

The Manchester College Admissions Policy

Document Control	
Document Type:	Policy
Department:	The Manchester College Admissions
Relevancy:	The Manchester College
Owner:	Vice Principal Student Experience and Support
Approver:	The Principal
Published Date:	October 2024
Version:	3
Accessible to Students	Yes
Security Classification:	External
Last Review Date:	October 2024
Next Review Date:	July 2025

Version	Date	Revisions
2.0	1/10/2024	Minor layout tweaks and incorrect link replaced.
3.0	2/10/2024	Minor layout and formatting tweaks.

Contents

1. Introduction.....	3
2. Scope and Purpose	3
3. Aim / Objective / Principles	3
4. Roles and Responsibilities	4
5. Admissions Criteria School Leaver Applicants	5
7. Special Educational Needs and/or Disability (SEND)	7
8. Criminal Convictions.....	8
9. Right to Refuse an Application	9
10. Enrolling with The Manchester College.....	9
11. Applications for Part-time Study.....	11
12. Data Protection	11
13. Appeals Process	11

1. Introduction

- 1.1 The Manchester College (TMC) seeks to offer a fair and transparent admissions process that considers all applicants on their individual circumstances and provides the best opportunity to study with us.
- 1.2 TMC is committed to working in an inclusive way with all the communities in which we are geographically located and to developing a workforce and student community that reflects Greater Manchester's skills needs.
- 1.3 TMC is committed to the positive progression and destinations of their applicants with career aspirations and progression forming part of the applicant's discussion and decisions.
- 1.4 The admission arrangements are designed to promote retention, student success, and equality of opportunity.

2. Scope and Purpose

- 2.1 This policy relates to students of all ages applying for full or part-time courses at The Manchester College and relates to the main campuses of: City Campus Manchester, City Labs, Harpurhey Campus, Openshaw Campus, Shena Simon Campus & Wythenshawe Campus, but also community venues where relevant to the programmes.

3. Aim / Objective / Principles

- 3.1 The Manchester College is committed to providing a high-quality admissions experience, where applicants should have access to accurate pre-entry information and support to enable informed decisions about applying for a suitable course of study.
- 3.2 The policy will be published on the college website for all applicants and progressing students.
- 3.3 This policy is in place to ensure that applicants are:
 - Aware of the admissions process
 - Treated fairly and equally
 - Provided with information on entry requirements, fees and progression routes
 - Provided with the opportunity to inform the college of any specific requirements or learning support needs
 - Understanding of how and why places are offered/not offered
 - Aware of how to provide feedback and/or make an appeal
- 3.4 TMC will ensure that it meets its requirements under the Equality Act. This means that we will ensure that all applicants are treated fairly and given equal opportunities to apply for courses at TMC in line with this policy.

- 3.5 TMC offers a broad range of courses to a varied student population. This policy determines the principles of the college admissions and enrolment systems. The arrangements for admissions to courses will vary, dependent upon course, applicant's age, experience, course requirements and funding available.
- 3.6 Applications to the college will be processed in a timely manner on receipt.
- 3.7 School leaver applicants (aged 15 or earlier at time of application, through to 18 years old) will be required to attend an interview and/or an audition where relevant. Adult students where relevant will be required to complete an initial assessment and/or interview.
- 3.8 A conditional offer made will relate to the course entry requirements, successful interview/audition/initial assessment (where relevant), and exam results achieved, alongside availability on the course. Places will be prioritised based on the selection criteria (see section 5).
- 3.9 All applicants are entitled to receive a clear indication, prior to enrolment, of all likely expenses associated with their chosen programme of study (costs may be subject to change).
- 3.10 All applicants should be informed of the college admissions entry criteria required for their programme of study.
- 3.11 TMC reserves the right not to enrol an applicant who has outstanding debts with the college. When identified, the Administration Team will notify the Finance Team to liaise with the applicant.
- 3.12 TMC reserves the right to refuse admission to an applicant who has previously been excluded from TMC or any other educational institution. Applicants previously excluded will need to apply to the Principal via feedback@tmc.ac.uk email for consideration. The Principal's decision is final.
- 3.13 TMC recognises it has a duty of care to students, staff and visitors and therefore reserves the right to refer applications to the college Safeguarding Team where there is evidence that they could pose a risk to themselves or others.

4. Roles and Responsibilities

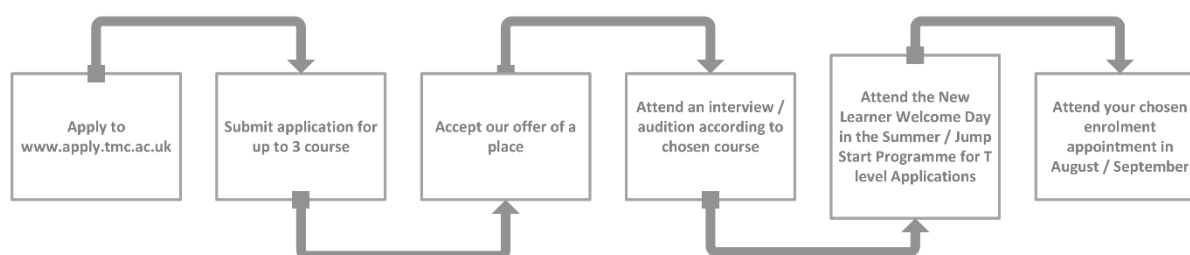
- 4.1 All applications to The Manchester College **must** be via the college's website (www.tmc.ac.uk) and will receive an instant confirmation that their application has been received via the Apply Portal and via the email used in the creation of the Apply Portal account.
- 4.2 Where an applicant has applied for more than one course, they will be required to choose a "First Choice" application. There is no barrier to proceeding with more than one application. However, there is a requirement to denote a "First Choice" preference. Applicants may have up to three active applications at one time.
- 4.3 Admission arrangements and entry criteria will vary depending on the course being applied for. If you wish to check the specific requirements for a course, please visit the college website The Manchester College | tmc.ac.uk, or alternatively contact our call centre on 03333 222 444 or email enquiries@tmc.ac.uk

- 4.4 Applicants that are 16 – 18, or where relevant for Adults, will be directed to book an interview appointment through the online portal. Where directed, the interview will be part of the conditional offer and criteria for obtaining a place on the programme.
- 4.5 If an applicant cannot make an interview appointment, then the applicant must inform the college and will have an opportunity to rebook their interview for another date. It is the responsibility of the applicant to rearrange a missed or alternate appointment [An applicant must re-book an appointment via the Apply Portal].
- 4.6 If an applicant, where directed, does not attend an interview, then the applicant has not met the criteria for the conditional offer, and will risk their offer being withdrawn and their application being cancelled.
- 4.7 Applicants who do not engage with the application process and respond to the admissions team in a timely fashion (maximum 6 weeks from last communication), the college reserves the right to cancel their application. Examples this could relate to:
- Requests for Qualifications or prior attainment evidence
 - Requests for immigration status
 - Non-attendance at chosen interviews

5. Admissions Criteria School Leaver Applicants

- 5.1 The Manchester College currently has a limited number of available places at each subject area level. Once those places have been filled, we will be unable to expand our capacity.
- 5.2 TMC offers a broad range of learning opportunities and ensures that individuals, where appropriate, are matched to a programme of study best suited to their ability and future aspiration. Each applicant will be considered equally in line with the criteria once they have made their application and followed the steps below in a timely manner.

Fig 1 – Overview of the School Leaver application journey



- 5.3 Where a course is full the college reserves the right to close the course to further applications.
- 5.4 When a course has more potential applicants enrolling than the number of places available, the college will apply a further criteria set out in 5.5 and once this has been completed and places allocated, the college will reserve the right to close to other applicants. The college will offer other courses in line with prior attainment, subject to places available or arrange another interview for advice and guidance.

5.5 Further criteria to be invoked when courses are at capacity **subject to availability:**

1. The applicant has met all the stipulated course requirements
2. An Education, Health and Care Plan (EHCP) in place and funding confirmed and TMC named as place of study
3. Applications received by the end of February in any given academic year
4. The applicant has followed all the relevant steps in the Application Journey in a timely manner
5. Attendance at either the New Student Welcome Day event or Jump Start to T LEVEL summer school (whichever is relevant for the chosen course)
6. Manchester Post Code
7. Greater Manchester Post Code

Where applicants apply after the start of the enrolment period, the above criteria will be replaced by a first come first served basis process, **ONLY** where places are still available and there are no waiting lists for those courses.

5.6 Academic / Technical Progression:

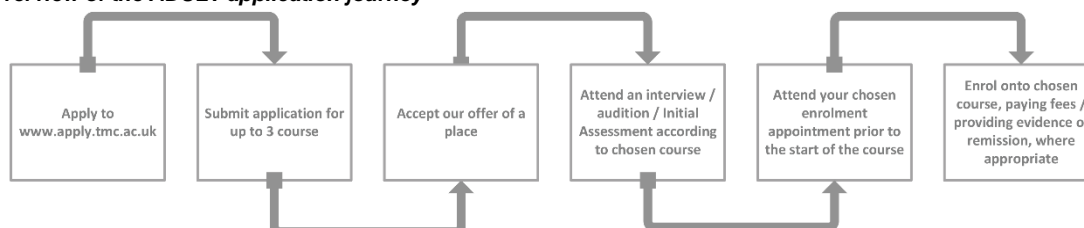
5.6.1 When current students aim to progress to their next level of study or change subject areas, **teachers will consider all of** the following progression criteria:

- Successful achievement of the core programme
- EHCP in place and funding confirmed, TMC named as place of study
- Attendance to all English and/or Maths examinations
- For courses where GCSE Grade 4 or above in English and/or Maths or the equivalent qualifications are required, these grades must be achieved to progress
- Recorded disciplinaries
- Attendance at or above the published college target across all study programme aspects
- Punctuality at or above the published college target across all study programme aspects
- Any other course requirements have been met

6. Admissions Criteria School Leaver Applicants

6.1 The Manchester College offers a broad range of learning opportunities and ensures that individuals where appropriate, are matched to a programme of study, best suited to their ability and future aspiration. Each applicant will be considered equally in line with the criteria once they have made their application and followed steps below in a timely manner.

Fig 2 – Overview of the ADULT application journey



- 6.2 Where a course is full, but the applicant meets all the **stipulated entry requirements** then the applicant will be offered a place on a waiting list and will be informed if a place becomes available. If the college chooses to not run a course, applicants will be advised of alternative provision, if available, but the college is not obliged to make alternative provision in such circumstances.
- 6.3 Applicants will be given either a conditional offer, an unconditional offer or, if not suitable, referred for an Information Advice and Guidance (IAG) appointment.

Conditional Offer (relates ONLY to the course and is subject to availability of places).

Unconditional Offer (relates ONLY to the course and is subject to availability of places) where an applicant has already met the course specific entry criteria. An unconditional offer is **not** a guarantee of a place on the course and relates **only** to the applicant having proven they match or exceed the minimum entry requirements.

- 6.4 Where a course is full the college reserves the right to close the course to further applications. When a course has more potential applicants enrolling than the number of places available, the college will apply a further criterion and once this has been completed and places allocated, the college will reserve the right to close to other applicants. The college will offer other courses in line with prior attainment subject to places available or arrange another interview for advice and guidance.

7. Special Educational Needs and/or Disability (SEND)

- 7.1 The Manchester College is committed to its responsibilities in accordance with the statutory guidance for organisations who work with and support children and young people with SEND needs. This policy outlines the admissions process, for young people with SEND needs, and is in line with the SEND Code of Practice: 0 to 25 years, January 2015 and Keeping Children Safe in Education 2023.

A young person is defined as having a Special Educational Need (SEN) if they have a learning difficulty or disability, which calls for special educational provision to be made for them. In this context this is a young person over compulsory school age and under 25 years.

The college believes that young people entering post-16 education and training should be accessing provision which supports them to build on their achievements at school, and which supports their progress towards adulthood. The college recognises that young people with EHCPs are likely to need more tailored post-16 pathways. The admission arrangements start with our Transition Team working very closely with the young person (applicant), their parent/carer, the school and Local Authority. This can start as early as year 9 with a clear plan shared with the college to assist a positive transition to college. In year 11 the applicant will be part of an agreed support plan, together with their family to firm up their plans for their post-16 options and familiarise themselves with TMC (subject to exam results).

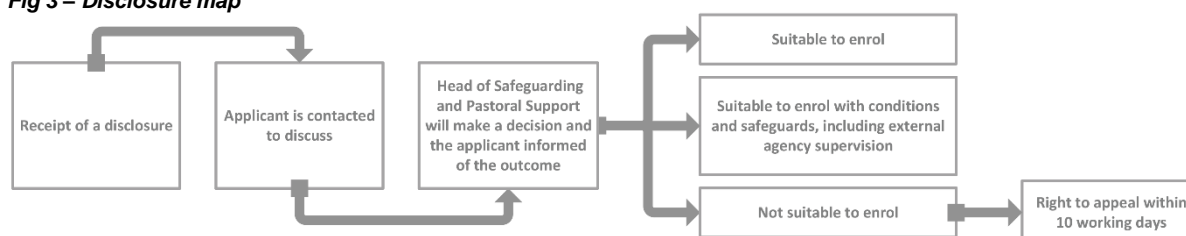
Leading up to the start of college life, the college's Transition Team will ensure that teachers and support staff have a good understanding of what the young person's aspirations are and how they would like to be supported. Prior to enrolment we will ensure that the agreed support is put in place, and that appropriately qualified staff provide the support needed. The college will, in discussion with the student, assess the impact and success of the intervention and support strategies (plan).

TMC recognises its duty to admit a young person if the institution is named in an EHCP. Applicants with SEND needs have the right to request a place at TMC and name the college in their EHCP. As an inclusive mainstream college, students will be enrolled unless, following consultation with the college and the Local Authority determines that it is unsuitable for the young person's age, ability, aptitude or SEN, or that to place the young person there would be incompatible with the efficient use of resources or the efficient education of others.

8. Criminal Convictions

- 8.1 In accordance with the college's Safeguarding Policy, Student Disclosure and Barring Policy and The Protection of Freedoms Act 2013 all applicants aged 16 and over are required to self-disclose any unspent criminal convictions or pending proceedings. The above Policies also relate to enrolled students who receive a criminal conviction whilst on programme. Disclosing a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at The Manchester College.

Fig 3 – Disclosure map



- 8.2 Following a disclosure, applicants will be contacted to discuss the disclosure information and where appropriate a specialist Risk Assessment will be completed by the Head of Safeguarding and Pastoral Support. This is to ensure that appropriate support can be considered and is carried out in the best interests of the applicant and the college community.

Please Note: If the chosen study programme requires an enhanced Disclosure and Barring Service (DBS) check, then applicants are required to declare all convictions (including warnings, cautions, reprimands) which are spent and unspent.

- 8.3 Following the Risk Assessment – one of the following decisions and outcomes will be determined.
- Suitable to Enrol.
 - Suitable to Enrol with conditions and safeguards, including possible external agency supervision.
 - Not Suitable to Enrol.
- 8.4 The college reserves the right to refuse entry to a programme of study where the risk is significant and where there is a known risk to themselves or others, or if the college is unable to ensure a safe environment for the college community.
- 8.5 Applicants have the right of appeal – an appeal can be made **within 10 working days** following the Risk Assessment outcome decision. The appeal must clearly articulate the reason for the appeal and should be sent to feedback@tmc.ac.uk, addressed for the attention of the **Designated Safeguarding Lead**.

9. Right to Refuse an Application

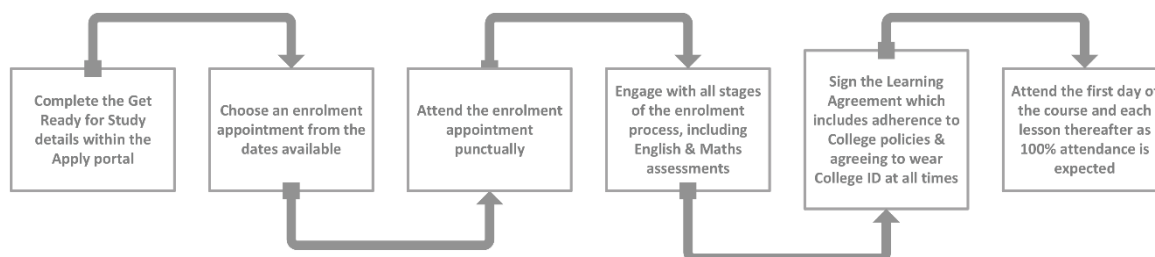
9.1 The Manchester College reserves the right to refuse an applicant admission to any course who does not, cannot, or is unwilling to adhere to any of the following, non-exhaustive, conditions:

- Do not meet the specific admissions criteria for the course
- Has previously been excluded from the college
- Withholds information or provides false or misleading information on a DBS check
- Where an applicant poses a significant risk to themselves, others or the college
- Has an outstanding financial debt to the college
- If the applicant is deemed not fit for study in line with college policy

9.2 The college will endeavour to be inclusive, where it has every opportunity to be so. Applicants refused entry can appeal this decision, though they must be aware that while the appeal is ongoing, a place on a course will **not** be held open and the course may reach capacity during this time.

10. Enrolling with The Manchester College

Fig 4 – Overview of the enrolment journey



10.1 An applicant will receive notification prior to the start of the course / academic year to book an enrolment appointment via the Apply Portal. In some cases, bespoke appointments will be made for an applicant and communicated either via letter or email where requests are made.

- 10.2 An applicant will need to complete an online enrolment form. The applicant will be required to provide specific information which is a requirement of relevant funding bodies. Depending on the age of the applicant and which course they are enrolling on, it may involve some or all of the following documentation (non-exhaustive):
- Previous qualifications/certificates including Maths and English
 - National Insurance Number
 - Passport/Visa to confirm residency status for non-EU students
 - If applying for fee remission, evidence of current means tested benefit
 - If an employer is paying on behalf of the student – a letter (on company letter headed paper) confirming this
 - If paying using a loan from Student Finance England – a letter proving this, or proof that the loan has been applied for
 - Means of payment of fees for Full Cost Recovery courses, and for those courses where the applicant is self-funding
 - To enrol onto a course the admissions criteria will be checked, and evidence of the minimum qualifications will need to be provided.
- 10.3 Where an applicant does not meet the admissions criteria an alternative course or course level will be offered.
- Where a course is full, an applicant will be given the following choices:
- A place on a course that is similar in outcome (as directed by the curriculum leads)
 - An appointment with the Careers Guidance team to look at alternative career pathways
 - The application to be transferred to the next opening of the course as a first-choice option
- 10.4 Applicants must enrol by their legal name. The College has the capacity to register a “known as” name if they identify by an alternate name.
- 10.5 Applicants will be asked to sign a Learning Agreement. This is an auditable contractual document and used as proof of enrolment on a programme of study. A copy can be printed at the request of the applicant if required.
- 10.6 The applicant will need to upload or submit a photo as part of their enrolment to enable a student ID card to be printed. This ID card must be on show at all times by the student whilst on college premises along with the provided College student lanyard (please see appendix 8 of the Safeguarding Policy as well as the Visual ID policy).
- 10.7 **All** students who attend a campus must agree to wearing their student ID as part of their Learning Agreement with the College.
- 10.8 Where an adult applicant is funding their course either themselves or through an Advanced Learning Loan, The College reserves the right to suspend a student’s attendance until fees have been paid in full, either in person or by Student Finance England.

Please see the Fees Policy for further details and eligibility on our website.

11. Applications for Part-time Study

- 11.1 The admissions criteria for part time courses vary. Please see the website for specific details.
- 11.2 Where an interview and/or assessment is required, this will be arranged with the applicant.
- 11.3 When an offer has been made the applicant will be sent information for enrolment.

12. Data Protection

- 12.1 Data collected during the admission and enrolment process will comply with the current legislation concerning data protection.
- 12.2 For further details, please refer to the College Data Protection Policy and our Student Privacy Notice. [Privacy Notice](#)

13. Appeals Process

- 13.1 Applicants have the right to appeal against a decision The Manchester College has made regarding a place on a course.
- 13.2 Appeals should be made in writing to feedback@tmc.ac.uk and must contain evidence as to why the applicant is making the appeal.
- 13.3 Appeals will be reviewed by the Assistant Principal and their decision is final.