



SWANSEA  
COLLEGE

*Building foundations for your future*

# Student Recruitment & Admissions Policy

Updated: Dec 2021

## Scope and Purpose of the Policy

Swansea College will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the following legislation:

[Equality Act 2010](#)

## Policy Statement

Swansea College welcomes applications from all motivated prospective students who are prepared to work hard and succeed. The College is committed to ensuring equality of opportunity for all potential students and staff, and with particular recognition of its responsibilities to students under the age of 18.

The College will clearly publish the entry criteria for each programme of study on the website, and make the decision for each applicant onto the appropriate programme based on each individual's qualifications.

Checks will be made to ensure as far as reasonably possible that all students have the right to live in the UK, and copies of relevant documents (such as Biometric Residents' Permits, Visas or UK/EU passports) will be taken and kept on file.

## Right to Refuse an Application

Under certain circumstances the College may reserve the right to refuse a place to an applicant for the following reasons:

- Where there are convictions that have not been spent or can never become spent.
- Where they have previously been excluded from Swansea College or another education institution for a serious reason.
- Where there are outstanding debts to the College.
- Where information about the applicant is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
- Where information given by the applicant is found to be falsified or missing.
- Where the College has reason to believe that the applicant does not have the legal right to live and/or study in the UK

This is not an exhaustive list, and any applications from prospective students who may come into this category will be given full consideration by the Director and, if necessary, the College Council.

## Acceptable English language qualifications

All students must provide evidence of their English capabilities. For students born and raised in an English-speaking country, students will be accepted as native speakers of English. For A Level entry, all native English speakers must also provide a GCSE English qualification, with a minimum of a C grade.

For all other students, an English language certificate (IELTS, Trinity ISE, TOEFL) in their name, **issued fewer than 12 months prior to application** will be accepted. If a student has none of these, the student will be asked to take a placement test, and a face-to-face Skype interview with the Academic Manager or designated representative will be conducted to ascertain the level of English of the applicant.

## **Students with disabilities or learning needs**

Swansea College welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances.

Applicants who disclose a disability or learning need will be assessed, and if they require a high level of support, the College reserves the right to withdraw an offer of a place with a full refund of fees paid if it is not practical to provide the additional support that the student will need.

## **Applicants who do not meet normal entry requirements**

Applicants who do not meet the normal entry requirements for a particular programme may be given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Academic Manager and/or the Director.

## **Citizenship Courses**

The College will normally admit any student who is willing to attend classes subject to the exemptions above. No prior testing or statement of abilities is required.

## **English language Courses including Foundation Programmes**

The College will only accept students onto an English course once

- they provide copies of prior English language test certificates that can be verified by the College and/or
- they have taken a placement test or
- been interviewed by the college (in person or online Zoom or Microsoft Teams)
- they provide evidence that they have the right to live or study in the UK and
- the College is satisfied that they will be able to take part in and benefit from the classes.
- they meet the minimum level of English as described on our website

## **Academic Courses**

### **A Levels**

- Entry at 16+ is based on GCSE predictions, a school or college reference or report, and an interview with the Academic Manager.
- For non-native speakers, all students must be at English level IELTS 5.5 or higher. Proof of this will be required.
- Students will be expected to achieve at least 6 GCSE passes at A\*-C grade including Maths and English.
- Students will be expected to have achieved a Grade C or above for the subjects they wish to study at A level, or a closely related subject if GCSE is not available.
- For students who have studied outside the UK system, the equivalent qualifications will be accepted. Students may be asked to take an assessment in English and Maths to satisfy our requirements.

### **GCSE**

- Entry at 14+ is based on satisfactory performance\* in tests in English and Mathematics, a college reference or report and an interview with the Academic Manager. (\*Students will be expected to have completed Year 9).
- For non-native speakers, all students must be at English level IELTS 5.0 or higher. Proof of this will be required.
- For students who have studied outside the UK system, the equivalent qualifications will be accepted. Students may be asked to take an assessment in English and Maths to satisfy our requirements

## **Visiting the College**

Prior to entry, all parents considering the College are encouraged to visit. Such a visit typically involves a tour of the College with a teacher depending on availability and meetings with the Academic Manager. Prospective students themselves are also encouraged to spend a day at the College to experience the atmosphere and routine of the College at first hand.

## **Scholarships**

Scholarships are awarded on merit at 16+. These scholarships may not exceed a total of 50% of the fees. A full list of the scholarships available, and the criteria for the awarding of scholarships, can be obtained from the Admissions Sections on our College website. Decisions about scholarships are made by the Director, on recommendations from the Academic Manager, and from other relevant staff.

Scholarships are expected to apply for the duration of a student's time at College, subject to satisfactory effort and attitude from the student. If a student's effort and/or attitude is considered unsatisfactory, a warning will be given, and if no improvement is observable the scholarship may be withdrawn.

## **Bursaries**

Bursaries are available to assist families with limited means. These are awarded on the basis of need. Students are considered to be in need of bursary support if their circumstances specifically indicate that they would gain particular benefit from attending Swansea College rather than a maintained local College, and if the family's financial circumstances indicate need. These circumstances must be declared in full on the relevant form, available from the College office. Decisions about bursary support are made by the Business Manager, including the Director, to ensure consistency and fairness.

Bursaries are reviewed annually, and parents are expected to declare any changes in financial circumstances as they arise.

## **Accommodation**

Once a student has been accepted to the College parents may express a preference as to what type of accommodation they would like their child to enter such as Private or Home stay, please note Under 18's would be offered a full board home stay family option unless clearly stated from the Parent/Guardian with clear reasons for choice. The College will consider all such requests carefully and endeavour to meet them, subject to the availability of a suitable place in the relevant list of accommodation. However, no guarantee can be given in advance of accommodation allocation. If no preference is expressed the College will allocate Homestay for the student. Requests to change accommodation are rare, but will be given due consideration depending on the reasons for the request and the availability of a place in the relevant accommodation.

## **Application through Education Agents**

Applications via education agents registered with SSC are welcomed. SSC expects agents to conduct their own checks on prospective students, and to represent SSC fairly and accurately to prospective students.

See our Education Agent recruitment and retention policy.

## **Complaints**

The College aims to ensure that its recruitment and admissions processes are transparent and customer-focused. As part of its work to achieve this, the College will make available to enquirers and applicants a complaints procedure should they feel that any aspect of the recruitment or admissions process has not been conducted in accordance with this Policy.

## **One-To-One Tutoring**

- No student is allowed to seek private one-to-one tutoring without first informing Office that is what they are looking for.
- Meetings will then be arranged between the director, subject tutor and the student to discuss their request.
- This applies to any student looking to enroll here at Swansea College.

## **Monitoring and Review**

The College is keen to assure itself that its recruitment and admissions processes work effectively, are informed by feedback from users and are subject to continuous enhancement. The College is also keen to ensure that the outcome of its admissions processes are consistent with the College aims, objectives and responsibilities with regards to equality of opportunity.

## **Related Policies**

- Access Strategy and Plan
- Admissions Policy
- Curriculum Policy
- Education Agent Recruitment and Retention Policy
- Equal Opportunities Policy
- Equality and Diversity Policy
- Ethos and Aims

## **Location of and Access to the Policy**

This policy is stored on the College staff drive.