



HARTPURY
C O L L E G E

**Hartpury College Admissions Operating
Procedure
2020 Entry**

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1 Admissions Statement and Principles

Hartpury's vision is to be an outstanding 21st century college – distinguished from others in its excellence with:

- Outstanding provision.
- Outstanding delivery.
- Outstanding benefits to learners.
- Outstanding performance.

We have five defined corporate values. These values inform the Hartpury culture and underpin all our actions, communications and operations. These are:

- First choice, first class

We put the students at the heart of everything we do and are committed to providing a learning experience that is first class. Our philosophy is that 'the learner comes first' and we are student centred, treating each student as an individual with a unique set of needs.

- Striving for excellence

We are committed to doing the best we can in all we do, taking responsibility for setting and achieving high standards. We are committed to creating and operating a stimulating learning environment for our students through consistent, high quality delivery.

- Encouraging and challenging all

We will create an environment that encourages challenge, and where we are stimulated by being challenged in a constructive and positive fashion. Our aim is to be outstanding, in all our business activities, and we achieve this through improving our quality of service and encouraging all to be enterprising and innovative.

- Nurturing talent

We recognise that people are at the centre of everything we do. We derive value through investing in our people, supporting their development and encouraging them to achieve their

potential. We tell our staff and students exactly what is expected of them and reward and promote solely on merit.

- Promoting respect for all

We create an inclusive and accessible environment that enables and promotes belonging and respect for staff, students and the wider community. We create an inclusive approach for both students and staff that promotes diversity, positive behaviours, builds effective relationships and enables all our students to develop and achieve the best possible outcomes. We value others for their contribution, irrespective of personal differences.

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 and recruitment activity lies with the Director of Marketing and Communications, supported by the Vice Principal of Further Education. Day to day responsibility and management for processing and managing applications and communication with applicants lies with the Head of Admissions and members of the Admissions Team. 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 further education course we want them to be sure that they make choices that will be right for them. We provide information on our website and

in our prospectus 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 and prospectus, 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 and information sessions at which prospective students will:

- have the chance to visit 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 websites.

4 Application Process

4.1 Applying

When an application is made, we aim to process this efficiently and fairly.

Selection policies and procedures will be clear to enquirers/applicants and be followed fairly, courteously, consistently and expeditiously.

We receive more applications than places available for the majority of our programmes. We strongly encourage applicants to apply early as possible. We have three-phase application process:

- Phase 1 September to midnight on 31 December
- Phase 2 1 January 2020 to 1 April 2020
- Phase 3 2 April 2020 until enrolment

Applications interviewed in the Phase 1 will receive equal consideration. We will we start to consider any applications interviewed in Phase 2 after we have considered those interviewed during Phase 1. 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.

All applications interviewed during Phase 2 will receive equal consideration. Any applications interviewed after the end of Phase 2 (1 April) will be considered in Phase 3. Likewise, we will consider any applications we interview in Phase 2 before we consider any applications received in Phase 3. Applications received in Phase 3 will be considered as long as there are places available on the programme.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Phase 1 September 2019 to 31 December 2019													
Phase 2 1 January 2020 to 1 April													
Phase 3 1 May to 1 September													
Enrolment September 2020													

All applications are acknowledged by email.

The Admissions Team assess applications in accordance with entry criteria. When assessing an application the Admissions Team will consider the following:

- Whether the applicant's academic potential is such that it is likely they would be successful on the course
- Whether sufficient spaces are available on that course (in Phase 3).

4.2 Interviews

All courses require an interview before we will consider offering a place. If the application is suitable to progress to the next stage the applicant will be invited to interview. The invitation to interview will be issued by letter with a specific time and date. We run interview days monthly for all main courses. All are run at Hartpury and the applicant will be required to attend for approximately 2 hours. Applicants must bring a copy of their latest school report with them.

The programme will consist of a short written assessment and an interview with a member of the teaching staff. Notes will be taken during the interview and used later to ensure fair decision making. Parents/guardians may attend the interview but will not be permitted to respond to questions and are not permitted to participate in the written assessment. Certain equine courses also require a riding assessment and this will be either before or after the interview day.

If a student cannot attend the date or time provided we will endeavour to offer an alternative but this is not always possible.

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 (as evidenced at interview and by a copy of the latest progress report)
- aptitude for the course and study at Hartpury
- attitude to learning

We look to the School Report to provide:

- Predictions of examination results
- An overall assessment of the applicant, in particular their suitability for the course of study

- An indication of the students attitude to learning
- Extenuating circumstances if earlier exam results are considered as a poor guide to ability

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.

4.3 Decisions

As soon as a decision is made, applicants will be notified 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. We will write to all students confirming our offer. Offer letters are sent directly to the applicant's correspondence address. All applicants who have been made an offer of a place will be invited to attend an Induction Day. These days are held to help support applicants transitioning into life at Hartpury and will play no role in the selection process.

If an applicant is unsuccessful, we will provide a reason why their application has been declined with the decline letter. 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 this is the case, we will contact the applicant to discuss this option.

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

5 Confirmation of places

When applicants have received confirmation of their examination results, we will ask them to inform us as soon as possible. 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.

6 Mature Applicants

We will consider applications from mature applicants especially for our Access to HE 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.

7 Students from outside the UK

International students for courses should apply through in the same manner as UK students. Specific information for international students can be found on the Hartpury website. Contact details of staff who can support and help with the application and visa process is also available on the website. The Admissions Team has trained staff that will support international students and make an assessment of fee paying status, where possible, using the information provided in the application and ensure this is consistent with UKCISA guidance. If your fee status is not made clear in your application, we will contact you to ask for more information.

Where required we will utilise NARIC guidance on qualification comparisons to ensure that programme entry requirements are satisfied.

Students for whom English is not a first language are expected to hold an IELTS certificate with a score of 5.5. Students applying from the EU will require at UK GCSE to grade 4/C or above. Further guidance and regulations for international student entry requirements can be found on our website at: <http://www.hartpury.ac.uk/International>

Hartpury has signed agreements with selected Educational Agents in key recruitment countries. Signed agreements are initially in place for three years and are monitored against performance during this time. All appointed Educational Agents are briefed on Hartpury's expectations and are issued with a published guidebook outlining Hartpury's admissions procedures. We regularly monitor and review arrangements and where possible visit Educational Agents to discuss arrangements in their country. Agents are also invited to visit Hartpury in person.

When considering an application, we will take into account whether or not a student is able to meet the necessary UK visa requirements for the full duration of their programme. 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.

8 Deferred Applications

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

9 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 all time seek to ensure that we minimise the impact to potential and current students.

10 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.

11 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 students 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.

12 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.

13 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.

14 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 does meet the basic academic requirements for the programme but 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 determines 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.

15 Complaints or Appeals

15.1 Decision Appeals

Hartpury is firmly committed to the fair and professional handling of complaints. Applicants will be provided with feedback when decisions is 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 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 feel s that the decisions reached is unfair they have the right to make a final appeal to the Vice Principal (or their designate)

15.2 Complaints

If applicants feels 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.

All reasonably practicable steps to resolve complaints informally are taken in the first instance. If the complaint remains unresolved, then a formal written complaint can be addressed to the Vice Principal Business and Finance. This may be made on a Confidential Complaint Form, by letter or by email.

Please note that, if an appeal is lodged, a complaint cannot be lodged at the same time.

The Customer Complaints Procedure, including timescales involved in making a complaint and the appeal process, can be found on the Hartpury website.

16 Feedback

Hartpury is committed to listening to feedback. Comments on this policy can be sent via email to admissions@hartpury.ac.uk.

17 Contact Details

Admissions Contact details

admissions@hartpury.ac.uk or 01452 702244.

Admissions Team
Hartpury College
Hartpury House
Gloucester
GL19 3BE

Other Useful contact details

International 01452 702344 international@hartpury.ac.uk

Accommodation 01452 702352 accommodation@hartpury.ac.uk

Transport 10452 702183 transport@hartpury.ac.uk

Finance 01452 702148 finance@hartpury.ac.uk

Learning Support 01452 702447 learningsupport@hartpury.ac.uk

