



Admissions Policy

Reviewed:	12 Months
Approved by Directors:	April 2022
To be reviewed:	April 2023
Version	5

NAME OF 1st REVIEWER	Jojo Rassekh
NAME OF 2nd REVIEWER	Michelle Smith

Contents

Introduction	2
Aims.....	2
Admissions Procedure.....	2
Responsibility for the Policy and Procedure	3
Role of Parents/Carers	4
Role of the Data Protection Officer	4
Raising Awareness of this Policy	5
Equality Impact Assessment.....	5
Monitoring the Implementation and Effectiveness of the Policy	5

Introduction

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across the college.

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

Liberty Training focuses on working with young people aged 16-24. We understand that starting a new education provision can be a daunting experience. Using this policy, Liberty Training hopes to make this process as smooth as possible for all involved, ensuring learners receive the appropriate level of care to meet their individual needs.

We will consider all applications for admission as we are an inclusive college and will admit learners without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any young person with a statement of special educational needs that names this college providing we can meet their needs.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this college to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this college.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other colleges and the local authority to share good practice in order to improve this policy.

Admissions Procedure

Liberty Training do not have any admissions criteria, and operate a "first come, first served" basis. All learners will be accepted on to courses providing that the company can meet their needs.

When considering applications, Liberty Training will always give the highest priority to meeting both the needs of the learner who has applied and to those already offered a place on a course. We will make every effort to appropriately match any client to the most suitable and appropriate course and group or one to one provision. All applications will be dealt with promptly and efficiently.

Enquiries can be made either by phone, e-mail, via the website, or in person. Contact details will be taken, and an invitation will be made to attend the next available enrolment day. If referral to the course is made by a professional, they will be asked to fill in a referral form which will supplement the application form.

Potential learners will be invited to attend to an enrolment day. Learners will be shown around the venue and meet the tutors (where possible). Information will be given to the learner regarding the course content, dates and times. Learners will be asked to complete an application form and help will be given by the tutors to complete the application forms.

Learners will be notified within 28 days if they have been accepted onto the programme.

Risk Assessments should be completed prior to the start date and reviewed regularly thereafter.

Responsibility for the Policy and Procedure

Role of the Directors

The Directors, as the admissions authority, has:

- a duty to consider all applications to this college fairly and openly;
- delegated powers and responsibilities to the Senior Leadership Team to ensure all college personnel and visitors to the college are aware of and comply with this policy;
- responsibility for ensuring that the college complies with all equality's legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- attend training related to this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the Youth Participation Group in:
 - determining this policy with the Directors;
 - discussing improvements to this policy during the college year;
 - organising surveys to gauge the thoughts of all learners;
 - reviewing the effectiveness of this policy with the Directors.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Senior Leadership Team

The Senior Leadership Team in conjunction with the will:

- report to the Directors every term;
- ensure all prospective parents are fully aware of the:
 - admissions criteria;

- how to apply;
 - appeal process;
 - role of the admissions committee.
- ensure that all applications are looked at fairly and openly;
 - work closely with the Directors;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking with learners, college personnel and parents
 - annually report to the Directors on the success and development of this policy.

Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful by following the procedure as set out in the letter received from the local authority/the college;
- when preparing for the appeal parents/carers may seek help from such agencies that support parents/carers by helping with:
 - the letter of appeal
 - understanding what happens at the appeal hearing
 - how parents/carers can complain about the way the appeal was carried out.

Role of the Data Protection Officer

- The Data Protection Officer will:
- have expert knowledge of data protection law and practices;
- inform the college and college personnel about their obligations to comply with the GDPR and other data protection laws;
- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws;
- manage internal data protection activities;
- ensure risk and impact assessments are conducted in accordance with ICO guidance;
- report data breaches within 72 hours;
- ensure individuals have greater control over their personal data;
- ensure that prior to the processing of an individual's data that:
 - the process is in line with ICO guidance;
 - the process is transparent;
 - the individual will be notified;
 - the notification is written in a form that is understandable to learners;
 - when sharing an individual's data to a third party outside of college that details for the sharing are clearly defined within the notifications.
- share an individual's data where it is a legal requirement to provide such information;
- process all written subject access requests from individuals within 40 days of receiving them;

- have in place a formal contract or service level agreement with a chosen data processor who is GDPR compliant;
- ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
- train college personnel;
- conduct audits.
- be the first point of contact for supervisory authorities and for individuals whose data is processed;
- keep up to date documentation of all data protection activities.
- periodically report to the Headteacher and to the Directors;
- annually report to the Directors on the success and development of this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the company website
- the staff policy folder
- meetings with parents such as introductory, transition and parent-teacher consultations
- promotional events
- meetings with staff
- Sharing with new college personnel
- Sharing with all college personnel when updated/amended
- Sharing on the CPOMS Library for ease of reference

Training

Training will be provided by an accredited trainer for all members of the senior leadership team that deal with:

- All aspects of this policy
- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at this college.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Directors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement.