NORTH HERTFORDSHIRE COLLEGE ADMISSIONS POLICY

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AUDIENCE

Applicable to students?	Yes
Accessible to students?	Yes
Accessible to public?	Yes

1. INTRODUCTION

- North Hertfordshire College (NHC) is committed to providing the local community and beyond with a wide range of learning opportunities at different levels to facilitate access, progression, and success. Our purpose is to change lives, raise aspirations, and create prosperity for individuals, business, and the communities we live in through the delivery of outstanding education and training.

- Our admissions process is open, transparent, and person-centred — guided by our values of respect, ambition, integrity and educational excellence. We consider each applicant as an individual, seeking to place them on the most appropriate programme to enable them to achieve and thrive.

- NHC embraces the principles of Trauma Informed Practice and seeks to embed this from the very point of application, removing barriers and ensuring every learner has every opportunity to succeed. Our admissions process reflects our deep commitment to cultural capital, learner wellbeing, and the creation of an environment in which all learners feel valued, respected, and supported.

- North Hertfordshire College is proud to hold the FE College of Sanctuary award (2026), reflecting our commitment to creating a welcoming, safe, and inclusive environment for all learners, including those who have sought sanctuary in the UK. We are committed to ensuring that no learner faces barriers to education because of their immigration status or background. Our admissions process fully reflects this commitment and our College of Sanctuary Action Plan.

2. SCOPE

- Establish and maintain an ethos and culture where young people and adults at risk feel secure, are encouraged to talk, and are responded to when they have a worry or concern.

- This policy applies to all prospective learners of all ages applying for a classroom-based programme at North Hertfordshire College. It applies at all NHC campuses and covers all points of the admissions journey, from initial enquiry through to enrolment.

- Applicants applying for Higher Education (HE) courses should refer to the separate HE Admissions Policy, available on the College website at www.nhc.ac.uk

- Applicants to our Apprenticeship programmes should visit Apprenticeships - Hart Learning & Development for more information on our opportunities and processes.

3. POLICY STATEMENT

NHC is committed to providing an admissions service which:

- Provides impartial Careers Education Information, Advice and Guidance (CEIAG) to help prospective learners make realistic and informed decisions about their choice of learning opportunities

- Makes available clear, accessible, and accurate information for each course or programme, including entry criteria, qualification aims, costs, study requirements, progression routes, and assessment methods
- Manages applications and enrolments in a timely and efficient manner with high levels of customer service
- Ensures the admissions process does not disadvantage applicants on grounds of age, disability, gender, gender identity, marriage and civil partnership, race, religion or belief, pregnancy or maternity, sexual orientation, gender reassignment, socio-economic background, immigration status, or any other protected characteristic under the Equality Act 2010
- Makes reasonable adjustments to facilitate access to courses and programmes for people with disabilities or learning difficulties
- Provides information and advice on College facilities and support services
- Ensures applicants are notified of the reason where admission to their chosen course is declined, and offered guidance on alternatives
- Treats all applicants with courtesy, dignity, and respect at all times

4. CAREERS INFORMATION, EDUCATION AND GUIDANCE (CEIAG)

NHC is committed to providing the highest quality of impartial information, advice and guidance (CEIAG) throughout the admissions process. Members of our Student Services teams hold, or are working towards, professional CEIAG qualifications recognised by the Career Development Institute. This includes two dedicated Careers Information, Advice and Guidance Officers. The College holds the Matrix standard accreditation in recognition of its commitment to high-quality, impartial information, advice, and guidance.

Prospective learners can access CEIAG via:

- The College website (www.nhc.ac.uk), which includes course details, entry requirements, fees, financial support, and how to apply
- In-person at any College campus reception during opening hours
- Telephone or email enquiries to the Student Services team 01462 471045/
- Open events, taster days, and school liaison visits
- The College's Careers Match Tool Career Search - North Hertfordshire College
- The College's social media channels – Facebook, Instagram, Tik Tok and LinkedIn

5. ROLES AND RESPONSIBILITIES

SENIOR LEADERSHIP TEAM

- Approve and review this policy in line with the stated review cycle
- Ensure sufficient resources are allocated to deliver an effective admissions process
- Monitor equality impact data from admissions and take action where disparities are identified
- Makes final decision on cases where a learner has been refused admission or an offer has been withdrawn

DIRECTORS OF CURRICULUM AND HEAD OF STUDENT SUCCESS AND INCLUSION

- Have operational responsibility for the admissions function and this policy
- Ensure the Student Success and Inclusion Hub team is appropriately trained, resourced, and supported
- Act as the final internal decision-maker for appeals relating to admissions decisions
- Report admissions data and equality impact analysis to the Senior Leadership Team and Board of Corporation
- Coordinate the delivery of an annual Transition Programme for learners with additional identified support needs

MANAGEMENT AND INFORMATION SERVICES TEAM

- Process all enrolments promptly, courteously, and in line with this policy
- Ensure data is provided for reporting and tracking purposes

CURRICULUM TEAMS AND CURRICULUM ADMINISTRATORS

- Set entry requirements for their programmes and communicate these clearly to the MIS, Student Success & Inclusion Hub, and Marketing teams
- Coordinate and deliver Discovery days, Taster days and Open events to help assess and inform individual choices of academic pathway.
- Advise the MIS team promptly on course capacity, waiting lists, and course closures
- Maintain accurate application records and communicate decisions in writing
- Refer applicants to appropriate specialist teams (ALS, Careers, Student Services) as required

ADDITIONAL LEARNING SUPPORT TEAM (ALS)

- Contact applicants who have declared additional learning needs or disabilities as early as possible in the admissions process
- Carry out or facilitate needs assessments, supportive risk assessments, in line with the content of an EHCP where applicable, for those individual learners who are signposted as requiring additional support
- Advise on and arrange reasonable adjustments throughout the admissions process and into study, including Exam Access Arrangements and the creation of Support Plans
- Liaise with Local Authorities, schools, and external agencies regarding transitions for learners with declared SEND

STUDENT SUCCESS AND INCLUSION HUB TEAM

- Provide impartial information and guidance to prospective learners
- Deliver information and guidance sessions as part of annual Transition Programme
- Carry out or facilitate needs assessments, Engagement Support Plans and Safety Support Plans for those individual learners who disclose mental health support needs.
- Liaise with Local Authorities, schools, and external agencies regarding transitions for learners who are known to the care system
- Provide specialist careers advice and guidance to applicants who may benefit from further exploration of their options
- Support applicants who are not offered a place on their chosen course to identify suitable alternatives
- Contribute to the College's CEIAG strategy to ensure all learners have access to high-quality guidance

ALL STAFF

- Treat all applicants with dignity, respect, and courtesy at all times
- Refer concerns about safeguarding, welfare, or risk to the appropriate designated lead
- Complete relevant training on equality, diversity, inclusion, and safeguarding as required by the College

APPLICANTS

- Applicants are responsible for:
  - Completing their application accurately, honestly, and in full
  - Attend any transition activities such as Discovery days, Taster days and Open events to help assess and inform individual choices of academic pathway.
  - Informing the college if they are unable to attend any of the above activities
  - Disclosing any additional support needs including disabilities, learning difficulties, physical and mental health needs so that appropriate learning and pastoral support can be arranged
  - Disclosing any unspent convictions or open police investigations
  - Applying for financial support (such as bursaries or free meals) in good time prior to the start of their course
  - Informing the College of any changes in their circumstances that may affect their application or enrolment (including changes to qualifications achieved, address, or immigration status)
  - Responding to offers and communications from the College within the stated timeframes

6. ENTRY CRITERIA AND CONDITIONS OF ENTRY

- The minimum age for entry is 16, as of 31 August of the year the course starts. NHC does not normally accept applications from learners aged under 16. Exceptions may be made in exceptional circumstances with the approval of the Director of Finance and Funding and the Designated Safeguarding Lead.
- Entry requirements for each course are published on the College website (www.nhc.ac.uk) and in the College prospectus. These are set by curriculum teams and reflect the level and demands of each programme as required by the relevant examination awarding bodies.
- Applicants who do not meet the minimum entry requirements for Level 1 programmes will be referred for CEIAG and considered for a suitable alternative programme, which may include Supported Pathways or a study programme within the specialist SEND provision.
- Applicants may be required to provide evidence of qualifications, references, or to attend subject-specific activities prior to a place being offered. For childcare, health and social care, and education courses his includes, but is not limited to:
  - portfolio review
  - practical skills assessment
  - DBS check

- All full-time applicants under 19 who have not achieved grade 9–4 in GCSE English and/or maths are required to work towards these qualifications as a mandatory condition of their study programme. Depending on prior attainment, learners will study GCSE English and/or maths, or Functional Skills English and or Proficiency of Number at an appropriate level. This requirement is set out in government funding regulations and is a condition of study at NHC.

7. MAKING AN APPLICATION

- Applications to NHC should normally be made online via www.nhc.ac.uk. Paper application forms are available on request at all campus receptions for applicants who are unable to apply online.
- Applications will be acknowledged automatically on submission, with confirmation sent to the email address provided
- The College communicates primarily by email; text message and WhatsApp reminders may also be used to prompt applicants ahead of interviews and enrolment events
- For applicants aged under 19, a parent or carer will also be contacted using the emergency contact details provided on the application
- If an applicant declares an Education, Health and Care Plan (EHCP) on their application, the application will be placed on hold pending review by the SEND Assessment Team and statutory EHCP consultation. The application will be processed as usual once it is confirmed that the College is able to meet the applicant's needs. The College will communicate clearly with the applicant and their parent/carer and the relevant Local Authority via the EHCP consultation process.
- Applicants who disclose any SEND needs will be contacted by the Inclusion and Additional Learning Support (ALS) team to discuss available support and reasonable adjustments as early as possible in the admissions process.

8. SELECTION PROCESS

- NHC's selection process is designed to be fair, transparent, and supportive, helping applicants to find the right course at the right level.
- Applicants with identified needs and those that apply after the last offer day will be invited to an interview or guidance meeting, usually within one week of the application being received and taking place within four weeks of application
- Interviews may be face-to-face or conducted online via video call; for full-time programmes, interviews will normally be scheduled after 4:00pm during term-time to accommodate school hours where possible
- Where an applicant has disclosed a disability or learning need, a member of the ALS team may attend the interview with the applicant's agreement to ensure appropriate adjustments are discussed

- The College will record any reasonable adjustments agreed at interview and communicate these to the relevant curriculum and support teams prior to enrolment
- If an applicant does not attend their interview without giving notice, the College reserves the right to withdraw the application; applicants who provide a reason for non-attendance will normally be offered an alternative appointment

9. COURSE OFFERS

- Following application an offer will be sent followed by an invitation to an Offer Day. These days give an opportunity to meet the teaching tam and find out more about their chosen pathway.
- Offers may be conditional on the achievement of specific grades or the completion of pre-course requirements (such as a DBS check, portfolio submission, or medical fitness confirmation)
- If an applicant cannot be offered a place on their chosen course, they will be offered an alternative course, a careers interview, or referral to another appropriate provider where practicable
- Where a course is full, a waiting list will be maintained; applicants on the waiting list will be notified promptly if a place becomes available
- All offers are subject to the applicant accepting the College's terms and conditions, including payment of any fees due
- The College reserves the right to amend or withdraw an offer on the basis of subsequent information received, including where an applicant has not met the conditions of their offer or has provided inaccurate information

10. ACCEPTING AN OFFER

- Applicants must respond to an offer within the timeframe stated in their offer letter, either accepting or declining the place
- Applicants are encouraged to hold only one offer at a time to maximise the availability of places for other learners
- The exception to the above is where an applicant holds one offer for a full-time programme and one for an apprenticeship, in which case they may hold both offers while seeking an employer partner
- Where an applicant does not respond to an offer within the stated timeframe, the College may withdraw the offer and offer the place to another applicant

11. PREPARING TO START AT NHC

- NHC seeks to ensure that every new learner feels welcomed, prepared, and confident before they begin their course.
- New full-time learners are invited to a Discovery / Transition Day in June or July prior to their start in September; this provides an opportunity to meet their tutors and fellow learners, explore the campus, and receive key pre-course information
- Full-time applicants will be invited to an enrolment event and receive information about fees, financial support options (including bursaries and free college meals), and what to expect during induction in September
- Part-time applicants can enrol at any time from May onwards for the following academic year, or at the point of course commencement for courses starting at other times of year
- All new learners will participate in a College induction programme that covers safeguarding, health and safety, college expectations, support services, and key policies
- Applicants with additional support needs will be contacted by the ALS team before they begin their course to confirm that all adjustments are in place

12. APPLICANTS WITH ADDITIONAL SUPPORT NEEDS

- NHC warmly welcomes applications from learners with learning difficulties and/or disabilities, and health support needs. The College is committed to making reasonable adjustments at every stage of the admissions process and throughout a learner's studies.
- Our ALS team is experienced in supporting learners with a wide range of needs, including (but not limited to) autism spectrum conditions, physical disabilities/health requirements, sensory impairments, dyslexia and other specific learning difficulties, and complex communication needs.
  In addition, our Student Services team can provide further support for learners disclosing mental health needs.
- Applicants who declare a disability, difficulty, complex support needs, have been homeschooled or have not been in education, employment or training (NEET) may be contacted by the ALS or Specialist SEND teams early in the admissions process and invited for interview.
- The ALS team or our Supported Studies/Springboard specialist SEND provisions will discuss support needs, reasonable adjustments, assistive technology, and exam access arrangements with the applicant (and their parent/carer where appropriate)
- The Wellbeing and Safeguarding team perform the same function for those with mental health needs, in conjunction with the above teams where appropriate.

- The College works in accordance with its duties under the Children and Families Act 2014 and the Equality Act 2010, including the duty to admit learners named in an EHCP where the College is able to meet their needs

- The College works collaboratively with Local Authorities and schools to plan transitions for young people with declared SEND, attending Year 11 EHCP reviews where possible and contributing to person-centred planning processes

- For applicants with more complex needs, a supportive risk assessment may be carried out to establish what reasonable adjustments and expertise are required to enable the applicant to participate fully

- In those few cases where we are unable to meet needs, we will explore alternative options in conjunction with our CEIAG team and appropriate external service providers. This may also include deferring a place until such time as needs are reduced to a manageable level, such as those related to medical concerns.

- NHC's SEND offer is published on the College website and provides full details of the support available to learners with declared SEND

- On self-funded courses, learners are responsible for the costs of any specialist additional support not covered by public funding; the College will advise applicants of any such costs at the earliest opportunity

13. CRIMINAL CONVICTIONS AND ONGOING INVESTIGATIONS

- NHC is committed to ensuring that people with criminal convictions and ongoing investigations are not unnecessarily excluded from further education. Disclosure of a conviction does not automatically prevent admission to our classroom-based programmes.

- All applicants are asked to declare any unspent criminal convictions on their application form; this does not automatically prevent admission

- Courses involving work with children, young people, or vulnerable adults require a Disclosure and Barring Service (DBS) check; for these courses, applicants must declare all convictions including spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

- Applicants with unspent convictions or open police investigations will be asked to complete a short assessment form to include details of any relevant Youth Offending Team, Probation, Police. or Social Worker involved.

- We encourage consent to enable staff to liaise with the investigating team and ensure correct risk assessments and support are implemented. This also allows for communication of any appointments and/or additional concerns raised during the course itself, alongside ensuring any bail conditions are not compromised.

- The Safeguarding team will liaise with named professionals as part of the assessment to discuss details and context of the convictions. This will enable them to fully understand and consider any risk alongside any potential risk mitigating actions.

- Convictions giving rise to particular concern include offences against a person (violent or sexual offences), drug supply or possession with intent to supply, and those leading to a custodial sentence completed in the 6 months. In these instances, the assessment will be taken to a panel of Directors of Curriculum, including the Strategic Lead for Safeguarding.

- The College may refuse admission where a risk assessment identifies an unacceptable risk to learners, staff, or the wider College community

- Risk assessments may also be conducted where information is received at any time indicating a learner may present a risk, including referrals from external agencies such as the police, probation service, or safeguarding authorities

- All risk assessment decisions will be made fairly, consistently, and with regard to the individual circumstances of the applicant.

- Due consideration will be given to the career pathway applied for. This will ensure we are recruiting with integrity not placing someone in a vocational area for which any convictions would preclude them from working.

14. NON-UK NATIONALS AND LEARNERS WITHOUT THREE YEARS' UK RESIDENCY

- NHC is an FE College of Sanctuary and is committed to supporting learners who have sought safety in the UK. The College will take all reasonable steps to support applicants to access education, regardless of their immigration status, and will treat all applicants with dignity and respect. Applicants are encouraged to contact the Admissions team or Student Services for confidential advice about their eligibility.

RESIDENCY ELIGIBILITY

- The following categories of applicant are eligible for public funding without requiring three years' UK residency:
  - UK nationals (and their family members)
  - Irish citizens resident in the UK
  - EEA or Swiss nationals who were resident in the UK by 31 December 2020 and have been granted settled status (indefinite leave to remain) or pre-settled status under the EU Settlement Scheme
  - Non-UK nationals with indefinite leave to remain (ILR) or indefinite leave to enter
  - Persons with discretionary leave to remain
  - Persons with exceptional leave to remain
  - Persons with humanitarian protection
  - Persons with refugee status

- Persons with leave outside the Immigration Rules
- Ukrainian nationals and their family members admitted under the Ukraine Family Scheme
- Ukrainian nationals and their family members admitted under the Homes for Ukraine (Ukraine Sponsorship Scheme)
- Ukrainian nationals and their family members granted leave under the Ukraine Extension Scheme
- Afghan nationals and their family members evacuated or resettled under the Afghan Citizens Resettlement Scheme (ACRS)
- Afghan nationals and their family members resettled under the Afghan Relocations and Assistance Policy (ARAP)

ASYLUM SEEKERS

- An asylum seeker may be eligible for funding at NHC if they meet one of the following conditions:
- They have lived in the UK for six months or more while their asylum claim is being considered and no decision has yet been made on their claim or
- They are receiving support from a Local Authority under section 23C or section 23CA of the Children Act 1989 or under the Care Act 2014

REFUSED ASYLUM SEEKERS

- A person whose asylum claim has been refused may be eligible for funding if they meet one of the following conditions:
- They have appealed against the refusal of their claim within six months of the refusal and no decision has been made on that appeal
- They have been granted support under section 4 of the Immigration and Asylum Act 1999 (hard cases support)
- They are receiving support from a Local Authority under section 17 or 20 of the Children Act 1989 or under the Care Act 2014

EVIDENCE REQUIREMENTS

- Applicants will be asked to provide supporting evidence of their residency and/or immigration status to confirm eligibility for public funding. The College handles all such documentation securely and in accordance with its Data Privacy Policy. Applicants are encouraged to contact the Admissions team or Student Services for confidential, supportive advice about their individual circumstances.

15. APPLICANTS PREVIOUSLY SUBJECT TO DISCIPLINARY PROCEDURES

- Where an applicant has previously been excluded from NHC they will not normally be able to re-apply for a period of 12 months from the date of exclusion, unless the re-application is approved by a Director of Curriculum
- A poor attendance or engagement record at a previous institution may be taken into account when considering an application; the College will seek to understand the reasons behind any such record and will consider relevant context before making a decision.
- Applicants excluded from their previous provider will be considered. This will necessitate discussions with the previous provider, and any professionals supporting the applicant, to enable an informed decision. These discussions will require written consent from the applicant. Applicants may choose to withhold consent. However, this can impact the assessment process. For those learners with EHCPs, these checks will take place as part of the consultation process.
- Applicants who have previously been subject to the Positive Behaviour Policy, short of exclusion will be considered on their individual merits
- As a Trauma Informed Provider, we are mindful that context and environment should be considered when discussing any previous disciplinary procedures.

16. LEARNER DEBT

- Where an applicant has outstanding debt from a previous period of study, admission may be deferred or refused until the matter has been resolved to the satisfaction of the organisation.

17. RIGHT TO REFUSE OR WITHDRAW ADMISSION

- The College reserves the right to refuse or withdraw an offer of admission in the following circumstances:
  - An applicant discloses a criminal conviction assessed as presenting an unacceptable risk to members of the College community
  - An applicant has been excluded from NHC or another educational institution without completing the required conditions for re-admission
  - An applicant has previously attended NHC or another institution and failed to complete courses without good reason, and there is no evidence of changed circumstances
  - The College has been notified by the police or another relevant authority that the applicant presents an unacceptable risk

- An applicant has provided false or misleading information on their application or at any other point in the admissions process
- An applicant is identified as posing a threat or danger to themselves, other learners, or staff
- Outstanding debt to the College remains unresolved and no satisfactory arrangement has been agreed
- Undisclosed EHCP at application stage and statutory consultation process deems that SEND needs cannot be met at NHC in line with Children and Families Act 2014
- Undisclosed health needs wherein the organisation are unable to meet need, and/or the needs presented place the individual or others at risk of harm.
- An applicant does not meet requirements of conditional offer.

PROCEDURE FOR REFUSAL OR WITHDRAWAL

- All decisions to refuse or withdraw an offer of admission will be made by the relevant Head of Curriculum in consultation with a Director. Decisions will be communicated to the applicant in writing, with reasons given and information about the right to appeal. These decisions will never be made on grounds of protected characteristics.

18. COURSE CLOSURES AND OVERSUBSCRIPTION

- Where a course is oversubscribed and a maximum cohort size has been approved by the Principal, places will be allocated on a first-come first-served basis and a waiting list will be maintained for subsequent applicants
- Where a course is unviable due to low numbers or a significant change to government funding or employer demand, the College reserves the right to withdraw the course; affected applicants will be informed as soon as possible and offered alternative advice, guidance, and course options
- The College will endeavour to give applicants as much notice as possible of any course changes and will offer appropriate alternative provision wherever practicable

19. COMMUNICATION WITH PARENTS AND CARERS

- The College recognises that parents and carers play an important role in supporting learners and will seek to involve them positively throughout the admissions process
- The College will communicate with parents and carers of applicants aged under 18 as a matter of course; applicants under 18 are not able to withhold parental/carer communication unless to do so would be inappropriate for reasons of safeguarding or suitable exception has been provided to use an alternate contact.
- For applicants aged 18 and over, the College will communicate with parents and carers where the applicant gives written consent to do so
- Applicants are deemed to consent to parental/carer communication unless they notify the Admissions team in writing otherwise (subject to the exception above for under-18s).

20. COLLECTING AND USING APPLICANT DATA

- Details of the information collected about applicants, how it is used, who it may be shared with, how long it is retained, and how it is kept secure are set out in the College's Data Privacy Policy, available on the NHC website (www.nhc.ac.uk) and from Student Services.
- NHC collects and processes applicant personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Data collected during the admissions process may include identity information, qualification records, contact details, declarations of disability or health needs, and immigration status where relevant.
- Applicants have the right to access and correct the personal information held about them by the College, to request its deletion in appropriate circumstances, and to raise a concern with the Information Commissioner's Office. Full details of applicants' rights are available in the College's Data Privacy Policy.
- The College does not share personal data with third parties except where it is necessary to deliver the College's education and support services. where required to do so by law, or in limited circumstance where the applicant has consented.

21. APPEALS AND COMPLAINTS

- NHC is committed to ensuring that all admissions decisions are made fairly and in accordance with this policy. Where an applicant believes that the admissions process has not been followed correctly, or that a decision is unfair, they have the right to appeal.
- Appeals should be directed in the first instance to Admissions@nhc.ac.uk setting out clearly the grounds of the appeal

- NHC will acknowledge the appeal within five working days and refer it to the relevant Head of Department, who will respond in writing within 10 working days
- If the matter is not resolved to the applicant's satisfaction at this stage, it will be referred to a Director of Curriculum for final consideration. This should also be sent to Admissions@nhc.ac.uk but marked for the attention of the Directors of Curriculum.
- If the internal appeals procedure is exhausted and the applicant remains dissatisfied, they may refer the matter to the Education and Skills Funding Agency (ESFA) or another appropriate external body
- If an applicant believes the application or appeals process have not been applied accurately, they may make a formal complaint. Details of the College's Complaints Policy are available on the NHC website. A formal complaint cannot be used to challenge the outcome of an appeal.
- The College will not treat any applicant less favourably as a result of making an appeal or complaint in good faith

22. MONITORING AND EVALUATION

- The implementation and effectiveness of this policy is monitored on an ongoing basis through the following mechanisms:
- Matrix standard assessment — the College's regular assessment against the Matrix standard for information, advice, and guidance provides independent scrutiny of admissions practice
- Learner and applicant feedback — feedback is collected from applicants at key points in the admissions process and used to inform continuous improvement
- Analysis of admissions data — the organisation analyses data on applications, offers, acceptances, and enrolments, including breakdowns by equality characteristic, to identify trends and disparities
- College self-assessment process — admissions practice is included in the College's annual self-assessment and quality improvement planning processes
- Equality impact assessment — the Admissions Policy is subject to an annual equality impact assessment (EIA) to ensure that the policy does not unfairly disadvantage any group
- Reports to Senior Leadership Team and Board of Corporation — the Director of Student Curriculum reports admissions performance, equality data, and policy compliance to the Senior Leadership Team and Board of Corporation at least annually

23. SUPPORTING POLICIES

- This policy should be read in conjunction with the following College policies and documents:
  - Equality, Diversity and Inclusion Policy
  - SEND and Inclusion Policy
  - Positive Behaviour Policy
  - Data Protection and Management Policy
  - Complaints, Suggestions and Compliments Policy
  - Safeguarding, Child Protection and Prevent Policy
  - College of Sanctuary Action Plan

- All policies are available on the NHC website (www.nhc.ac.uk) and on internal intranet services for existing or continuing learners.

  North Hertfordshire College is committed to equality of opportunity and inclusion for all learners.