



SOUTH
LONDON
ACADEMY

Admissions Policy

Admission Policy:

1. Overview

- 1.1 South London Academy (SLA) is committed to widening access to education at a local, national and international level. It values the diversity of its learner body and encourages applications from learners with different social and educational backgrounds.
- 1.2 The Academy operates a fair and consistent process for admissions, intended to ensure applicants who have the potential to succeed on their chosen programme are accepted for study at SLA. The selection of applicants is made on a range of criteria which are clear, explicit and comply with the requirements of the Accrediting Bodies and the Awarding Bodies with which SLA is accredited.

2. Purpose

- 2.1 The purpose of this policy is to outline the key principles on which the Academy operates its admissions procedures. This is to ensure that when admitting learners, a good match is secured between the abilities of each learner and the demands of their chosen programme.
- 2.2 This policy will help to ensure all applicants are treated fairly and provided with adequate support throughout the admissions process, and to facilitate sound decision making by admissions staff.
- 2.3 This policy has been reviewed to ensure consistency with established good practice for admissions as identified by the Accrediting Bodies.

3. Scope

- 3.1 This policy applies to all courses offered by the Academy and must be complied with by all staff involved in any part of the admissions process. This policy is accompanied by an Admissions Procedure which outlines in detail the process for potential learners from application to enrolment.

4. Responsibilities

- 4.1 The Academy operates a centralised admissions process. Overall responsibility for the effective implementation of this policy lies with the Admissions/Marketing Coordinator; he/she is also responsible for ensuring that only appropriately qualified or experienced staff undertake admissions duties.
- 4.2 Admissions Officers have an important role in communicating clear, accurate and reliable information to potential learners. They are also responsible for providing support and guidance to potential learners on the application process.
- 4.3 The responsibility to select learners against defined entry criteria is delegated to admissions staff by the programme team. This delegated responsibility must be effectively managed and the programme team must maintain oversight of the processing of applications for their course.
- 4.4 Applicants are responsible for providing complete and accurate information at all stages of the application process. Applicants must notify the Academy immediately if their contact details change or they no longer wish to pursue their application. It is also important for learners to

reply promptly to any correspondence from the Academy including offer letters and requests for further information.

5. Admissions Criteria

- 5.1 Potential applicants are considered solely on the basis of their merits, abilities and potential (the Academy's Equal Opportunities policy applies in this context).
- 5.2 SLA offers its qualifications through its agreements and/or accreditations with Awarding Bodies and as such has a responsibility to ensure that admissions criteria meet at least the minimum required by the relevant Awarding Body.
- 5.3 Programme teams are responsible for developing academic entry criteria (in line with Awarding Body requirements). International qualifications will be considered and evaluated for equivalency by referring to UK NARIC.
- 5.4 The medium of teaching for all programmes is English; therefore applicants must be competent in the English Language. Internal assessments may be used to further confirm a candidate's English language ability.
- 5.5 Entry criteria will be clear, explicit and publicly available through the Academy prospectus and website.
- 5.6 When selecting candidates the Academy will also consider the learner's motivation to complete their chosen programme; this will be achieved through a holistic assessment of the application.

6. Selection

- 6.1 The entry criteria and selection methods used by the Academy are intended to support the selection of learners that are able to achieve the learning outcomes of the programme.
- 6.2 Admissions staff will ensure fair decision making through the consistent application of programme entry criteria.
- 6.3 When assessing applications, the applicant's potential to succeed on the programme must be considered. For applicants who do not meet the academic entry criteria (but do satisfy all other necessary requirements), a relevant member of academic staff must be consulted to reach a final decision. Academic staff will consider the applicant's personal and/or professional work experience, with due regard for awarding body requirements, before making a decision.
- 6.4 All admissions staff must take due care in considering the reliability and validity of evidence received as part of an application before arriving at a decision about an applicant's merit and potential to succeed. This includes the verification of both academic certificates and/or English Language test results before issuing an unconditional offer to applicants.
- 6.5 The outcomes of all applications will be communicated in a timely manner and where possible in accordance with the timeframes indicated in the Admissions Procedure.

6.6 Any offers made to learners will clearly stipulate whether the offer is conditional or unconditional. Any conditions, to which the offer is subject to, must be clearly specified. All offer letters must make clear the Academy's terms and conditions, along with information on fees and deadlines for payment.

6.7 Applicants are informed of their responsibilities and obligations to provide complete and accurate information as part of the application process. SLA reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain false/ fraudulent information. Any learner found to have been admitted on the basis of false/ fraudulent information may have their studies terminated.

7. Feedback

7.1 Admissions Officers must be willing to provide feedback to applicants whose application is unsuccessful; this should be communicated in writing, where possible. Feedback will be confidential and will only usually be provided directly to the concerned applicant.

7.2 Applicants must be aware that feedback can only be provided within the limits of the resources available to support this function and as such it may not always be possible to provide highly specific or tailored feedback.

8. Information, support and guidance

8.1 The Academy understands the need for clarity over its admissions process and reliable information which can be easily accessed and understood by prospective learners.

8.2 The Academy endeavours to provide detailed information about the programmes it offers including the main learning and teaching methods, assessment, course content and structure. This will enable potential learners to make an informed decision about the course of study they wish to pursue.

8.3 Learners are supported through the admissions process by dedicated admissions officers who are able to provide one-to-one advice and guidance tailored to the particular needs of the learner.

8.4 The Academy will ensure that where there are any changes to a course which occur after an offer has been made and before enrolment, prospective learners will be informed as soon as possible.

9. Disabilities

9.1 Prospective learners are encouraged to disclose any information regarding disabilities at the start of, and throughout, the application process.

9.2 Applications from learners with disabilities will be processed in a manner consistent with applicants who do not declare a disability. The only exception to this is where professional practitioner requirements are applied by an Awarding or Professional Body.

9.3 Where the Academy has taken all reasonable steps to make adjustments, but is not able to meet additional needs without considerably compromising the learner learning experience, the applicant must be informed immediately.

10. Deferral of entry

- 10.1 The Academy will not normally allow a learner to defer more than once, unless there are exceptional circumstances.
- 10.2 A request for deferral to a later intake must be made in writing no later than 28 days before the course start date; this should be addressed to the Admissions Coordinator.

11. Appeals

- 11.1 An appeal within the context of this policy is defined as a request to reconsider a decision where an application has been rejected.
- 11.2 Appeals will only be allowed in the following circumstances:
- where the applicant has reasonable grounds to believe that the Academy has not followed its own policy and procedures for admissions; or
 - there is new supporting evidence available which may have affected the application decision, along with a reason as to why this information was not made available at the initial application stage.
- 11.3 The applicant must submit an appeal in writing to the Principal / Snr. Administrator within 10 working days of the date of the correspondence informing him/her of the outcome on his/her application. The Principal or Administrator will acknowledge receipt of the appeal and endeavour to deal with the matter in a timely manner.
- 11.4 The Academy aims to inform applicants of the outcome of an appeal within 10 working days from the date it was lodged though complex cases may take longer. The Principal / Snr. Administrator's decision is final.

12. Complaints

- 12.1 A complaint within the context of this policy is defined as an expression of dissatisfaction about any aspect of the application process, including the service received by Academy staff.
- 12.2 The applicant must lodge a complaint in writing, to the Admissions Coordinator within 10 working days of the matter regarding which the complaint is concerned. Admissions Coordinator will acknowledge receipt of the appeal and endeavour to deal with the matter in a timely manner.
- 12.3 The Academy aims to inform all applicants of the outcome of a complaint within 21 working days. However, if the investigation is likely to exceed 21 working days then the applicant will be informed of this along with the progress of the complaint.
- 12.4 If an applicant is dissatisfied with the outcome, he/she should write to the Principal / Snr. Administrator stating the reasons for his or her dissatisfaction and the outcome he/she was seeking.
- 12.5 The Principal / Snr Administrator will investigate the complaint and his/her decision is final.

