



**UNIVERSITY  
ACADEMY 92**  
MANCHESTER

## **ADMISSIONS POLICY**

**Implementation date:**

**October 2019**

**Version number:**

**1.0**

<b><u>Document type</u></b>		Strategy
	✓	Policy
		Regulations
		Procedure
		Code of Practice
		Guidance
<b><u>Area of UA92 business</u></b>		Academic
		Finance
		Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
	✓	Student Life
	✓	Student Recruitment and Admissions
	Other	
<b><u>Document Name:</u></b>	Admissions Policy	
<b><u>Author:</u></b>	Student Administration Officer	
<b><u>Owner (if different from above):</u></b>	Head of Recruitment and Admissions	
<b><u>Document control information:</u></b>		
<b>Version number:</b>	1.1	
<b>Date approved:</b>		
<b>Approved by:</b>	UA92 Academic Committee	
<b>Implementation date:</b>	October 2019	
<b>Review due:</b>	July 2022	
<b>Document location:</b>	UA92 website	
<b><u>Consultation required:</u></b>		
<b>Equality &amp; Diversity</b>	YES	
<b>Legal considerations (including Consumer Rights)</b>		
<b>Information Governance</b>		
<b>Students</b>	YES	
<b>Employee Engagement Forum</b>	NO	
<b>External</b>	NO	

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
1.1	28 <sup>th</sup> July 2021	Updating of job titles, areas.	Student Administration Assistant

--	--	--	--

<b>Contents</b>	
<b>1. Purpose</b> .....	5
<b>2. Scope</b> .....	6
<b>3. Admissions Policy</b> .....	6
<b>3.1 Admissions Criteria</b> .....	6
<b>3.2 Verification of Qualifications</b> .....	7
<b>3.3 Contextual Admissions</b> .....	7
<b>3.4 Deferrals</b> .....	8
<b>3.5 Programme Specific Criteria</b> .....	8
<b>3.6 International Applicants</b> .....	8
<b>4. Related Documentation</b> .....	8
<b>5. Interviews</b> .....	9
<b>6. Offers</b> .....	9
<b>7. Admission of Under 18s</b> .....	10
<b>8. Fraud and Omission</b> .....	11
<b>9. Students and Apprentices with Disabilities</b> .....	11
<b>Appendix 1</b> .....	13

## 1. Purpose

1.1 This document details University Academy 92's (UA92) policy on Undergraduate admissions to all programmes. Student recruitment and marketing are beyond the scope of this policy.

1.2 UA92 is committed to providing pre-entry information that is accurate, relevant, current and easily accessible to enable prospective students and apprentices to make informed choices and decisions. However, whilst every effort is made to ensure that all available information is up to date and accurate when published, changes and alterations may be made after printed versions of publications are released.

1.3 Prospective students, apprentices, applicants, parents/guardians, teachers and advisors should refer to UA92's website for the most up to date and accurate information. Alternatively, we advise all interested parties to contact UA92 via phone or email directly using the contact details provided on our website. UA92 also commits to maintaining accurate information on websites external to us, including but not limited to:

- The UCAS website
- Any other third-party website

1.4 UA92 aims to:

- Offer attractive and relevant programmes underpinned by high academic rigour and institutional quality standards.
- Recruit students and apprentices with the potential to succeed in their chosen programme.
- Ensure that there is equality of opportunity for all applicants, whatever their background.
- Treat all applications fairly and consistently, evaluating each application on its own merit.

1.5 UA92 commits to adhering to the QAA Quality Code for Higher Education, ensuring that as a Higher Education provider, we have a reliable, fair and inclusive admissions system. A full copy of the QAA Quality Code for Higher Education can be found here <https://www.qaa.ac.uk/quality-code#>

1.6 Whilst UA92 is responsible for the admission of students at undergraduate level, there are some responsibilities that fall on the applicant throughout the admission process. Applicants are expected to have read and accepted the terms and conditions of UA92 at initial acceptance stages of the application process. UA92 has its own terms and conditions which can be found here <https://www.ua92.ac.uk/student-regulations-policies>. Additionally, further terms and conditions are provided by the Universities and Colleges Admissions Service (UCAS) at each appropriate stage of the process. You can find more on UCAS here <https://www.ucas.com>.

1.7 It is the responsibility of the applicant to inform UA92 of all relevant information that may affect their application. Applicants are also expected to provide all the information required to enable UA92 to fully assess their application upon first submission. Applications with incomplete information may still be considered but may lead to differing outcomes. Failure to submit a complete application may result in us not being able to consider the application. It is also vital that applicants respond to information requests and respond within deadlines set in the application process. Failure to respond to critical deadlines (e.g. UCAS) may result in an application to UA92 being declined by default.

1.8 UA92 will ensure that all applicants, regardless of background and personal and social circumstances and irrespective of any of the nine protected characteristics included in the Equality Act 2010, are provided with an equal opportunity to demonstrate their potential, skills and prior achievements. UA92 is committed to using methods of assessment that are fair and valid, are applied consistently, available for applicants to access and are regularly reviewed.

1.9 Entry Requirements and all other pre-entry information on UA92 and its courses is also made available to applicants and all advisors in person at any of our recruitment events, applicant visit days, open days and any other face-to-face interaction events. Such events allow us to provide clarity on the application process, entry requirements and to raise awareness of information and opportunities for further information.

## **2. Scope**

2.1 This policy is written for applicants, their parents and guardians, college and school teachers and advisers, UA92 admissions staff and any other individual with interest in the admissions activities of UA92.

## **3. Admissions Policy**

### **3.1 Admissions Criteria**

Criteria for admissions, including entry levels and grades, are approved by UA92 when programmes are approved. These criteria will support UA92's aims and be in accordance with the principles in this document and are in line with QAA guidelines stating that the provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.

The prime considerations for our admissions selectors will relate to academic qualifications and the capacity and ability to undertake the programme. However, UA92 does maintain a commitment to widening participation and factors relating to this may be taken into consideration.

UA92 will **typically** use the following criteria to assess an application

- Academic qualifications. This includes both qualifications already held and certified and qualifications currently being taken Typically, applicants will be expected to have qualifications included in the UCAS Tariff, found here <https://www.ucas.com/ucas/tariff-calculator>, or comparable international qualifications. The individual Tariff requirements for individual programmes can be found on the course pages on the UA92 website and are subject to change.
- UA92 recognises a wide range of qualifications for admissions purposes. This again is in line with QAA Guidelines stating that the provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.
- Typically, 5 General Certificate of Secondary Education (GCSEs) passed at Grade C/Level 4 including one in an English subject (typically English Literature or English Language) and Mathematics. Functional Skills Level 2 in English and Maths will be accepted as equivalents.
- Personal Statement.
- Academic Reference.
- Educational context, for example contextual data provided by applicants, UCAS, information on UK partnership school or international collaborative partner. For more information on our Contextual Admissions, please see the separate policy.
- Information contained in the application form.

Normally, UA92 make decisions on information contained within the application, but in specific circumstances, and where it would assist the consideration, UA92 reserves the right to interview applicants.

UA92 is committed to ensuring that all recruitment and admissions staff are appropriately trained in policy, procedures, relevant legislation and good practice to ensure that they are equipped to make the required judgements and competent to undertake their roles and responsibilities.

### **3.2 Verification of Qualifications**

UA92 requires all applicants to provide evidence of the qualifications upon which their offer of a place is based. For many UCAS applicants, UCAS supplies the results directly to institutions. Other applicants, however, should expect to provide original certificates of their qualifications prior to registration. The contact details for such qualifications to be sent will be provided in the offer or can be requested and sent to [results@ua92.ac.uk](mailto:results@ua92.ac.uk).

### **3.3 Contextual Admissions**

For further information on this, refer to the UA92 Contextual Admissions policy (from January 2020). This recognises that some educational personal circumstances can affect achievement. Criteria taken into consideration includes (but may or may not be fully limited to) living in less advantaged neighbourhood, undertaking sixth form study at a school or college with below average attainment, having day-to-day family or work responsibilities or being a care leaver, refugee or from a travelling community.

### **3.4 Deferrals**

UA92 will consider applications from students who wish to defer the start of their programme until the following academic year or to the start of a later block (blocks defined by UA92). This must be provided to UA92 in writing as soon as possible after the initial submission of the first application. Whilst UA92 can make offers on deferred entries, it does not guarantee that deferral requests will be approved. This is because UA92 cannot guarantee that all courses will run in the following year and will be subject to confirmation from UA92. UA92 is clear in pointing out that there is the possibility that any individual course may not run in the following year in its current form, or at all.

### **3.5 Programme Specific Criteria**

In addition to the basic criteria described in point 3.1, there will be specific entry requirements for certain undergraduate programmes. Programme specific criteria can be found on UA92's website at [www.ua92.ac.uk](http://www.ua92.ac.uk)

### **3.6 International Applicants**

As teaching, assessment and student support will normally take place in English, all applicants whose first language is not English will be required to show evidence of proficiency in the English language through a test recognised by UA92 as complying with UKVI requirements. Furthermore, English tests are now a formal requirement of the UK Visas and Immigration (UKVI) for students requiring a Tier 4 (student) Visa to enter the UK.

## **4. Related Documentation**

This policy takes account of and complies with the following legislation/external requirements:

- The Equality Act 2010\*
- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998
- QAA Quality Code for Higher Education



The policy also seeks to comply with the requirements of any Professional, Statutory and Regulatory Bodies as they apply to courses offered at UA92, including any legislative requirements such as the Disclosure and Barring Service (DBS) checks.

Further UA92 policies, including our Admissions Complaints and Appeals Policy and our Terms and Conditions can be found here: <https://www.ua92.ac.uk/student-regulations-policies>

## **5. Interviews**

UA92 may choose to add an interview as part of an offer. An applicant may be invited to interview by UA92 should the institution wish to do so. Typically, the interview will be conducted by a trained UA92 member of staff.

## **6. Offers**

UA92 is committed to making offers appropriate to individual applicants, assessing each application singularly. Admissions staff are afforded the discretion to vary the weight they opt to give to certain examination results and other indicators of academic and personal achievement, drive and commitment of the applicant and their potential. Therefore, they have the discretion to vary the offer they make to applicants and subsequently, this may result in applicants for the same course receiving different types, or levels, of offers.

### **6.1 Conditional Offers**

UA92 reserves the right to make an offer on any of their programmes at any level with any number of conditions.

A conditional offer is made when an applicant does not yet hold all the relevant qualifications needed in order to join a programme but is currently studying towards (an) award(s) or qualification(s) that, passed at the correct level, would meet, or contribute to, the entry requirements for said programme. UA92 reserves the right to vary the offer they make to applicants and subsequently, this may result in applicants for the same course receiving different types, or levels, of offers.

Conditions do not need to be met all at the same time. Applicants can send in qualifications as and when and, once assessed by trained admissions staff, may, if appropriate, contribute to the adequate meeting of a condition and thus can be removed from the offer.

### **6.2 Unconditional Offers**

It is at the discretion of UA92 as to whether the Institution wishes to make an Unconditional Offer to an applicant.

### **6.3 Rejections**

UA92 expects to receive high volumes of applications. Therefore, this can result in increased competition for places. This means it has to assess each application carefully against pre-agreed criteria. Academic qualifications are an important part of its criteria, but the whole application is considered in order to identify motivation, potential and enthusiasm for the chosen subject. Regrettably, this means that UA92 may be unable to make offers to a number of well qualified applicants.

### **6.4 Feedback**

Where possible, UA92 is willing to provide feedback on request to applicants who have not been offered a place. However, when UA92 is experiencing high volumes of applications, it may be unable to provide feedback to every applicant. UA92 will normally aim to provide feedback where requested within one month from receipt of request. The request should be made by the applicant via email.

## **7. Admission of Under 18s**

UA92 is committed to treating all applicants, regardless of age, as mature and independent individuals. However, under 18s living in England are considered by law to be children, which means UA92 has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course until the date at which they turn 18, even if this period is brief.

Where this is the case, UA92 will require the applicant and their parent/guardian to sign UA92's Consent Form for Students Under the Age of 18 and return it to UA92 as confirmation that both parties have read and understood the nature of the obligations which UA92 owes to its students under the age of 18 and the extent of the services and facilities available to them. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at UA92 while they are under 18. No applicant under the age of 18 will be eligible to be registered by UA92 until the Consent Form has been signed, returned and processed.

For international applicants needing a visa to study in the UK, UA92 must comply with regulations set by the UK Visas and Immigration service of the UK's Home Office. As such, parents or guardians must ensure suitable care arrangements are in place for a child under the age of 18 who will study in the UK and be sponsored by UA92 under its Tier 4 licence (currently operating under Lancaster University's License). The consent form must be returned to UA92 prior to the issuing of a Certificate of Acceptance of Study (CAS).

## **7.1 Principles of Consent**

Guidance is set out to ensure that the respective responsibilities of UA92 and the parent or guardian in relation to the applicant are clear. By signing the UA92 Consent Form, it is deemed by UA92 that the student's parent or guardian has given their consent to the principles of consent set out in Appendix 1.

## **8. Fraud and Omission**

UA92 reserves the right to ask an applicant or their referee or employer to provide additional information about the application (e.g. qualifications) and may do so any time during the application process. Should an applicant fail to provide any requested or relevant information or knowingly or unknowingly give any misleading or false information at any time in the application process, UA92 reserves the right to cancel the application, withdraw an offer of a place and/or immediately revoke registration on a programme.

## **9. Students with Disabilities**

9.1 UA92 welcomes applications from those with disabilities and is committed to discharging its duty under the Equality Act 2010. Although it is rare, it should be noted that UA92 might not always be in a position to make adjustments that students request, as they may not be reasonable in the particular circumstances. Where an applicant/student has complex needs, UA92 will liaise with the applicant/student and review whether it is possible to make the adjustments as soon as it can following disclosure of the disability.

9.2 This review may include an information interview and/or an assessment of need to enable UA92 to get a better understanding of the applicant/student's needs and UA92's ability reasonably to meet them. UA92 will confirm the position as soon as possible. Admission or enrolment may be refused or deferred if, following an assessment of need, provision of the adjustments required by the applicant cannot reasonably be provided at that time.

### **9.3 Disclosing a Disability**

Applicants/students have no obligation to disclose a disability and if they do disclose it, they have a right to request that it remains confidential. It is important for applicants/students however to be aware that if they do not disclose details of their disability, UA92 may be unable to provide the relevant support. Disclosing a disability at a later stage in the process may mean that adjustments cannot reasonably be put in place for the start of a course or in rare circumstances, that the requested adjustments cannot be implemented.



## Appendix 1

### 1. Parental responsibilities

UA92 is not able to take on the usual rights, responsibilities and authority which parents or guardians have in relation to a child, and it will not act in loco parentis (assuming parental responsibility) in relation to students who are under the age of 18.

Students who are under the age of 18 will be required to provide proof of a UK-based parent or guardian who is willing to be contacted in an emergency. Students who do not have a suitable relative in the UK will be required to register with and pay for a professional guardianship service. Students will be required to demonstrate that their guardianship contract covers the entire period until they become 18. The Director of Student Affairs, or nominee, will be available to advise and must approve guardianship arrangements prior to registration.

UA92 will require students who are under the age of 18 to confirm their travel and accommodation arrangements directly with the Head of Registry and Quality or nominee prior to registration.

### 2. Contracts

As a student who is under the age of 18 cannot enter into our legal contracts, UA92 requires a student's parents/guardians to honour all obligations under any contracts that the student enters into with UA92 prior to their eighteenth birthday (e.g. payment of tuition and accommodation fees due to UA92).

### 3. Student Accommodation

Parents and guardians should recognise that any residential accommodation recommended by UA92 is provided by separate bodies and therefore UA92 accept no responsibility for this.

### 4. Academic Course Content

As part of the admission process, the relevant departmental Course Leader will be consulted to ensure that they and the UA92 Academic Dean are satisfied that the content of any academic programme would be appropriate for students under the age of 18. This includes field trips and placements, where these activities would occur at a time when the student would be under 18 years old. For some programmes, it is a requirement of the relevant professional body that students are aged 18 or above when they enrol. Parents and guardians should be aware that UA92 Academic staff will not routinely be DBS checked.

### 5. Field Trips

Courses may involve compulsory or optional field trips, excursions or other periods of study away from UA92 campus. UA92 is not able to take any additional responsibility

for a student who is under the age of 18 in relation to such activities. Unless otherwise indicated, by signing the consent form, the parent or guardian gives consent for the student to take part in these activities on that basis. Risk assessments are carried out before all field trips and provision is made for inclusion of under 18s where possible. Participation in some activities may be limited.

6. Sale of alcohol and other restricted goods and services

It is illegal for alcohol and other restricted goods or services to be sold to, or bought by, students who are under the age of 18.

7. Relationships with staff

Under the Sexual Offences (Amendment) Act 2003, it is a criminal offence for any person in a position of trust (which includes members of UA92 staff) to engage in sexual activity with someone who is under 18 years old.

8. Parental involvement

UA92's policy is that it deals with students and not with parents or guardians. This approach will apply equally to students who are under the age of 18. UA92 will therefore correspond with students, and not with parents or guardians, unless UA92 receives express written permission from the student or there is a medical or similar emergency.

9. Provision of IT services

UA92 offers email and unregulated internet services for all its students. These services are provided on an unsupervised basis. Students are expected to act in an adult and responsible manner when using these facilities and are required to abide by UA92's Computer User Agreement.

10. Data Protection

Although those under 18 are regarded as children under the law, they still have the right under the Data Protection Act for information about them not to be disclosed without their consent. This means that UA92 is not able to give information to parents regarding the student's progress, results or most other personal circumstance.

11. Notification

The relevant academic department, professional services and personnel will be notified, prior to registration, of any student who will be under the age of 18 on entry to UA92. Teaching and other staff will not routinely be made aware of a student's age. A departmental risk assessment will be undertaken to ensure that appropriate safeguarding is in place for the individual student on their course.

It is important to point out that once the student reaches the age of 18 this section of the policy will no longer apply. At this point the student will become liable and responsible with regard to all matters.