



ADULT EDUCATION WOLVERHAMPTON

Admissions Policy and Procedure

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2.0	October 2023	Updated Additional Support Needs
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3.0	November 2024	General update
4.0	August 2025	Updated Admissions Procedures, age related entry requirements for EHCP students and DBS checks for external support workers

ADMISSIONS POLICY AND PROCEDURE

1. Principles of the Policy

1.1. Policy Statement

The Admissions Policy applies to all students applying for any course at Adult Education Wolverhampton (AEW).

AEW encourages applications from all those who meet the entry criteria for their chosen course or have the relevant experience.

Applicants are considered on an individual basis. The Admissions Policy is designed to make sure that all applicants are considered fairly and consistently, and in accordance with professional standards.

1.2. Equal Opportunities

In line with the Equality Act 2010 AEW is committed to the active promotion of equality of opportunity in all its activities and discrimination is not tolerated. The Service welcomes dialogue with groups and individuals on ways in which policies and practices can be enhanced.

The Service ensures that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment on the grounds of age, disability, gender, gender identity, sexual orientation, marital status or civil partnership, pregnancy or maternity, race, religion, or belief.

The Service is committed to ensuring that any individual with learning difficulties or disabilities is treated fairly and all reasonable adjustments will be put in place, where possible, to ensure that the individual is not disadvantaged.

1.3. Confidentiality

AEW ensures that all information is confidentially recorded during the admissions process in accordance with the Data Protection Act 1988 and General Data Protection Regulations (GDPR).

1.4. Advice and Guidance

The Service provides impartial Careers Education Information Advice and Guidance (CEIAG), where required, during the admissions process, to ensure that applicants choose the correct course, and at the right level, for their individual circumstances. If needed, students can be book in for a 1 to1 CEIAG appointment with a qualified Careers Advisor.

1.5. Quality

The quality and effectiveness of the Admissions Policy and Process is monitored and evaluated throughout the year. The Service is accredited through the Matrix standards and Gatsby Benchmarks for the provision of information advice and guidance given to all students. Feedback is sought from students to inform improvements to the admissions procedure going forward.

1.6. Entry requirements

Applicants are not selected solely on their previous learning records and formal qualifications, but also on their experience, motivation, interest in the course and they must be 19 on 31 August in the year they apply apart from those with an Education Health and Care Plan (EHCP) who can be 18. All other standard entry requirements published on the website are a guide to suitability.

2. Admissions procedures

Applicants for all courses should complete an application form available on our Web Enrol site (<https://www.webenrol.com/wolverhampton>). The site will include the most up to date information [about](#) courses. Enquires for courses are taken all year round.

AEW will assess whether an applicant meets the entry criteria for the course they are applying for (as detailed on the course information sheet on [Web Enrol](#)) and allocate the most relevant course in relation to the applicant's relevant qualifications, experience, and aspirations.

Starting points tasks or assessments indicating levels of English language, Maths and Digital skills may take place for various courses and may be used to determine the level of study. We will also check each applicants Personal Learning Record (PLR) as repeated learning cannot be funded unless the applicant wants to study English and Maths and do not already have a GCSE grade 9-4 (A*-C).

If applicants receive a conditional offer and the applicant fails to meet the required level, a course offer at a more appropriate level may be made. The decision to offer a place on a course is individual and will be offered at the discretion of AEW.

Where the Service might not be able to offer a place on the applicant's chosen course, we will aim to offer an alternative, at an appropriate level, that matches the applicant's qualifications and experience.

For courses that are over-subscribed or cancelled, applicants will be notified and offered an alternative programme, where available, or will be given the opportunity to be entered onto a course waiting list. In case of cancellation, any fees already paid will be refunded.

For all applicants, confirmations of course details and joining instructions are sent to the student prior to the start of the course.

3. The Interview Process

3.1. Enquiries

The Student Services Team respond to all initial enquires. If applicants are unsure about which course/s to study, they can access individual careers guidance appointments with the Matrix accredited team who offer impartial advice and guidance. We also provide curriculum-specific advice and guidance where appropriate.

3.2. Applications

All applicants will be contacted regarding their application by the course teacher or the course lead. The purpose of this is designed to:

- Provide an opportunity for the applicant to discuss their options before making a final decision
- Enable teachers to decide on an applicant's ability to complete the course successfully and their suitability for joining their chosen course
- Give applicants an understanding of the course they are interested in and how it meets their requirements
- Enable teachers to provide more detail to the applicant about the course and facilities

3.3. Starting Points Interviews

Applicants will undergo a starting points discussion. This is designed as a two-way process where applicants are encouraged to ask any questions that they may have.

In most cases there will be one interview, however, for some courses, evidence to demonstrate practical skills may be required. If applicants decide that they would like to enrol on another course after their initial starting points discussion, they will need to be interviewed again.

Following the starting points interview the course teacher will make one of the following recommendations:

- Offer an unconditional place
- Offer a conditional place
- Offer an alternative course
- Not make an offer

Where applicants do not meet the standard entry requirements, exceptional entry may be considered. Under these circumstances, applicants may be asked to provide evidence of work experience, training, or similar work-related activities.

The completion and submission of an application does not guarantee a place on any course of study.

3.4. Enrolment

Once you have received an unconditional offer, the Student Services Team will be in touch to talk to you regarding fees, eligibility to study and anything else that is needed to complete your enrolment. Enrolment will be online but, in some circumstances, face-to-face enrolment can be arranged. All students are issued with an ID card, which involves having a photograph taken.

4. Specific admission procedures

4.1. Admissions of students previously excluded from Adult Education Wolverhampton

Students who have been previously excluded, must provide evidence to show that they have addressed the issue/s leading to their exclusion. They may be admitted subject to conditions, which will be outlined to the student before they start their course. A decision to admit a student under these circumstances will be at the discretion of the manager from the curriculum area that they wish to join.

4.2. Admissions of students who have previously enrolled, but have withdrawn early or not completed

AEW reserves the right not to admit an applicant who has previously attended but not made reasonable or sufficient attempts to successfully complete their studies.

4.3. Safeguarding staff and students

If AEW has evidence that an applicant could be a threat or danger to others, then the Service reserves the right to refuse enrolment in line with our duty of care to all staff and students.

4.4. Applications from debtors

If an applicant owes money to AEW, then the Service has the right to refuse enrolment.

4.5. Applicants with additional support needs (including those with Educational Health and Care Plans)

At AEW, we value each individual applicant and aim to ensure that each student progresses onto an education or training pathway that best suits their needs, abilities and aspirations.

AEW aims to enrol students onto a programme where they will learn, flourish, and develop the skills and knowledge they need to succeed and progress with their education.

Where reasonable adjustment(s) cannot be made to enable the applicant to study safely, then the enrolment will not be actioned. In such circumstances an alternative course may be offered, or the applicant will be signposted to other providers, as appropriate.

A DBS clearance is required for any external support workers prior to the enrolment of the student. If the external support worker is not employed by an organisation, they will be asked to follow the AEW volunteer process to ensure DBS clearance. If the external support worker is employer by an organisation, that organisation will be expected to complete a letter of assurance confirming that regular DBS checks are made.

- 4.6.** Students who have studied with AEW and achieved their learning goals, will be advised on their next steps and sign-posted to suitable provision with other providers or partners.

5. Failure to Disclose

AEW has the right to withdraw any offer made, either where an applicant has failed to disclose information, or discloses at a later stage, information which might influence the admissions decision-making process.

6. Appeals

AEW ensures that applicants will have the right to appeal if they are dissatisfied with an admission decision. Any appeals should be made in writing to the Teaching Learning and Assessment Manager for the curriculum area. This must be done within 10 working days of the initial decision being made.