

STUDENT ADMISSIONS POLICY

1. Purpose and Scope

The Student Admissions Policy (the “Policy”) sets out Newbattle Abbey College’s (the “College”) approach to admissions, supporting the College’s commitment to providing inclusive and equitable access to education. The Policy ensures that all applicants are treated fairly and transparently during the admissions process and that they are given opportunities to access the most appropriate courses for their aspirations and abilities.

1.1 This Policy applies to all applicants on all courses.

1.2 This policy covers admissions to courses only and does not extend to the allocation of places within the College's residency, which is governed by the Residential Student Policy and Procedures.

2. Key Principles

2.1 The College welcomes applications from individuals of all backgrounds and abilities. The admissions process is designed to identify an applicant’s motivation, skills, eligibility and suitability for their chosen course while ensuring fairness and inclusivity.

2.2 The College advertises its full range of courses on its website. Courses may be amended or withdrawn due to diminished demand or funding constraints, while new courses may be introduced where demand and funding allow.

2.3 The College takes positive action to support care-experienced applicants. Applicants who identify as care-experienced will be guaranteed an interview, where one is required.

2.4 Current students applying to progress to a higher level of study will generally be accepted based on a satisfactory progress report from their Personal Academic Tutor and fulfillment of any conditions set by the Curriculum Manager or as the result of a Progression Board.

2.5 Applicants with disabilities or additional support needs are encouraged to disclose this information during the application process to allow the College to provide reasonable adjustments and tailored support throughout their studies.

2.6 The College collects personal data to monitor the fairness and effectiveness of the admissions process. This data is anonymised and analysed to ensure that groups are treated equitably. All data collected is subject to the college’s Data Protection Policy and Information Security Policy.

2.7 Some courses may require additional checks or references. The College reserves the right to withdraw an offer under exceptional circumstances (e.g., unsatisfactory references or funding constraints).

2.8 The College administers funding support on behalf of the Scottish Funding Council, including bursaries, travel funds and discretionary funds. Applicants accepted onto Higher Education courses may be eligible for funding through the **Student Awards Agency for Scotland (SAAS)**.

2.9 At all times, this Policy adheres to the College's Equality, Diversity, and Inclusion (EDI) Policy, ensuring that the principles of inclusivity, fairness, and respect guide all aspects of the admissions process.

2.10 The college reserves the right to refuse admission to any student. Where this is the case, an explanation will be given.

3. Variations to the Admissions Policy and Procedure

The College reserves the right to vary and supplement this policy and procedure at any time.

4. Responsibilities

Depute Principal

- Responsible for overseeing the implementation of this policy

Curriculum Manager

- Ensure that course entry requirements and selection criteria are clearly defined and communicated.
- Review and approve decisions on applications, including those requiring additional checks or references.
- Collaborate with teaching staff to assess the suitability of applicants for specific courses.
- Provide guidance on course availability and manage any necessary adjustments due to demand or funding constraints.
- Liaise with the Student Wellbeing and Support Team to ensure appropriate support mechanisms are in place for applicants with additional needs.

Personal Academic Tutors:

- Review current students applying to progress to a higher level of study.
- Offer advice and guidance to students regarding their course suitability and potential progression routes.
- Liaise with the Curriculum Manager and other staff to ensure that progression decisions are based on a holistic understanding of the student's achievements and aspirations.

Student Administration Team

Administer and coordinate all aspects of the admissions process.

Student Wellbeing and Support Team:

Provide advice and guidance to applicants during the admissions process.

4. Related Documents

- **Equality, Diversity, and Inclusion Policy**

- **Residential Student Policy and Procedure**

5. Review

This Policy will be reviewed every three years to ensure it remains accurate, relevant, and aligned with College objectives.

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Student Admissions Policy
Lead Officer:	Depute Principal
Date last reviewed	February 25
Next Review date:	February 2028
Approved By:	BOD
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