



WAVERLEY ABBEY
COLLEGE

Admissions Policy

Produced: July 2015
Reviewed: January 2018
Next review date: June 2020

Admissions Policy

Contents

		Page
1	Introduction	3
2	Principles	3
3	The application process	4
4	Equal opportunity	4
5	Applicants with criminal convictions	5
6	Entry requirements	5
7	Application for Recognition of Prior Learning – undergraduate programme	6
8	Application for Recognition of Prior Learning – postgraduate programme	7
9	The selection process	7
10	Deferred applications	8
11	Communicating admissions decisions	8
12	Changes to programmes	8
13	Appeals and complaints	8

1. Introduction

This policy explains how the college manages the Admissions processes which is underpinned by the *Statement of Vision, Mission and Values* of the College, available on the College website, www.waverleyabbeycollege.ac.uk, and within the policy documents handbook, and should be read and understood in the context of that statement.

The Waverley Abbey College (WAC) Admissions Policy has been written with reference to the QAA UK Quality Code for Higher Education Guide (Part B, Chapter B2: Recruitment, selection and admission to higher education) and the relevant admissions policies for the universities with which we work.

The primary aim of this document is to assist WAC in delivering an exceptional student experience in all aspects of their relationship with WAC and so, in turn, help deliver the vision and mission of the College.

2. Principles

Waverley Abbey College encourages applications from all those with potential to do well at College, whatever their background. Our values include a belief in the power of education to transform lives and communities, a commitment to encouraging the personal potential of individuals and a passion for the highest quality of education and scholarship. We attract students from a wide range of social and ethnic backgrounds and have a strong record of success in student retention and employment.

We are therefore committed to:

- operating a non-discriminatory policy towards students and ensuring students receive equal treatment, irrespective of gender, age, ethnicity, culture, class, sexuality, disability, religion or belief
- minimising barriers to applicants and creating a balanced and diverse student body
- using reliable selection methods in order to admit students with the potential to do well in their chosen course of study
- using admissions practices that are consistent, transparent and fair
- securing a good match between the current achievements and potential of applicants and the demands of programmes
- providing accurate and easily-understood information to applicants in an accessible format
- monitoring and reviewing policies and procedures.

3. The application process

3.1. Waverley Abbey College accepts applications for undergraduate and postgraduate programmes directly from applicants (we do not use the UCAS system). Information about the programmes offered at the College, open days, application forms and dates and fees, can be found on the College website: www.waverleyabbeycollege.ac.uk or by emailing_registry@waverleyabbeycollege.ac.uk.

3.2. Currently, we are not able to accept applications from those residing outside of the EEA. If applicants live outside of the EEA they must have a valid visa that permits them to reside in the UK.

3.3. All applicants are required to submit an application form, provide references and attend an interview.

3.4. For each applicant, irrespective of the point of entry into the programme and past experience, Waverley Abbey College takes up references and conducts an interview.

3.5. When all the supporting documents and references have been supplied, applicants will be invited for interview. Applicants are advised to include all required documents with their online application so as not to delay its progress.

3.6. Where a programme or year is regularly oversubscribed, 60% of available places will be offered throughout the year up to the end of May of the year of entry. 40% of places will be held back and the final decision regarding all applications will be made after the closing date for applications.

3.7. All applications that are submitted before the application deadline (the date is published on the College website) will be considered in reference to the criteria in this policy.

3.8. Applications submitted after the deadline date may be considered, depending on the availability of places, and applicants may be given the option of being placed on the waiting list.

3.9 All personal information offered by an applicant is held as confidential and with access restricted to those involved directly with the admissions process.

4. Equal opportunities

4.1. Waverley Abbey College is dedicated to operating a non-discriminatory policy towards students and is committed to ensuring students receive equal treatment, irrespective of gender, age, ethnicity, culture, class, sexuality, disability, religion or belief.

4.2. The College makes admissions solely on merit and does not discriminate against individuals on any of the above mentioned grounds.

4.3. Applicants with a disability or impairment are encouraged to disclose this in their application. The College will give an assessment of any reasonable adjustments that

might be made, so that the applicant can take this into account when deciding whether to study at Waverley Abbey College. Such information will not be taken into account when making admissions decisions, except if there are overriding health and safety concerns, or barriers in relation to the professional requirements for an individual programme of study, or where any reasonable adjustments cannot be made (for further information please see the Disability Policy available on the College website).

5. Applicants with criminal convictions

5.1. Applicants with unspent criminal convictions will not necessarily be prevented from gaining admission to Waverley Abbey College.

5.2. An applicant will be required to make a full declaration of all unspent criminal convictions. The information provided will be strictly confidential and shared only with the Admissions Officer and the Admissions Review Panel.

5.3. The admissions process for those making a criminal convictions declaration has two stages:

5.4. Stage 1 – If the applicant meets the normal entry requirements, the application will be processed as outlined above and on the same basis as all other applicants, i.e. the applicant will be interviewed on the basis of their academic qualifications or life experience qualifications.

5.5. Stage 2 – A separate risk assessment will be carried out by the Admissions Review Panel (College Director or the Programme Leader, the Academic Registrar and a tutor independent of the programme) based on the criminal convictions declaration. The panel will seek to exercise a duty of care toward the applicant and toward the wider College community.

5.6. The panel will consider whether the nature of the criminal conviction would prevent the applicant from pursuing a placement if it forms an integral part of the programme or pursuing the profession to which the chosen programme leads.

5.7. If the panel decides that an applicant's conviction would bar them from their chosen profession, this will be clearly communicated to the applicant.

5.8. If the panel decides that the level of risk to the applicant or to the wider College community is not acceptable, this will be clearly communicated to the applicant.

5.9. If the panel decides to admit the applicant, with or without provisos, conditions or checks in place, the decision will be communicated to the applicant and the application will be proceeded with in the normal way and as outlined in this policy.

6. Entry requirements

6.1. Details of the admissions criteria for individual programmes are published on the College website www.waverleyabbeycollege.ac.uk.

6.2. Normally, only those applicants who meet the minimum entry criteria on the basis

of their initial application are invited to attend an interview.

6.3. The College believes that a good level of English language, both spoken and written, is important for successful completion of its programmes. Applicants whose first language is not English, or who are not educated in the English language, are normally required to have gained a minimum grade of 6.5 in the IELTS test or equivalent other tests. Applicants will be required to supply evidence of their achievement. Applicants may be required to sit a short paper prior to interview in order to demonstrate their written English language skills.

6.4. Allowance may be made for an applicant with mitigating circumstances that have had a detrimental and unavoidable effect on their previous education. We may decide to offer a place to such an applicant if we consider that they have the potential to do well at the College.

6.5. Applicants who have non-standard qualifications, or who wish to have work or life experience taken into consideration are welcome to apply. Applications will be considered on an individual basis in line with this Admissions Policy, the entry requirements of the chosen course of study and the validating university's regulations. We will look at the applicant's potential to benefit from the chosen programme.

7. Application for Recognition of Prior Learning – undergraduate programme

7.1. The College may accept applications for direct entry to years 2 and exceptionally to years 3 , and 4 of undergraduate programmes. Applicants may contact Admissions to check whether their chosen course of study accepts applications for direct entry.

7.2. Where applicants have completed a programme of study previously at Waverley Abbey College (formerly CWR), admissions decisions are made in the same way as those for entry into the first year.

7.3. Where applicants have completed other courses, or have achieved academic credit which could count towards a programme of study at the College, admissions decisions are made by academic staff on the basis of the applicant's past and predicted academic performance, personal statement, references and interview.

7.4. The College will assess the application for recognition of prior learning in accordance with its Accreditation of Prior and Experiential Learning Policy (available on the College website and university regulations).

7.5. Applicants for - recognition of prior learning must satisfy the normal admissions criteria for their chosen course of study. In order to qualify for consideration, the prior learning must also:

- correspond, in terms of the level of subjects studied, to modules within the chosen course of study
- have been undertaken at Waverley Abbey College (formerly CWR), a university or

a similar institution of appropriate standing, and be certified as such in an official document, as a transcript

- have normally been undertaken over a period of at least one academic year of study and usually no more than five years before the proposed date of initial registration on the chosen course of study.

7.6. Restrictions on the volume of credit which may be transferred are set out in the Accreditation of Prior and Experiential Learning Policy which is available on the College website.

7.7. We do not consider applications for exemption from part of a year of study on undergraduate programmes. Module marks cannot be transferred.

8. Applications for Recognition of Prior Learning – postgraduate programmes

8.1. Direct entry to a postgraduate programme is not normally permitted with the exception of students who have successfully completed the PG Certificate within the last five years (APL/APEL is not available) at Waverley Abbey College.

9. The selection process

9.1. The College makes admissions decisions solely on merit and does not discriminate against individuals on race, religion, belief, ethnicity or national origin. All applicants are invited to attend an interview.

9.2. During the interview process further information about the programme and its requirements will be offered to applicants who will, in turn, have the opportunity to ask questions. The interview will form part of the selection process.

9.3. The College may use tests as part of the selection or interview process for programmes where practical skills and experience are required and where applicant's qualifications are non-standard.

9.4. For those applying for direct entry to BA years 2, 3 or 4, the College may set conditions of entry that must be completed by a deadline date which will be noted in the offer letter. These will include essay-writing to cover specific knowledge areas and may require attendance on an introductory course.

9.5. Admissions decisions are made by the Year Leader in consultation with module tutors and the Admissions Office, based on the entry criteria, the personal statement, references, the interview and past and predicted academic performance.

9.6. Admissions decisions are made on the basis of the information that is included in the application. The College may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.

9.7. If an application does not contain enough information, we will give the applicant an

opportunity to provide the missing information before making an admissions decision. Otherwise we may make an offer conditional on the applicant providing the missing information. Once a decision is made on an application, the College will only consider additional information at its discretion.

10. Deferred applications

10.1. Applicants may ask to defer their application for one year when they first apply to the College by writing to the Admissions Officer after their application has been submitted.

10.2. The offer of a place on a programme may be deferred for one year by writing to the Admissions Officer. Any conditions that are attached to an offer must be fulfilled by 31 August of the year of entry.

10.3. There is no scope to defer an application or an offer of a place on the programme for more than one year.

11. Communicating admissions decisions

11.1. As soon as a decision on an application is made the Admissions Office will write to the applicant directly with an offer of a place, a deferred place or a refusal – this is normally within 14 days of the interview date.

11.2. Applicants who are offered a place on a programme must respond by the date stated in the letter and return the response form and deposit in order to secure a place on the programme.

11.3. The conditions that are attached to an offer must be fulfilled by the date on the offer letter.

11.4. All offers are subject to the College entrance requirements and the validating university's regulations.

12. Changes to programmes

12.1. From time to time we may find it necessary to make a change to a programme. This may be outside of our control or may be due to an improvement to the programme.

12.2. We will contact any applicants who are affected by any such decisions as soon as possible. In these circumstances, applicants will be entitled to withdraw their application by written notice to the College Admissions Office and will be refunded in full for any deposit and fees already paid to the College.

13. Appeals and complaints

13.1 Waverley Abbey College is committed to handling the applications promptly and fairly and in line with its Admissions Policy. If an applicant believes the decision is unfair, an appeal may be made using the following procedures:

- i. Lodging a formal appeal or complaint: a written appeal or complaint, which should include any associated information or documents, should be made to the College Academic Registrar, who will consider the complaint, consult the interview panel, and then respond in writing to the applicant.
- ii. Pursuing a formal appeal or complaint (1): If the applicant is not satisfied, or has remaining concerns an appeal or complaint may be made in writing to the Programme Leader, who will review the Academic Registrar's report.
- iii. Pursuing a formal appeal or complaint (2): should the applicant still be dissatisfied after step ii, the applicant may refer the appeal or complaint directly to the College Director. The College Director - will meet the applicant in person, if required, and carefully consider the concerns raised. A written response will be made to the applicant, copied to the validating university, and include contact details for stage 4.
- iv. Final appeal or complaint: the applicant may make a final appeal or complaint to the validating university if they have concerns about the conduct of the process set out in steps 1–3 above. Dissatisfaction with the outcome of step 3 is not sufficient grounds for appeal or complaint.