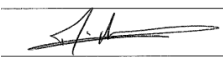




# Admissions Policy

**Policy Owner:**

**Mandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Mandeep Athwal	CEO		01.09.2024	Annual



## **Mission Statement**

SOC College is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support, facilitates students in succeeding in education. Our broad and balanced academic and curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs (including SEND and Mental Health support). Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

## **Values**

1. High standards and high expectations are incredibly important and are the cornerstones to a successful college
2. SOC College should become the go-to place for educators from across the country to see best practice
3. Good simply isn't good enough
4. Learning is about a journey and there is more than one way to get to the destination
5. Qualifications, manners, respect and opportunity should be the foundations for students that need a second chance.

## **University Ethos**

High standards – students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – students at SOC College may have been in an educational setting where they lacked aspiration to be successful, at our college we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at SOC College we pride



ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, and litter free environment.

Success – can come in many virtues, at SQC College we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a successful future.



Personalised Support - all students at SOC College have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.

### **Purpose**

This policy provides an overarching framework for higher education admissions policies and procedures. It covers applications from all categories of students to accredited programmes of undergraduate and postgraduate study at SOC College.

### **Definitions**

**Asylum seeker:** someone whose request for sanctuary has yet to be processed (UNHCR).

**Care-experienced:** Anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short, including adopted children who were previously looked after. Care may have been provided in one of many different settings, such as residential care, foster care, kinship care, or looked after at home with a supervision requirement.

**Widening participation:** The process of creating opportunities for individuals who have been traditionally under-represented in higher education, including those from lower socio-economic backgrounds or other life disadvantages, such as care experience (COWA).

**Diversity:** The recognition and valuing of difference within society, in terms of factors such as age, disability, gender, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, and pregnancy and maternity. It encompasses the acceptance of these differences and the understanding that they contribute to the richness of society, and the belief that everyone should have the opportunity to reach their full potential, free from discrimination or prejudice.

### **Roles and Responsibilities**

SOC College is responsible for setting entry requirements for their programmes.

Admissions decisions are made by admissions staff within the college.

Heads of Departments are responsible for ensuring that these staff are



appropriately qualified and experienced and that the college maintains clear and transparent admissions criteria and procedures.

Admissions staff are provided with regular training on admissions issues and are expected to follow college admissions policies, procedures and guidance.

### **Selection**

For all programmes, the selection process will take into account:

- Achieved and pending academic qualifications
- The academic context in which qualifications have been achieved
- Whether an applicant has experienced disadvantage such as refugee or asylum seeker status, care-experience, or social deprivation, as well as any other specific challenging circumstances that may have affected pre-application education
- An applicant's stated interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- Where required, an applicant's research proposal
- An applicant's English language proficiency.

Each application will be considered on an individual basis by appropriately trained and qualified staff working to agreed selection criteria.

Admissions decisions will be made as quickly as possible. However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases, it may take longer for decisions to be reached.

For admission to some postgraduate programmes, a full or partial 'gathered field' will operate, whereby some or all applications from suitably qualified candidates will be held until the application deadline before decisions are made.

Undergraduate applications are assessed in line with the UCAS equal consideration deadlines and all applications received prior to the relevant UCAS deadline will be given full and equal consideration.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and



specific.

In some cases where the college is unable to make an offer for an applicant's programme choice, an offer for an alternative programme may be made.

### **Fraud and Plagiarism**

SOC College will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. Where an applicant is suspected of having provided a fraudulent or plagiarised application the application will be assessed in the first instance based on standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud or plagiarism will be carried out before the final decision is made.

The college reserves the right to reject or cancel an application under these circumstances, and also to reject future applications for a stated period, or indefinitely, from an applicant who has previously submitted a fraudulent application.

The college may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the college.

### **Disclosure of Criminal Convictions**

The college has a duty to ensure the safety of its student and staff community. For certain programmes involving interaction with children and/or vulnerable adults, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

All other applicants are encouraged to discuss any pending charges or restrictions relating to a conviction which may impact their ability to study with the Head of Admissions in Student Recruitment & Admissions.

### **Challenging Circumstances**

Applicants who have faced challenging circumstances which have had a long-term impact on their education are encouraged to provide relevant information in their application. This will allow admissions staff to consider the context of the applicant's achievement in the selection process.

The college is not best placed to fairly and consistently take account of any



adverse circumstance which may have affected an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness at the time of exams, the impact of changes to qualifications, curriculum or the examination system studied, or how grades are awarded. The college expects applicants to have taken appropriate action to ensure that the relevant examination bodies have allowed for such circumstances before the announcement of results or following an appeal.

### **Disabled Applicants**

SOC College is committed to inclusive education and welcomes applications from individuals with disabilities, health conditions and specific learning differences.

All applicants are encouraged to disclose any disability, health or learning difference during their application. This information is not considered in academic decisions; rather, it is used to ensure programme accessibility for the relevant applicant and used solely to determine if any adjustments are required to facilitate their study at the college. This consideration occurs separately from, and only after the academic selection decision is complete, and all offers are made based on aptitude, skills, and programme-related abilities alone.

For programmes involving an interview, audition or portfolio inspection, admissions teams may use disclosed information to identify applicants needing specific adjustments to ensure they are not disadvantaged in the selection process, such as extra time in interviews.

### **Interaction between SOC College and the applicant**

Our college is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

Applicants should note that the college will not tolerate inappropriate behaviour or language towards its employees or members of the wider college community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.



The college will normally warn an applicant that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

## **Applications**

Applications to all full-time undergraduate degrees should be made via UCAS.

Applications for part-time undergraduate study are made directly to the college.

All applications received prior to the relevant UCAS deadline will be given full and equal consideration. No preference will be given to applications submitted early. Late applications will be considered at the discretion of the admitting College.

Applications for deferred entry will be considered on a case-by-case basis for most programmes. Where deferred entry is not accepted; this will be clearly stated within the degree finder.

Applications for postgraduate programmes should be submitted directly to the college.

Academic and non-academic entry criteria for postgraduate programmes will be described in the college's online portal and some print brochures and guides.

Applicants to postgraduate degree programmes are normally expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying or to be in the final year of such an undergraduate degree programme. Additionally, applicants to some postgraduate research programmes will be expected to hold a Master's degree in a discipline relevant to their proposed studies and to submit a satisfactory research proposal.

Offers to postgraduate research programmes will only be made when the college can offer satisfactory research supervision in the area of the applicant's intended research.