sales and Recruitment Team will undertake a workplace visit, including a Skills Need Analysis, ensuring the learner has the ability to achieve the relevant apprenticeship framework/standard.
 - If the applicant achieves the relevant standard to progress onto the apprenticeship framework/standard, an agreed start date will be set with the applicant and their employer.
 - If the applicant does not currently meet the specific criteria for the apprenticeship framework/standard, an alternative framework/standard will be sourced or they will be advised/referred to access careers information, advice and guidance.

Applicants who don't currently have a work placement

- 9.5. At their Welcome Day applicants are advised on how to apply for vacancies advertised on the National Apprenticeship Service (NAS) website, the Lincoln College website and via social media.
- 9.6. All applications from NAS are downloaded by the Learner Engagement Administrative Officer (LEAO).
- 9.7. The LEAO will shortlist applications according to the job descriptions and specifications set by the employer as well as the apprenticeship framework/standard entry criteria.
- 9.8. Shortlisted candidates are forwarded to the employer who then selects candidates for interview. The employer will notify the LEAO and/or Business Development Officer (BDO) who the successful applicant is and also provide feedback to the unsuccessful candidates.
- 9.9. The relevant BDO will arrange a sign up appointment which is

conducted in the workplace.

- 9.10. The successful candidate(s) will be invited to a College Induction Session and an assessor will be allocated to deliver the first episode of learning and support the learner through their apprenticeship.
- 9.11. Unsuccessful candidates are invited to attend a workshop offering guidance on 'How to write a winning application' to support them in their next application. They will also be sent regular emails regarding vacancies and events and provided with the opportunity to meet with a Careers Guidance Adviser to consider full time course opportunities.

10 MENTAL HEALTH POLICY

- 10.1. The College recognises that for certain courses there is a need to ensure that applicants are emotionally able to undertake all aspects of the programme of study and relevant work placement.
- 10.2. The College encourages applicants to disclose any special educational needs or support requirements as part of the application process, in order for support to be arranged in good time for the course start date. The College will take every reasonable step to ensure that it supports students with a special educational need and/or disability. However in doing this it must also consider its duty of care in relation to Safeguarding and Health and Safety.
- 10.3. If it is felt that undertaking a programme of study may have a detrimental effect on the applicant and/or others, then a referral needs to be made to the Director of Student Services and relevant Academic Director. **PLEASE REFER TO THE SEPARATE MENTAL HEALTH POLICY FOR FULL GUIDANCE.**

11 ENROLMENT

- 11.1. To be officially enrolled an applicant will need to complete an online enrolment form. The applicant will be required to provide specific information which is a requirement of relevant funding bodies. Depending on the age of the applicant and which course they are enrolling on, it may involve some or all of the following documentation:
 - Proof of ID
 - Previous qualifications/certificates including maths and English
 - National Insurance Number
 - Passport/Visa to confirm residency status for non-EU students
 - If applying for fee remission, evidence of current means tested benefit
 - If employer is paying – a letter confirming this
 - If paying using a loan from Student Finance England – a letter proving this or proof that the loan has been applied for
- 11.2. Applicants must enrol by their legal name.

- 11.3. Applicants who do not enrol on the main campus sites at Lincoln, Newark or Gainsborough will also be asked to sign a Learning Agreement with the enrolling tutor. This is an auditable contractual document found at the back of the enrolment booklet and used as proof of enrolment on a programme of study. The applicant will be emailed an electronic copy of their learning agreement to keep. A copy can be printed at the request of the applicant if required.
- 11.4. A photograph of the applicant will also be taken at enrolment to enable a student ID card to be printed. This ID card must be on show at all times by the student whilst on College premises along with the provided College student lanyard (please see appendix 8 of the Safeguarding Policy).
- 11.5. Enrolment of applicants is an essential part of the agreed study programme for a learner. Therefore a learner will only be allowed to attend the College for a maximum of 7 working days before their enrolment has to be completed. It is appreciated that there are occasions where exceptional circumstances arise. In this instance, approval to extend the enrolment time will need to be authorised by the Group Director of Marketing and Communications.
- 11.6. It is appreciated that some HE students and students using an Advanced Learner Loan may initially be enrolled as pending. The pending code can only be used where the College is waiting for confirmation of payment from Student Finance England.

The College reserves the right to suspend a student's attendance until fees have been paid in full, either in person or by Student Finance England.

12 FEES AND WAIVERS

- 12.1. Most courses have fees attached to them however some students may be eligible for fee remission. Please see the Fees Policy for further details and eligibility.

13 DATA PROTECTION

- 13.1. Data collected during the admission and enrolment process will comply with the current legislation concerning data protection.
- 13.2. The minimum data required will be sought.
- 13.3. Data will be kept secure and confidential and only used for the purposes for which it was collected.
- 13.4. Data will be destroyed after the period of time it is no longer needed as evidence for auditors.
- 13.5. For further details, please refer to the College Data Protection Policy.

14 APPEALS AND COMPLAINTS PROCEDURES

- 14.1. Applicants or their parents/guardian or next of kin (if the applicant is under the age of 18 or up to 24 if they have an Education Health and Care Plan) have the right to appeal against a decision which has been made as part of the admissions process.
- 14.2. The applicant will receive an acknowledgment letter from the Director within 3 working days.
- 14.3. The Director has a further 5 working days to investigate the appeal which may involve a meeting with the applicant. The applicant will have the right to be accompanied and represented by a parent/guardian or next of kin.
- 14.4. If the matter remains unresolved the appeal should be referred to the Director of Performance and Planning.
- 14.5. The Director of Performance and Planning or their nominee shall meet with the Director and the applicant within 3 working days to review the case.

The applicant, wherever possible, should be provided with verbal feedback of any decision made, but shall in all cases be provided with written feedback within 3 workings days following the meeting.

- 14.6. If the matter is still not resolved to a satisfactory conclusion, the applicant can make a final appeal to the Managing Director of Education and Training Delivery who will consider the appeal, reviewing all supporting evidence before informing the applicant of a decision within 3 working days.
- 14.7. Outside of appealing an admission decision, applicants may also use the Customer Complaint and Grievance Procedure to complain about the process of admissions.

15 MODIFICATIONS TO THE POLICY AND REVIEW PROCEDURES

- 15.1. Any permanent modifications to the Policy require the formal approval of the Directors Operational Meeting (DOM) Group.
- 15.2. A full policy review takes place annually with the DOM Group endorsement being sought.
- 15.3. Individual exceptions to this policy can only be authorised by the Managing Director of Education and Training or a nominated Director. Such exceptions will not be regarded as setting a precedent but should be reviewed on an annual basis when the Policy is being updated.

APPENDIX 1

DISCLOSURE OF SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITY (SEND)

Lincoln College operates an inclusive approach to our admissions process. We welcome students with Special Educational Needs and/or Disabilities (SEND) and will provide all reasonable adjustments to admissions and enrolment arrangements wherever possible.

1. In line with the Equality Act 2010, the College has a duty to provide inclusive, accessible and high quality study programmes for students with SEND. For the purpose of this policy, reference to disability incorporates all conditions which may require support.
2. The College encourages SEND students to disclose their disability on enquiry, application, during enrolment, or at any time whilst on a College programme. It is in the best interests of the student to disclose any support needs as soon as possible so that an Assessment of Support Needs can be carried out if required. This is to ensure that the College can provide the best possible support in a timely manner and make any reasonable adjustments necessary to support the applicant.
3. On no occasion will an applicant be treated less favourably for admission to a programme because of their SEND. Priority for admission to courses is based on date of application and ensuring that applicants meet specific course entry requirements. We will however make special considerations for applicants with an Education Health and Care Plan where we are the named provider.
4. There may be an occasion where an applicant is advised to consider an alternative course as their career aspiration may not be realistic. In this instance the applicant and their parent/guardian (where applicable) will be consulted. In some cases advice may need to be taken from the Local Authority that is responsible for commissioning "High Needs" places.
5. Where disclosures have not been made prior to enrolment, it can be difficult for staff to provide adequate support to meet a student's needs at the start of programme. The College positively encourages that disclosure is made well in advance of enrolment so that adequate staffing and support are available for the start of the course.
6. All applicants who declare a SEND will be sent a questionnaire to complete on declaration. Where a disclosure is made, evidence will be required, e.g. medical letters or Educational Psychologist report. If the applicant is still at school a questionnaire will also be sent to the school's Special Educational Needs Co-ordinator (SENCO) requesting information on current levels of support provided. There are a variety of ways to assess support needs, including:
 - The opportunity to come in and meet with an Assessment and Support Co-ordinator to discuss support needs (mainstream students and apprentices). If applying for a course in the School of Foundation, applicants would meet with a course tutor.
 - A telephone/email assessment to discuss support needs.

- Visit to current school to observe existing support needs. This also provides the opportunity to meet with school SENCO. This can be very helpful to students who have anxiety about transition arrangements.
 - To attend a taster day with current students. This can help to give applicants a chance to experience what college life is really like.
7. Where applicants are invited to attend an interview, assessment, taster day and/or experience day, every effort will be made to provide the learner with appropriate support to meet their needs to ensure they have equal access for admission onto their chosen programme of study. If the applicant has special exam arrangements in school and needs to undertake an entry test, support and extra time will be provided where evidence demonstrates there is a need.
 8. All information gathered from point six is used to support the assessment process. All information held on an applicant is covered under the Data Protection Act 1998. Information about disability is classed as “sensitive personal information” and the processing of it requires the specific consent of the applicant.
 9. When the applicant requests confidentiality or permits only a limited disclosure, the College will still attempt to assess the needs of the applicant and make reasonable adjustments where possible. This can be done whilst still complying with the applicant’s wishes. However, such compliance may adversely affect the level of support which the College can give. For example, it may not be possible to make reasonable adjustments or the adjustment might not be the same standard as it would have been if full disclosure was given.
 10. Where the applicant specifies total confidentiality, the staff member to whom the disclosure is made will endeavour to make whatever reasonable adjustment is possible within their remit. This needs to be communicated with the applicant and a record of the conversation made on the applicant’s file. The applicant must be advised that although the College will respect their wishes, it still has a duty to ensure that there is compliance with relevant legislation and that there may be an occasion, e.g. Safeguarding or Health and Safety, where the College may need to overrule the applicant’s confidentiality to keep either the individual or others safe. The applicant would be advised of where this applies.

APPENDIX 2

