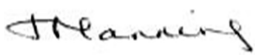






Admissions Policy

Policy Ref: TMP20v6

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**


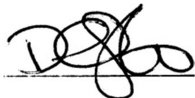
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Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
v6	July 2024	Annual review, references checked and updated	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v5	Donna Clayton, Chair of the Board of Governors		Oct 2023

Date of Next Policy Review: July 2025

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Scope

The Admissions Policy applies to all applicants for Further Education courses at TMP College.

Aims and Principles of the Policy

Widening Participation

TMP College is committed to increasing and widening participation in education and training. Applications to attend TMP courses are actively encouraged from all interested individuals in the local community and beyond.

Advice and Guidance

TMP College is MATRIX¹ accredited and is committed to providing impartial advice and guidance in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The College is committed to establishing the right learner for the right course at the right time.

Confidentiality

TMP College is committed to ensuring confidentiality during the admissions process, to comply with the requirements of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR)².

Equality of Opportunity

TMP College is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality, citizenship, ethnic or national origin. TMP College will actively combat discrimination in all its forms, by implementing effective policies and empowering staff and learners to take appropriate action.

¹ <https://matrixstandard.com/>

² <https://ico.org.uk/for-organisations/guide-to-data-protection/>

TMP College is committed to ensuring that any individual with learning difficulties or disabilities are treated fairly. All reasonable adjustments to provision will be made to ensure that any individual with a learning difficulty or disability are not disadvantaged.

TMP College actively works to extend the diversity of its learner population through the development of an inclusive learning environment.

Quality

TMP College is accredited through MATRIX for the provision of information, advice and guidance to all learners. Compliance with the Admissions Policy is monitored through learner feedback.

Entry Requirements

TMP College welcomes applications from all sectors of the community and the College's recruitment process is underpinned by the philosophy of the right learners on the right course.

Prospective learners are selected not only by their formal qualifications, but also their experience, motivation and interest in the course are taken into account. The entry requirements are reviewed annually and are used as a guide to suitability. Adults returning to education are welcome to apply to college courses. The College may consider previous experience and training as an alternative to formal qualifications.

Admission to FE Programmes on Recognition of Prior Learning (RPL)

Acceptance of prior learning for credit purposes is at the discretion of TMP College but is determined by the awarding body guidelines.

Admissions Procedures

Full Time Courses

TMP College has the following admissions procedures for full time courses to ensure that applicants are matched to the most appropriate courses. The course offer will be based on the outcome of the following activities and information:

- Interview and Audition (if applicable – eg. in music)
- Previous qualifications/experience
- References (where appropriate)

Initial assessment indicating levels of literacy and numeracy will take place at the start of term and may be used to determine the level of study if qualifications on entry are not achieved in line with entry requirements and the appropriate level of Maths and English to take.

Applicants receive an offer in writing which is either conditional on pending examination results, or references, or unconditional. Where applicants receive an offer conditional upon obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis but a place is offered at the discretion of the admissions staff.

If TMP College is unable to offer a place on the applicant's chosen course, the college will try to make an offer on a similar course at the appropriate level which matches the applicant's experience, qualifications, abilities and interests.

Admissions Process

Information, Advice and Guidance

Admissions staff respond to all initial enquiries regarding TMP College's offer. If applicants are unsure about which course to study or progression routes they can access individual course guidance with the Matrix accredited team, who offer impartial advice.

TMP College welcomes applications from learners with additional needs. Applicants who indicate that they have learning difficulties/disabilities are contacted to arrange an interview with specialist staff to discuss support needs and agree the additional support required. For learners with EHCP plans, individual needs will be considered on an individual basis.

In a small number of cases, TMP College may decide that a risk assessment would need to be carried out to ensure the safety of the learner and assess any implications on other learners. TMP College ensures that there is adequate adjustment and provision for learners with disabilities/ additional needs.

Interview Process

TMP College provides applicants with impartial information on all full-time courses.

The interviewer will explain the options available to match the applicant's interests. The interview is an opportunity for applicants to discuss their options before making a decision. The following is discussed during the interview or assessment process;

- Funding information
- Course information, including information about course details, tutorials, assessment, placements and materials, course trips, progression routes and career opportunities and apprenticeship options.
- General college information including facilities and learner support

Taster Days

Between the application/interview and the enrolment date, all applicants are encouraged to attend taster days and are communicated with regularly by TMP College. Applicants are sent a variety of different information during the period before enrolment containing relevant information on their course.

Enrolment

All full time learners are required to enrol in person. During enrollment the learners will complete an enrolment form/ learning agreement and are required to present photographic ID, proof of address and selected additional information (e.g. proof of qualifications, ECHP if appropriate etc).

Late Enrolment

All late enrolments will be managed on a one to one basis in agreement with the admissions staff who will ensure that there is support for the learner to be able to access the programme effectively despite the later start.

Learners Aged Under 16

Full-time applicants who are under 16 can occasionally access provision at TMP College. These applicants should apply directly to the college and their application will be reviewed by the Principal, who will ensure that funding is available to support learning and before an interview can be arranged.

Specific Admissions Procedures

Safeguarding Checks

As a safeguarding measure, TMP College reserves the right to carry out safeguarding checks on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission to college.

Unspent Criminal Convictions

Where an applicant has a criminal conviction, TMP College will refer all applicants to the Principal for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all learners and staff at the college whilst leaving scope for those with criminal convictions to seek admission to a college course. TMP College reserves the right to refuse admission to applicants who after the risk assessment process are viewed as unsuitable.

Conditional Entry

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Principal.

Admission of Learners previously excluded from TMP College

Learners who have been previously excluded from TMP College must have evidence that they have addressed the issues leading to their exclusion and may be admitted subject to probationary conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the Principal.

Admissions of Learners with Unsatisfactory References

TMP College reserves the right to request references and/or school reports for all applicants. Unsatisfactory references will be reviewed and a decision to admit an applicant under these circumstances will be at the discretion of the Principal. Applicants who have been previously excluded from any other educational institution may be required to attend an additional interview to allow the college to access any additional needs.

Admissions of Learners who have previously enrolled, but have withdrawn early or not completed

TMP College reserves the right not to admit an applicant who previously attended the college, but failed to make sufficient effort towards successfully completing their studies.

Safeguarding Staff and Learners

TMP College has a duty of care to learners and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

English and Mathematics

As a condition of funding all 16-18 year old learners must undertake English and Maths qualifications if they have not achieved a GCSE Grade 4 or better. Any learner not attending English or Maths classes when required to do so is at risk of being withdrawn from the college.

Appeals

In the event of an applicant disputing a decision not to admit them to TMP College, the applicant may appeal in writing, in conjunction with TMP College's Complaints Procedures.