



**Policy & Procedures for
Conditional Entry**

Responsible Officer: Learner Services Director
Date: May 2007
Review date: May 2008
Policy available: Department Policy and Procedures File, Intranet and LRC

Milton Keynes College is committed to equal opportunities and will endeavour to provide education and learning opportunities for all, regardless of race, gender, age, culture, sexuality, disability, or background.

Conditional Entry provides support for those who have previously had difficulties which have disrupted their education and learning. The Conditional Entry Contract requires students to work to the standards required in the Learning Agreement and to access the support available to them. It gives the applicant the opportunity to access their chosen course with an increased level of support. Conditional entry provides closer monitoring with an emphasis on the responsibility of the student for their behaviour and learning. If the student does not fulfil their part of the conditional entry contract they may be required to withdraw from the course.

Scope of Policy

Prospective students who have applied to College who have experienced any of the following:

- Previous exclusion from school or college
- Disrupted school history including inadequate attendance, disruptive behaviour
- Inappropriate attitude and behaviour demonstrated during the taster process

The conditional entry contract may also be used where an applicant has disclosed an unspent criminal conviction and the risk assessment process has identified that conditional entry would be appropriate.

The decision to admit an applicant on conditional entry will be taken in consultation with the appropriate department. The applicant will be asked to sign a Conditional Entry Contract (Form CE1) in addition to their Learning Contract prior to enrolling on their course.

Conditional Entry Rights and Responsibilities

The applicant will attend a meeting with the Section Manager or Team Leader of the department (with interviewer and parent/guardian where appropriate) to agree and sign to the terms of the conditional entry (Form CE1).

On Programme

The student will attend three reviews of progress with their personal tutor as follows:

1. within 2 weeks of start date.
2. within 6 weeks of start date.
3. within 12 weeks of start date.

These reviews will focus on the extent to which the conditions set out in the contract are being met and the effort being made by the student to achieve the conditions. These reviews will be documented within the ILP process (CE2). Parents/Carers of Under 18 students will be sent copies of the reviews carried out by the personal tutor.

In addition the contract will require the student to attend some, or all of the of the following support activities

1. a meeting with a member of the learning support team in order to assess learning support needs and attendance at the agreed learning support sessions.

2. an 'On Track' session with a member of the "COGS" counselling team, to explore any further issues which may prevent the student from getting the most out of their college experience.
3. Careers/Connexions interview for the student to explore the Career opportunities that are available following the course, or to look at alternative opportunities if the programme is not suitable.
4. Any other individual requirements that are identified as necessary to support the student to enjoy and achieve at College

These requirements will be made clear on the Conditional Entry contract signed by the student. (CE1).

At any time after the first review the personal Tutor may decide that the student has satisfactorily fulfilled the contract. For the majority of students on Conditional Entry the final review will take place within 12 weeks of beginning their course with the personal tutor and the Section Manager or Team Leader. At this review it will be decided whether the student has fulfilled their part of the Conditional Entry contract.

If the student has fulfilled their part of the Conditional Entry contract:

The student will continue on the college course in the usual way, able to access additional support should it be required and subject to the same rights and responsibilities as other students.

If the student has not fulfilled their part of the Conditional Entry contract:

The personal tutor and Section Manager or Team Leader may decide to extend the Conditional Entry contract and the student will continue to attend review meetings with their personal tutor, or that the student is unlikely to complete the conditional stage and may be required to withdraw from the course.

The above outcomes will be recorded on the Conditional Entry Review Document (CE2).

Dissatisfaction with the way the Conditional Entry Procedure has been used

If the student feels the Conditional Entry procedure has been incorrectly or unfairly applied they may write to the Director of Learner Services giving reasons for their views. A panel will be convened to allow the student to appeal against the decision.

Cross Reference to the following Policies

Admissions Policy & Procedures
Admissions Policy & Procedures for Applicants with Unspent Criminal Convictions
Policy & Procedures for Applications from Students previously excluded from College
Equal Opportunities Policy