



**Dumfries and
Galloway College**

One step ahead

ADMISSIONS POLICY

Responsibility: Student Journey Manager

Issue Date: 27th February 2019

Equality Impact Assessment: 19th February 2019

Version: 1



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Admissions Policy

Dumfries and Galloway College is committed to equality of opportunity for all prospective learners. The College will seek to support applicants to access the most appropriate learning outcome relating to their ability and ambition. A small number of reserved places will be available for a limited period to encourage applications by non-traditional genders in some gender dominated areas of study – see Gender Imbalance Action Plan. Applicants for admission to the College are considered equally and fairly taking into account all entry requirements where applicable.

When a prospective learner does not have the pre-requisite academic entry requirements for their choice of learning programme, College staff will provide advice on alternative routes or programmes.

Where the applicant clearly meets the academic entry requirements following successful interview learners will be accepted onto their chosen programme of study. Academic staff may advise individual learners of alternative programmes of study where it would be more suitable for the individual learner's needs. Dependent on the mode of study, this advice will be provided through the interview arrangements on an individual basis

Applicants may identify at the application stage that they require additional support. This may also be recognised by a member of College staff (at any time). Where additional support is requested or deemed appropriate by the College, the individual must agree to a referral and assessment by specialist College staff.

If the applicant is a Christmas leaver, upon receipt of their application, admissions staff will contact the school to seek approval / authorisation for them to attend College instead of returning to school. Christmas Leavers will be subject to the same rigorous process of profiling and selection for courses as also an additional reference will be requested from the school. If the applicant has not completed their S4 year, the Education Authority will evidence of the approval before the applicant is offered an information and interview appointment (see 5.7. Admissions Procedure).

The College reserves the right to refuse admission to a programme of study where a potential learner does not meet the stated entry requirements or in the case of EU/EEA/International applicants supporting documentation has not been received or where an assessment indicates, that the College would be lawfully justified in refusing admission.

Applicants who have been unsuccessful in their application to a programme of study are able to appeal against that decision by writing in the first instance to the Director of Academic Performance and Student Experience within 10 days of that decision. The College will normally hear appeals within 14 days of receipt of the appeal letter. The appeal will be heard by a Panel consisting of the Director of Academic Performance and Student Experience, Director of Curriculum and a Curriculum Manager. Applicants will be informed in writing of the outcome of the appeal within five working days.

Supporting Documentation:

- 👉 Equality and Diversity Policy
- 👉 Essential Skills Policy
- 👉 Retention and Learner Attainment Policy
- 👉 Admissions Procedure
- 👉 Learner Support and Guidance Procedure
- 👉 Recognition of Prior Learning Procedure
- 👉 Safeguarding Children Young People and Adults at Risk Procedure
- 👉 Student Funding Application Procedure.

Distribution

All Staff

Quality Manual

Revision Log		
Date	Section	Description
12.05.22	Front Cover/ Responsibility	Changed from VP Business Development and Corporate Services to Student Journey Manager
12.05.22	Paragraph 7	Vice Principal changed to Director of Student Experience and Academic Performance Head of Curriculum changed to Director of Curriculum

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of withdraw
Admissions Policy	Student Journey Manager	1	27.02.2019	