



Gosport College Full-Time Admissions Policy and Procedure

Gosport College is a collaborative partnership between a number of organisations supporting the learning and training of young people in the Gosport area. Gosport College supports participation in education and training by offering a range of vocational courses from entry level to level 2. We aim to offer places to all students for whom we have suitable programmes of study.

Students are not competing for a place with other people, but will be offered a place on an appropriate programme of study which best meets their learning needs and aspirations.

The range of courses available at Gosport College from entry to level 2 offers applicants a choice of vocational courses regardless of their GCSE achievements. All full-time students benefit from Tutorial and Pastoral Support.

Gosport College has a range of flexible start dates for young people and therefore, it is not necessary to wait until September to start a relevant course. Courses are available from September. However, courses starting after February may not be fully accredited.

There are no enrolment or tuition fees for students under 19 where they meet the residency and other criteria set out by the local education authority. 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. We have limited Learner Support funds to help students who are eligible for extra financial help.

Gosport College, through Fareham College, is registered with the UK Border Agency and is therefore able to accept applications from students overseas. Applicants from outside the EU who are not termed 'Home Students' will be expected to pay overseas fees.

Students are expected to abide by the College's Regulations. The procedure for processing full-time applications is documented by the Student Services Department and is updated annually.

All applicants must:

- Demonstrate a strong commitment to further study and the ethos of the College
- Satisfy requirements for admission to the proposed programme of study
- Undertake further assessments or provide information as necessary to allow the College to support any additional learning needs
- Agree in writing to adhere to the rules of the College, as set out in the College Handbook for Students, and to any agreements between the College and individual students and/or their parents or legal guardians that the College may reasonably require

Allowances and Discretionary Awards

In certain circumstances students may be eligible to claim financial assistance. Students wishing to find out more about financial assistance should contact Eve Burdfield, Assistant Student Services Manager at Gosport College by emailing eve.burdfield@fareham.ac.uk or telephoning 07403592728.



Equal Opportunities

The College will always operate within the terms of its Single Equality Document and according to appropriate legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, we request that these are discussed with us at an early stage in the application process so that we can make all necessary arrangements to meet those needs by the start of the course.

Safeguarding

The College takes its responsibilities for safeguarding extremely seriously. All students attending the College 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 College. However, a student risk assessment will be carried out and the College reserves 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 complete a Criminal Records Bureau Disclosure before they are able to go out on placement. Where this is appropriate, students will be notified in advance.

Reasons why you may not be offered a place on your preferred programme of study

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

- you are seeking to undertake a programme which is not in your best educational interest
- you have a criminal conviction which bars you from certain areas of work and you wish to follow a programme which would normally lead to that type of work;
- you have behaved inappropriately whilst on College premises
- there are other circumstances which question your suitability for a course (which we would discuss fully with you).

If we are unable to admit you to the programme of your choice, we will do our utmost to offer a suitable alternative programme and appropriate advice and guidance to enable you to make other choices. A student will only be refused admission to the College if it proves to be impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Assistant Head of Student Services at Gosport College who provides initial screening for student admissions.

Admission Appeals

Where applicants are refused a place at Gosport College, they have the right to appeal against the decision. Such an appeal is to the Vice-Principal Students & Teaching. Details of how to appeal are available through Eve Burdfield (Assistant Student Service Manager) or Mark Bonham (Head of Department for Gosport College).