



**HARTPURY**  
C O L L E G E

# **Hartpury College Admissions Operating Procedure 2023 Entry**

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## **1 Admissions Statement and Principles**

Hartpury's mission is to be a specialist provider delivering relevant, effective and high-quality education and training for employment in sport, equine, animal and agricultural industries; locally, regionally, nationally and internationally.

The Hartpury admissions process aims to follow the principles of transparency, fairness and consistency. Hartpury has put in place arrangements for regularly monitoring and reporting on the admissions process. This may include collecting and analysing reports, analysis of data and statistics on applications, offers and acceptances, where available, to ensure fair and consistent application of the Admissions Operating Procedure across Hartpury; and reflection on how internal and external developments have impacted upon the admissions process. We will review our Admissions Operating Procedure annually in the light of experience, research and best practice.

## **2 Roles and Responsibilities**

Overall responsibility for College admissions lies with the Vice Principal of Further Education. Responsibility for the management of processing and managing applications and communication with applicants resides with the Head of Admissions and members of the Admissions Team. College Heads of Department are responsible for the provision of information about the course and managing fair and transparent interviews. Heads of Department and Course Tutors will also be responsible for agreeing the specific criteria by which applications are assessed and admissions decisions will be made.

All staff involved in the admissions process will have been adequately trained to undertake their roles.

## **3 Information for Applicants and Entry Requirements**

When applicants are considering applying to study a course we want them to be sure that they make choices that will be right for them. We provide information on our website that is intended to provide a clear, accurate and comprehensive description of our courses and the services and facilities that we offer.

We welcome applications from the UK and any part of the world. We express entry requirements in terms of UK GCSEs. If students are applying from outside the UK and/or with non-UK qualifications, we will use established services to calculate equivalencies to relevant UK qualifications.

Through our website, we intend to provide information about:

- the courses that we offer;
- the content and structure of individual courses;
- entry criteria and skills requirements for individual courses;
- clear guidance about how to apply for individual courses;
- likely additional costs or unusual requirements of specific courses (e.g. relating to work or study placements, field trips, materials, or equipment);
- the services and facilities which we offer to students.

We will hold regular open days at which prospective students will:

- have the chance to view our campus;
- learn about student life at Hartpury;
- learn about the admissions process for Hartpury courses;
- learn about the services and facilities available on campus.

Information about these events and how to book places on them is provided on our website.

## **4 Application**

### **Applying**

Applications for all courses are made online, through our website.

We receive more applications than places available for the majority of our courses. We strongly encourage applicants to apply early as possible.

## **Initial review**

The Admissions Team will review any new applications in accordance with entry criteria. When assessing an application, the Admissions Team will consider the following:

- Whether the applicant's potential is such that it is likely they would be successful on the course;
- Whether there remain sufficient spaces on that course.

## **Reports/References and riding assessments**

If the application is suitable to progress to the next stage we will request that the applicant provides a copy of their most recent School/Progress Report showing predicted grades where exams are being taken. Once we have received this, we will invite the student to attend an interview.

We look to the School/Progress Report to provide:

- Predictions of examination results,
- An indication of the student's attitude to learning including attendance,
- An overall assessment of the applicant, in particular their suitability for the course of study,
- Extenuating circumstances if predicted exam results are considered as a poor guide to ability.

## **We will not arrange an interview without a copy of this report.**

If an applicant does not have a suitable School/Progress Report we may accept a reference in lieu. For applicants in full-time education their referee should be an academic referee from their current school or college. For applicants not in full-time education their referee should be someone who can comment on their suitability for the course being applied for.

The Admissions team will send requests for references to the applicant's nominated referee however it is the responsibility of the applicant to ensure that they provide a suitable report or reference and Hartpury do not accept responsibility for delays in applications due to reports or references not being received.

Students applying for certain equine courses will be asked to provide evidence of riding ability. Where this is the case we will request video footage of the applicant riding which will be required before an interview is scheduled.

## **5 Interviews**

If the application is suitable to progress to the interview stage the applicant will be invited to book an interview slot on our website.

Interviews will be held by telephone.

The invitation to book an interview will be sent by email to the email address on the application. including details on how to the interview can be booked.

The purpose of the interview is to assess the applicant's suitability for the course. In doing so we will be considering the following:

- academic ability,
- aptitude and attitude to learning,
- suitability for the course and study at Hartpur.

A member of the relevant teaching staff will conduct the interview. Notes will be taken during the interview and used later to ensure fair decision making. Parents/guardians may listen in to the interview but will not be permitted to respond to questions.

For those students applying for a place in one of our elite sports academies, performance at academy assessment days will form part of the consideration for suitability to study at Hartpur.

We have three-Phase application process based on when an applicant is interviewed:

- Phase 1 applicants interviewed between 24 September 2021 and 31 March 2023;
- Phase 2 applicants interviewed between 1 April 2023 until 19<sup>th</sup> June 2023;
- Phase 3 applicants interviewed after 19<sup>th</sup> June 2023 - late applications.

### **Phase 1 (Interviews between 24 September 2022 to 31 March 2023)**

Applications interviewed in Phase 1 will aim to ensure these all receive equal consideration. If applicants are unable to attend an interview offered then we will endeavour to offer an alternative as soon as possible but this may result in their application moving to a following Phase.

Unsuccessful applicants in Phase 1 may be given the option to be considered in Phase 2.

### **Phase 2 (Interviews between 1 April 2023 to 19 June 2023)**

Applications interviewed in Phase 2 will be considered after we have considered those interviewed during Phase 1, as long as there are places available on the course.

Any applicants interviewed after the end of Phase 2 will be classified as late applicants.

### **Late Applicants (Interviews between after 19<sup>th</sup> June 2023)**

Applicants interviewed after the end of Phase 2 will be considered as late applicants and will be processed as follows:

- If places are available on the course the applicant will be interviewed and, if considered suitable for the course, they will be made an offer;
- If the course is full but there are places available on the waiting list the applicant will be interviewed and, if considered suitable for the course, they will be made an offer of a place on the waiting list;
- If the course and waiting list are both full the applicant will not be interviewed at that stage however the application will be kept on file for consideration if any places become available.

Following interview, we may require additional information about the applicant, or further academic/personal references. In such cases this may delay the decision-making process.

## **6 Decisions**

Applicants will be notified by email if their application has been successful or unsuccessful, or to inform them that their application has been assessed, but that we need more information to make a final decision.

Typically, offers will be conditional on the achievement of examinations. All applicants who have been made an offer of a place before the end of May will be invited to attend a College Offer Holder Day. These days are held to help support applicants transitioning into life at Hartpury and will play no role in the selection process.

If we decide that we cannot make an offer of a place on the course for which an applicant has applied, we may be able to make an offer on an alternative course that better suits academic potential and achievements.

If an applicant is unsuccessful, we will provide a reason why their application has been declined.

Applicants who have been unsuccessful are welcome to re-apply in subsequent years.

## **7 Course capping and waiting lists**

Once a course is predicted to meet its target recruitment numbers it may be capped. The decision to cap a course is the responsibility of the Vice Principal-Further Education in conjunction with the College Executive.

Once a course has been capped any further applications for that course will be considered for a place on the waiting list. Waiting lists will not exceed 10% of the total recruitment target for the course.

## **8 Confirmation of places**

When applicants have received confirmation of their examination results, we will ask them to inform us as soon as possible. If we do not receive notification of examination results 7 days after the publication dates we will withdraw the offer of a place.

Applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from those students who have not met the required grades are reviewed. In rare

cases, we are still able to confirm the place. If we are able we will offer an alternative course or sadly we may also decline the offer of a place.

## **9 Transfers/Restarters**

We are not able to consider requests from applicants to transfer from other schools/colleges partway through a course, or from applicants looking to study a course which is the same or similar to one that they have already completed.

## **10 Mature Applicants**

We will consider applications from applicants who are over 18 for our Access to Higher Education Diploma programme. Applicants who are over 19 years of age may be required to fund the course fees and details are available from the admissions team.

## **11 Students from outside the UK**

Students from outside the UK should apply through in the same manner as UK students. Specific information for international students can be found on our website. The Admissions Team has trained staff that will support international students. We will make an assessment of fee paying status using the information provided in the application and ensure this is consistent with national guidance. If your fee status is not made clear from the information in your application, we will contact you to ask for more information.

Students for whom English is not a first language are expected to hold an IELTS (Academic) Test Certificate with an overall score of at least 5.5 overall. Alternative English Language Tests such as TOEFL and Cambridge Advanced English are also accepted. Further guidance and regulations for international student entry requirements can be found on our website.

Hartpury has signed agreements with selected Educational Agents in key recruitment countries. All appointed Educational Agents are briefed on Hartpury's expectations and are issued with a published guidance outlining Hartpury's admissions procedures. We regularly monitor and review arrangements with Educational Agents.

When considering an application, we will take into account whether or not a student is able to meet the necessary UK visa requirements, including their ability to fund their studies and their living

expenses, in line with UK Visa and Immigration requirements. We reserve the right to reject an application in circumstances where these requirements cannot be met.

Applications from asylum seekers will be reviewed and managed on an individual basis.

## **12 Deferred Applications**

We will only defer a place to study in the following year study in exceptional circumstances.

## **13 Course Changes and Closures**

We will work to ensure that major changes or closures to courses will be kept to a minimum but occasionally unforeseen events may arise which mean that we need to change or close a course. We will at all times seek to ensure that we minimise the impact to potential and current students.

## **14 Equality and Diversity Policy**

We are committed to achieving universal acceptance and application of a working and learning environment free from harassment, intimidation and unlawful discrimination. We are also committed to taking positive action to promote such equality and diversity of opportunity in relation to recruitment, promotion, training, learning, benefits, procedures and all terms and conditions of employment and all requirements that govern student regulations.

At Hartpury we are committed to valuing diversity and promoting equality. One of our Corporate Values is promoting respect for all and this means we treat all people with courtesy and respect, involve and listen to others and show consideration and empathy for their well-being. We value others for their contribution irrespective of personal differences and actively encourage diversity and inclusion and a positive learning environment.

Applicants are not discriminated against on grounds of race, ethnicity, nationality, gender, sexuality, religion, pregnancy/maternity, disability or age. All staff are trained in equality and diversity and it is the obligation of all staff involved in Admissions to ensure that our Admissions Service respects and acts in accordance with the Equality and Diversity Policy and Single Equality Scheme.

## **15 Disability/Learning Difficulty**

Hartpury encourages participation in its learning programmes by all sections of the community and the industries we serve. We will, as a matter of policy, try to ensure that applicants with specific learning differences, developmental disorders and/or disabilities are able to follow a programme of study most suitable to his or her needs, with appropriate support. This support will be monitored, reviewed and adapted as appropriate.

We encourage applicants to declare their disability, learning difference or developmental disorder. On receiving this information applicants may be contacted by a member of the Learning Support

Applicants who are aware they have specific needs are strongly recommended to outline them at this stage so that they can be advised as to how to collate appropriate evidence. Hartpury will provide comprehensive advice and information as to what evidence is required to gain support.

Hartpury is committed, where reasonably possible, to meet the needs of all students in order that they can gain access to and make progress on, the course(s) of their choice. Where adjustments to the educational environment are required, we will make every effort to do so, provided this is achieved within resource constraints and deemed to be a reasonable adjustment under the Equality Act 2010. Where this is not possible, outside assistance may be sought to try and ensure barriers to entry are minimised.

Please refer to our website for further details of the support available.

## **16 Data Protection**

We will handle data and information in a manner that ensures that we safeguard individuals and personal data. Information will always be managed in a manner that complies with the Hartpury Data Protection Policy. All staff involved in admissions will have received training that enables them to discharge their responsibilities in relation to data protection.

Further information on our Data Protection Policy can be found on the Hartpury website.

## **17 Fraudulent Applications**

We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances.

We also reserve the right to:

- request additional information to verify an application;
- put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
- withdraw the application/place if it is proven, or we have reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information;
- terminate a student's registration if they are found at a later stage to have submitted a fraudulent application;

Students will be required to be able to present original academic and personal documentation at enrolment prior to the start of the programme of study.

All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void and the offer of a place may be rescinded.

## **18 Criminal Convictions**

We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.

Applications are first given a preliminary check by the Admissions Team, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage criminal conviction data is not considered.

If the applicant meets the basic academic requirements for the programme and a criminal conviction has been declared, then the applicant is asked to provide written details of the nature of the offence(s), including dates, the sentence imposed and the name of the court, with a copy of any conviction notices, and any information about whether conviction(s) are 'spent' and the appropriate date. This information is sent directly to the Head of Admissions (or nominee). The applicant may also be asked to give details of their Probation Officer and to give their consent for the Head of Admissions (or nominee) to contact him/her in order to obtain the Probation Officer's views as to the likely danger or otherwise of the applicant's behaviour to other students and staff. The applicant will generally be required to provide this information electronically; however, if the applicant is applying for a programme which requires the student to be interviewed in advance of an offer being made, they may be asked to bring the information to the interview.

When this information is received, the Head of Admissions (or nominee) will consider the information provided and will complete a risk assessment. In doing so, the Head of Admissions will refer to the Child Protection and Safeguarding Policy and Procedure. The Head of Admissions (or nominee) will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further.

The Sensitive Admissions Sub-Group will always be convened to consider the following convictions:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply.
- Offences involving firearms, knives and weapons.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

The Head of Admissions (or nominee) will have discretion to convene the group for reasons not covered by this list where they determine that there are possible grounds for withholding the offer

of a place. In all cases the confidentiality of the applicant will be maintained and personal information will only be made available on a need to know basis.

When considering this matter, the opinion will be sought from the lead responsible for young person protection issues (or nominee) and the Course Leader (or nominee) where the course is taught. The group shall consult with such other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Services) and will be convened to consider whether a place can be offered. The group will consider the information provided by the applicant and any further information made available by the applicant's Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission will only be refused if this risk is considered to be unacceptable.

If an applicant is found to have a relevant offence which was not declared at the point of application or at any stage throughout the application process, the application will be considered fraudulent and this could give grounds for rejecting the application or, if the applicant has become a registered student, then excluding the student.

## **19 Complaints or Appeals**

### **Decision Appeals**

Hartpury is firmly committed to the fair and professional handling of complaints. Applicants will be provided with feedback when decisions are made in relation to their application.

If the applicant considers that decision has been unfair then they have the right to appeal the decisions. To do this the applicant needs to contact the Head of Admissions ([headofadmissions@hartoury.ac.uk](mailto:headofadmissions@hartoury.ac.uk)) stating that they wish to appeal the decision and the reasons why they consider the decision is unfair. If they have further information that they feel is relevant to the application they can submit this with the appeal.

The Head of Admission will consider the appeal and if necessary discuss the matter with the decision maker. The Head of Admissions will endeavour to notify an appeal decision within 10 working days.

However, first and foremost, they will seek to make a considered decision and therefore sometimes it can take longer than this period to make a full assessment.

If after this first appeal the applicant still feels that the decisions reached is unfair they have the right to make a final appeal to the Vice Principal (or their designate)

### **Confirmation Appeals**

There is no right to appeal for applicants who are not accepted onto courses having failed to meet the terms of their offer.

### **Complaints**

If applicants feel that the admissions process has not been followed they may complain using the Customer Complaints Procedure, a copy of which is available on the Hartpury website.

## **20 Feedback**

Hartpury is committed to listening to feedback. Comments on this policy can be sent via email to [admissions@hartpury.ac.uk](mailto:admissions@hartpury.ac.uk).

## **21 Contact Details**

We are committed to providing a professional and fair service to everyone we work with. In return we ask that applicants and those supporting them respect our staff. We won't tolerate threatening, abusive or violent behaviour in any form.

### **Admissions Contact details**

[admissions@hartpury.ac.uk](mailto:admissions@hartpury.ac.uk) or 01452 702244.

### **Other Useful contact details**

International 01452 702344 [international@hartpury.ac.uk](mailto:international@hartpury.ac.uk)

Accommodation 01452 702352 [accommodation@hartpury.ac.uk](mailto:accommodation@hartpury.ac.uk)

Transport 10452 702183 [transport@hartpury.ac.uk](mailto:transport@hartpury.ac.uk)

Finance 01452 702148 [finance@hartpury.ac.uk](mailto:finance@hartpury.ac.uk)

Learning Support 01452 702447 [learningsupport@hartpury.ac.uk](mailto:learningsupport@hartpury.ac.uk)