



# ASPIRE ACADEMY

## Admissions Policy and Procedure

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### Introduction

ASPIRE Academy is committed to deliver a responsive curriculum that provides opportunities for all and supports the development of the local and international workforce and the local economy. Courses available range from Entry Level through to Foundation year and we aim to offer all students a suitable programme of study which best meets their learning needs and aspirations.

### Entry Requirements

Many of the programmes of study have minimum entry requirements which will be published in the prospectus and on the Academy web site. These requirements must be met and will be discussed with the applicant at interview. Some courses or subjects, particularly those that may not have been available at secondary school, may require other skills such as dexterity and a high level of fitness. These requirements will be discussed with the student at the interview stage. Students will be screened at interview to assess their levels of literacy and numeracy.

### Confirmation of a place

Once an application has been received by the Academy, a Student Adviser will make contact with the applicant to arrange an interview. At this stage the student will be guided through the entry requirements and the content of the course. Once the programme of study has been agreed, a formal conditional offer will be sent to the student confirming their place.

If a student declares that they have criminal convictions, the application will be referred to Student Services (Support) before a formal offer is made. Students who have declared a learning disability will be referred to Learning Support to ensure that an appropriate support package can be arranged.

### Course Confirmation

All applicants must:

- Provide evidence of their previous achievements
- Satisfy requirements for admission to the proposed programme of study

- Undertake further assessment or provide information as necessary

## **Fees**

There are enrolment or tuition fees for students set out by the academy. Most basic materials including books and handouts are made available to students but there may be charges for trips and visits and specific course materials.

## **Equal Opportunities**

The Academy will always operate within the terms of current legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, the Academy will discuss these with the student and their parents/carers at an early stage in the application process so that they can make all necessary arrangements to meet those needs by the start of the academic year.

## **Safeguarding**

The Academy takes its responsibilities for Safeguarding extremely seriously. All students attending the Academy are asked to declare any criminal convictions that they may have or are pending. Criminal convictions are not necessarily a barrier to entry for study at the Academy. However, a student risk assessment will be carried out and the Academy reserve the right to contact agencies such as the Independent Safeguarding Authority, Criminal Records Bureau, Police and Youth Offending Teams if they feel this is necessary. For some courses of study it is a requirement that students are registered with the Independent Safeguarding Authority before they are able to go out on placement. Where this is appropriate, students will be notified in advance.

## **Reasons why a student may not be offered a place on their preferred programme of study**

The Academy aims to provide all applicants with a programme of study which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest
- They have a criminal conviction which bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- There are other circumstances which questions their suitability for a course

If the Academy is unable to accept a student on their chosen programme of study, they will offer appropriate advice and guidance to enable the student to make other choices. A student will only

be refused admission to the Academy if it proves to be impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Head of Student Services who has overall responsibility for student admissions.

### **Admission Appeals**

Where applicants are refused a place at the Academy, they have the right to appeal against the decision. Appeals should be made in writing to the Director of Student Department.