

The Bosco Centre	
Policy:	Admissions and Progression
Applies to:	College
Reviewed:	September 2022
Next Review:	September 2023

Bosco is situated at the northern end of the London Borough of Southwark and serves the young people of Southwark and the surrounding boroughs.

The College is open to those young people aged 16-18 who wish to follow our vocational study programmes, provided we can meet their educational, emotional and social needs.

Scope and Purpose

The College is committed to considering applications from potential learners consistently and without prejudice and in ways which will ensure that potential learners make an informed and appropriate choice of course. The Admissions Policy aims to provide a framework to create the best opportunities for learners intending to enrol on an appropriate course at Bosco. Our policy, practice and procedure reflects prevailing UK legislation including;

- Data Protection Act 1998 and the General Data Protection Act from May 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- The Equality Act 2010
- Special Educational Needs and Disability Act 2001
- Children and Families Act 2014

We ensure that all students meet the funding requirements of the Education and Skills Funding Agency before offering a place at Bosco.

The College will apply the principles set out within this policy to all prospective learners including those applying for full-time, part-time and higher education courses.

We particularly welcome:

- **16 - 17 year olds** who have experienced barriers to their learning as a result of external circumstances and have failed to reach their potential.
- Teenage parents who are motivated to further their education in one of our vocational fields. (We have additional facilities for childcare).

Bosco intends to:

- Ensure equality of opportunity for all and to ensure that no applicant is disadvantaged by reason of ethnicity, gender, disability, sexual orientation, age, culture, religion, other protected characteristic, family, or socio-economic circumstance
- Promote diversity and actively encourage participation by under-represented groups
- Actively encourage and support non-stereotypical participation
- Provide opportunities for potential learners, their parents, and carers to visit Bosco prior to application by holding open days and taster events
- Provide accurate and timely information to prospective learners on learning opportunities offered by the College
- Provide appropriate support during the admissions stage, particularly for learners with a disability or learning difficulty
- Comply with, and support, the arrangements for applications from young people with an Education, Health and Care Plan (EHCP)
- Ensure that standards in the admissions process are consistent and that staff involved are appropriately trained
- Place all intending learners on programmes which provide appropriate stretch and challenge, and where they have a realistic chance of success and progression to their declared goals.

These general principles apply to applications for all forms of learning offered by the College.

Responsibilities

The Principal has overall responsibility for overseeing Admissions and ensuring that all staff are appropriately trained.

Application

Applications are accepted via telephone, hard copy paper application or the online enquiry form available on our web site. The Bosco team are available to provide support with the completion of applications forms upon request.

Entry requirements

Bosco does not set a minimum academic standard for entry to the college and will endeavour to design a suitable course for all students based on their prior attainment, or when they have no qualifications on our internal initial assessment.

Courses at Level 2 and above may require prior attainment before the learner can enrol on that particular course. For example to enrol on the Level 3 Business and Admin

course a student needs to have achieved either GCSE grade 4 or above in English and maths or a level 2 equivalent.

Satisfactory interview is normally a requirement for all courses with the expectation of students showing a commitment to successfully complete the chosen course, including all elements of a Study Programme, which may include English and maths, dependent on grades previously achieved.

Bosco reserves the right to request references and/or school reports for a potential learner and use the information to help determine suitability for the course.

Enhanced Disclosure and Barring Service (DBS) checks

Satisfactory Enhanced Disclosure and Barring Service (DBS) checks may be required where this is a requirement of the course, profession or a period of work placement e.g., childcare courses. An unsatisfactory DBS Disclosure may adversely affect the potential to progress either to further study or employment in certain vocational areas e.g., childcare.

Convictions which are spent (as defined by the Legal Aid, Sentencing and Punishment of Offenders Act 2012), cautions and bind-overs are not normally considered to be relevant and would not normally be considered unless the professional requirements of the course expressly require disclosure. Applicants who are on the Sex Offenders' Register will not be permitted to enrol, without the express permission of the Principal.

Applicants with other, unspent convictions, will be subject to a risk assessment, and additional conditions and mitigation action (such as a detailed behavioural agreement) may be put in place before approval is given for enrolment.

If a student receives a conviction after having been notified of the outcome of their application, they should inform their course tutor as a matter of priority. This also applies after a student has enrolled/registered. In such circumstances, the College also reserves the right to conduct a risk assessment and take any necessary mitigating action if a new conviction comes to its attention.

Eligibility

All post 16 learners must meet the current eligibility criteria for a funded study programme.

Evidence for eligibility and validity under the Government programmes for 16-19 year olds must be seen before a student can enrol on a course at Bosco. Documents are checked during Initial Assessment and signed for, but under Data Protection are returned to the learner.

Valid evidence includes:

- Birth certificate/ passport seen – signed for and dated
- EU membership – ID card
- Leave to remain and reason on passport for non- EU members
- Asylum seekers registered with the Home Office
- Unaccompanied young people aged 15-19 referred from social services and the Home Office

Assessment

All applicants will complete an initial assessment to determine English and mathematics skill level unless they have achieved a grade 4 or above in either or both English and maths. Vocational tutors will complete initial assessments as part of their subject induction.

International Qualifications

Bosco will consider international qualifications and their equivalence to UK qualifications when making judgements relating to the suitability of applicants and their potential to succeed on their chosen course. Applicants are required to demonstrate that they meet the specified entry criteria including the level of qualification specified.

Applicants with a learning difficulty or disability

Bosco is an inclusive College. We particularly welcome learners with additional needs. These might include:

- General learning difficulties and/or disabilities
- Specific learning disabilities such as dyslexia, dyspraxia or dyscalculia
- Sensory impairments
- Mental health difficulties
- Physical disabilities
- Personal care needs

We will make reasonable adjustments to accommodate the needs of all our learners and will ensure that applicants with disabilities are not treated less favourably.

Course information and the College's application form can be provided in alternative format upon request. The College will make reasonable adjustments to support applicants during the admissions phase.

Evidence of Qualifications

Bosco requires applicants to provide evidence of prior attainment at the time of enrolment; this would normally be in the form of examination certificates or official results slips. The College will also refer to an individual's online Personal Learning Record to verify results, where this is available.

Non-Admission or readmission for subsequent courses

There are, occasionally, prospective learners who apply to the College where other factors might affect the College's decision as to whether to offer a place on their chosen course. These factors may include:

- The student does not meet the EFSA funding requirements
- Failure to complete a previous study programme at Bosco
- previous exclusion or poor disciplinary record
- a previous history of absence or disruptive behaviour which includes inadequate attendance; repeated non-submission or non-completion of work; or persistent misconduct or gross misconduct, as defined by the College's Behaviour Policy.
- where a learner or potential learner is unable to engage in study or make appreciable progress, or whose behaviour may interfere with the ability of others to learn and progress, in connection with a concern regarding the learner's health (physical or mental) or general well-being.
- clear evidence that admission to Bosco would be detrimental or potentially detrimental to the safety and well-being of other members of the College. This may include, but not be limited to, previous convictions, cautions, reprimands or police investigation or failure to disclose such information in accordance with the requirements of the College's application and enrolment documents.

In accordance with its responsibility to safeguarding children and vulnerable adults the College will 'risk assess' applicants who have previous convictions, cautions, reprimands or who have been subject to police investigation, such that they may pose a risk to children and vulnerable adults, to determine their suitability and any condition which it may be appropriate to attach to their enrolment. The College reserves the right to refuse admission where the risk to children and vulnerable adults is considered to be significant.

Failure to disclose a relevant previous conviction may result in exclusion from Bosco.

Final decisions will be made by the Principal.

Appeals

An applicant may appeal against a decision not to be admitted by writing to the Chair of Trustees who will investigate the case and give a written ruling within ten working days.

Applicant responsibilities

To provide an effective service to our applicants we expect they will:

- Make the best use of our services by making relevant preparations for their application including ensuring that the application form is completed clearly, fully and accurately
- Respond promptly to requests for further information
- Provide prompt updates to any information relating to their application including changes of name, email, address and qualifications being taken or completed
- Accept/decline any offer within seven days of the offer
- Provide acceptable evidence of any offer conditions having been met
- Not ask a third party to act on their behalf unless the College has been authorised by the applicant to liaise with that person
- Treat all members of college staff courteously
- Read and acknowledge our learner agreement

Complaints

Complaints relating to the College's admissions procedures and the administration of applications should be made in accordance with the College's complaints procedure which is available on the Bosco website.

Equality and Diversity

Bosco is committed to;

- Eliminating discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations