



**Policy & Procedures for
Applications from Students
Previously Excluded from College
Permission to reapply**

Responsible Officer: Admissions & Threshold Services Manager

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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.

Policy

The College recognises that education and training provides a gateway of opportunity for all. This policy aims to provide an opportunity for students who have been previously excluded from Milton Keynes College. The purpose of this policy and procedure is to ensure that the issues that resulted in exclusion have been addressed and would not impact on the learning opportunities of others.

Scope

All students who have been previously excluded from Milton Keynes College within the last 3 years.

At the time of exclusion excluded students will be given clear written information on the minimum time lapse required before they can reapply.

Introduction

Where a student has been excluded from the College, the decision whether the student can reapply to College will be made on an individual basis with reference to the procedures below.

Students will only be readmitted to College where they are able to provide evidence that they have made sustained efforts to address the issues that resulted in their exclusion and can demonstrate that they have made positive progress during the time they have spent out of College. A risk assessment will be undertaken to decide whether the application can be progressed.

Where the offence that led to the exclusion involved sex, violence or drugs, the applicant will be risk assessed by a member of staff who has been specifically trained to undertake these assessments.

In order that the student is not disadvantaged a place on the course will be reserved on the system until a decision is made as to whether the application can proceed.

Procedures

Exclusion within 3 years will normally be indicated on the College system when the application form is processed. After 3 years all records of exclusion are deleted from the College system.

The College will then write to the prospective student requesting the following information:

- the name and contact details of a referee who will provide impartial information to support the application
- evidence of a recent Connexions or College careers interview in order to explore the range of course or career options available.
- evidence of voluntary or paid employment or achievement on an alternative course, or any other personal development programme.

When the requested information is received:

- The College will invite the prospective student to an interview with a senior manager and a nominated member of staff who has been specifically trained to undertake risk assessments and a section manager or nominated person from the curriculum area that the student previously attended or wishes to attend. If the excluded student is under 18 the parent / carer will be invited to attend. Excluded students over 18 may wish to invite a parent/carers or friend to attend.
- If the student does not attend the interview (without prior notification) the application will not be progressed.

A decision will then be made as to whether the student can re-apply to the College through the normal application procedures. If it is decided to progress the application admission to College may be on a Conditional Entry basis. (ref. Conditional Entry Policy).

Appeals

The College Policy and procedure for Appeals against Admissions Decisions is available for students who wish to appeal against the decision not to re-admit them to College.

This policy cross references with the following documents:

- ❖ Admissions Policy & Procedures
- ❖ Conditional Entry Policy
- ❖ The Equal Opportunities Policy
- ❖ Policy & Procedure for Appeals against Admission Decisions