

Admissions Policy



College	FAR Academy - Whitstable
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Policy owner:	Brent Lewis - Headteacher
Queries to be directed to:	Brent Lewis

This policy will be reviewed on an annual basis.

Date of last review:	September 2023
Date of next review:	September 2024

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1. Background

The FAR Academy CIC is committed to supporting all applicants locally seeking entry to The FAR Academy CIC to access the right course for them. The College is fully committed to considering applications from prospective full and part time students in a consistent manner and without prejudice. The College will ensure effective supportive information is in place to allow prospective students to make an informed decision on their choice of programme.

The FAR Academy CIC aims to provide a curriculum offer that meets the diverse needs of our students, supported by our values of: Identity-Kindness-Courage-Encouragement.

Identity

“I can be myself here”

FAR students welcome and support each other. We are accepting, friendly and part of the skate community. Students have a strong sense of belonging and include everyone.

Kindness

“The support and care I am given is like having a new family”

We care for everyone at the FAR and treat each other with respect and understanding, helping each other feel safe within a trusting environment.

Courage

“I have the freedom to speak up and be listened to”

The FAR is a safe space where students can overcome the fear of learning. We learn when and how to ask for and offer help. We build self-belief and develop resilience to manage in the wider world.

Encouragement

“I never thought I would be able to achieve this much”

The FAR offers hope to students who have previously struggled with learning. We encourage students to be curious, creative and imaginative. We help students plan their path towards a clear future.

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The College will seek to enhance the wellbeing of all our students and provide a learning and working environment in which each individual is encouraged to fulfil their potential.

We are clear that placement onto the right course and programme of study is at the heart of student success. Whilst we aim to offer provision to all applicants, we recognise that for some students the College, its courses or facilities, may not be appropriate. In these cases we will provide impartial advice about provision at other colleges, training providers and educational institutions and support transition where required.

2. Conditions for Admission to the College

The FAR Academy has general conditions for admission of students to the College:

- The ability for student to benefit from and succeed in one of the programmes of study that the College offers with reasonable adjustment where required.
- The willingness of a student to positively commit to their whole programme and to the College community with reasonable adjustment where required.
- That all conditions of a place offer are met.
- That all course fees, where applicable are paid as required.
- That all requested information that is relevant to their application is provided accurately to the College.
- That the student can provide documentation of their eligibility and right to stay and study in the UK.

3. FAR Academy CIC commitment to prospective students

Prospective students will be provided with clear, consistent and accurate information from which to base their decisions in an accessible format appropriate for their needs. This will include:

- All applications will be considered consistently, impartially and fully by the Inclusion Team.
- Referral will be made to the College safeguarding team to support:
 - Looked After Children/Children in Care (LAC/CIC)
 - Unaccompanied / Asylum Seekers
 - Unspent criminal conviction disclosure
 - Mental Health disclosure
 - Social Worker / Support worker disclosure

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- Referral to the College Inclusion team to understand EHCP, high needs, medical need or learning support need or disability identified at applications stage. To ensure the individual's needs can be supported, adhering to all appropriate duty.
- Course entry criteria, content, indicative work commitment and methods of assessment.
- Entry target qualifications and conditions where applicable and in line with advertised criteria.
- Details of grants, loans, subsidies and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees.
- Details of the curriculum support services and assistance which are available to students with specific learning requirements. This will provide the opportunity to visit the College and meet with course tutors and support staff.
- Opportunities to receive impartial advice and guidance from College careers team and signposting to information.
- Where it is necessary to place the prospective student on a waiting list, they will be updated with any progress.
- Information made available for speakers of other languages and in an accessible format to meet needs.
- Advice on eligibility when considering pre-16, 16-19 and adults in line with current funding guidance.
- Advice on courses, levels, modes of study and progression routes.
- Enrolment, awarding body registrations, tuition, examination and any other financial charges associated with a course which a student will have to bear during the course.
- Financial support available.

4. Course Application Process

All applications will be considered consistently, impartially and fully by the Inclusion Team.

Applications can be received via:

- FAR website, phone, email or in person for an initial enquiry
- Local Authority Case Officer

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An applicant can expect:

- a) For an initial enquiry during term time, a response offering a visit will be sent within 5 working days of receipt.
- b) An opportunity to discuss any disability, medical needs or additional support requirements with a member of staff prior to or during visit.
- c) A visit which is informative for the potential student and the College. It should provide the opportunity of exploring the applicant's reasons for application, career plans, any support needs and other factors which may influence the applicant's suitability for the course.
- d) An offer of a place on an appropriate course will be sent via the Local Authority Case Officer within statutory time frames.
- e) Communication to follow up offers made.
- f) Information to support transition to college.
- g) Information on the enrolment process.

5. Offers of a place on a course

Offers are made via the Local Authority following statutory EHCP consultation processes.

- In the event that places become oversubscribed, the College will explore increasing the number of the cohort or, where possible, offer a suitable alternative programme.
- An offer may be withdrawn if the applicant does not accept it by any deadline stipulated. The College will withdraw an offer if a student submits false or misleading information that was instrumental in securing the offer of a place.
- Where an applicant is not given an offer of a place they can request a clear explanation of the reasons, referred to an adviser and follow the complaints procedure.
- Formal acceptance of offers is subject to learners accepting the College's terms and conditions and completion of any other documentation or expectations that the College may reasonably request or accept.
- The College reserves the right to amend or withdraw any offer on the basis of subsequent information received or becoming evident.

6. Reasons for not offering a student a place

The following reasons may apply when not offering a student a place on a course:

- Evidence is available that the applicant is unable to meet the minimum entry

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requirements for the course.

- The applicant has provided false or misleading information.
- The applicant does not have the right to stay and study in the UK.
- The applicant does not ordinarily reside in the UK.
- Following a full investigation (including Disclosure and Barring Service checks where appropriate e.g. teaching, childcare, health studies) the applicant is found to be unsuitable to work with any relevant groups.
- Judged against the entry requirements of the programme, the applicant is unlikely, in the opinion of the College, to be able to succeed in, or benefit from, attending the programme.
- The provision of the necessary facilities and support would place an unjustifiable demand upon College resources.
- Insufficient numbers have applied for a course and it is necessary for the College to close or cancel the course. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled and aim to help find a suitable alternative programme.
- The College reserves the right to decline admission to an applicant who has previously been excluded from this or any other educational institution, following careful consideration.
- The College has a duty to ensure that it spends / invests public funds, with care. It reserves the right not to admit an individual who previously attended the College but in the view of the College failed to make sufficient effort or progress towards successfully completing their studies.
- In the interest of duty of care The FAR Academy reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to themselves or others.
- The FAR Academy may choose not to admit an applicant where there are concerns that the student is not well enough to study or complete the programme, fully, or where there are significant concerns that to undertake the course of study may not be in the best interest of an applicant's health or wellbeing.
- The Far Academy may choose not to admit an applicant who has any outstanding debt to the College.
- The vast majority of applicants with spent convictions are admitted to College, but the College has a duty of care to all staff and students. The College, where it deems appropriate, will consult with appropriate supporting agencies when considering the application and will carry out a risk assessment following disclosures of criminal convictions.

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7. Enrolling at the College

- To enrol as a student at The Far Academy, applicants must complete an enrolment form, this must be signed by an appropriate member of staff. This is an important contractual stage in the admissions process.
- Students will be expected to provide suitable ID, such as birth certificate or passport upon request in order to ensure eligibility to study in the UK. Evidence requested may vary depending on funding requirements for each course.
- Students will be required to provide evidence of prior qualifications upon request.

8. Admission appeals/complaints procedure

Appeals are dealt with via the Local Authority in line with statutory EHCP processes.

Any other complaint relating to the admissions process should be made following the standard college complaints procedure. If the applicant has reason to believe that the decision was subject to procedural irregularity, prejudice or bias, or that extenuating circumstances should be, and have not already been, taken into account. The challenge would be dealt with as a form of complaint.

- We recognise applicants may wish to ask why their application has not been successful or believe they have cause for complaint, as there may be occasions where an applicant is disappointed with our decision.
- Applicants will not be discriminated against in any further application should they make an admissions appeal or complaint. All admission appeals/complaints are recorded confidentially and monitored as appropriate by the senior management team. Whilst following this procedure, information may need to be shared with other persons or organisations, which will be managed in accordance with the GDPR and the Data Protection Act 2018.
- If an applicant is able to present new information, relevant to their application, which was unavailable at the time the decision was taken not to offer them a place, then the application may be reviewed. Such information should be submitted in writing to the Local Authority case officer.

The Admission Appeals/Complaints Procedure cannot be used where our decision resulted from:

- A failure on the applicant's part to fulfil academic requirements.
- A failure on the applicant's part to fulfil non-academic requirements (for example an unsatisfactory DBS Enhanced Disclosure).

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- The applicant does not have the right to stay and study in the UK.
- Inappropriate funding being in place.

9. Monitoring and Quality

The Admissions Policy will be reviewed and evaluated through the Self-Assessment Review process. The College reserves the right to vary this policy.