



Policy & Procedures for Late Application and Enrolment of Full Time Students

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability

Policy

Introduction

Milton Keynes College is committed to providing high quality information, advice and guidance to all prospective students. (The College has a recruitment process for full-time courses which is designed to ensure that prospective students have explored all the options open to them). The College usually begins to interview prospective students in January for courses starting in September.

The purpose of this policy is to provide support for prospective students who apply late in order to access opportunities open to them. Late applicants will either be expected to attend the standard interview (and assessment process, if applicable) or be given a straight offer if their circumstances make this possible. Additional support will be offered by the curriculum area to ensure that the applicant is able to integrate into the class and be up to date with their learning.

Scope

Full time prospective students who apply to College after the term has started.

Procedures

- Late applicants are interviewed where appropriate or given a straight offer and are expected to meet the same entry criteria as students applying earlier in the year.
- Support will be offered from the curriculum for individuals to catch up on any work which they may have missed and opportunities will be provided to assist integration into the class and College.
- After the induction period if it is decided that the course is not suitable the student will not continue the course but will have full access to the College's information, advice and guidance service to explore other options and help will be available in deciding the next course of action.

Appeals

Should a prospective student feel they have grounds for appeal they should refer to the Policy & Procedure for Appeals against Admission Decisions.