

NEWBATTLE ABBEY COLLEGE

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 Courses may be amended or withdrawn due to diminished demand or funding constraints, while new courses may be introduced where demand and funding allow.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**
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5. Review

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

Newbattle Abbey College	POLICY/PROCEDURE
Title: Student Admissions Policy	File ref: Learning & Teaching
Lead officer: Depute Principal	No of pages: 3
Approved by: Learning & Teaching Committee	Date last reviewed: July 2019
Date first approved: 19.2.25	Next Revision date: 2027

Single Equality Scheme Impact Assessment Initial Screening

1. Title of Proposal/Policy/Procedure:			
Is this: <div style="background-color: yellow; padding: 2px; margin-bottom: 5px;">A revised Proposal/Policy/Procedure</div> <input type="checkbox"/> A new Proposal/Policy/Procedure <input type="checkbox"/>	Lead Officer: Kirsty Adamson, Depute Principal (Name and job title)		
Description: (Briefly, but clearly, describe the purpose of the proposal/policy/procedure including its aims, objectives and intended outcomes)	The purpose of the Student Admissions Policy is to outline Newbattle Abbey College's approach to admissions, ensuring a fair, transparent, and inclusive process for all applicants. The policy aims to provide equitable access to education, support applicants in identifying the most suitable courses for their aspirations and abilities. The intended outcomes are to foster a diverse student body, ensure compliance with legal and funding obligations, and uphold the College's commitment to widening participation and lifelong learning.		
2. Relevance to the Equality Act 2010: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<p>Does the Proposal/Policy/Procedure have any relevance under the Equality Act 2010?</p> <p><i>(If yes – indicate 'Yes' (above) and fully complete the remainder of Section 2. If the Proposal/Policy/Procedure has no relevance under the Act, please select "No" and go to Section 3.)</i></p>			

Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal/policy/ procedure? (You should consider employees, clients, students, and any other relevant groups)				
Please tick below as appropriate (against each of the nine equality groups) to indicate any impact and provide a brief explanation.				
	Impact			Please explain the potential
	None	Positive	Negative	

				impacts and how you know this
Age: A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).		x		The policy positively impacts applicants of all ages by ensuring fair and inclusive admissions processes that do not discriminate based on age. This is demonstrated through flexible access routes and pathways to support lifelong learning opportunities.
Disability: A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.		x		By providing reasonable adjustments for applicants with disabilities, the College ensures equitable access to college places.
Gender Reassignment Trans/Trans gender Identity: The process of transitioning from one gender to another.	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and

				providing equitable opportunities for all applicants throughout the admissions process.
Marriage or Civil Partnership: Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the admissions process.
Pregnancy and Maternity: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the admissions process.

is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.				
Race: Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the admissions process.
Religion or Belief: Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the

for it to be included in the definition.				admissions process.
Sex: A man or a woman.	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the admissions process.
Sexual Orientation: Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	x			By embedding the principles of the Equality, Diversity, and Inclusion (EDI) Policy, the Admissions Policy ensures a positive impact on individuals with protected characteristics by fostering inclusivity, eliminating barriers, and providing equitable opportunities for all applicants throughout the admissions process.
3. Full Equality Impact Assessment				
Full Equality Impact Assessment Required? (Select No if you have answered 'No' or "None" to all of Section 2)				Yes No

If a full Equality Impact Assessment is not required, please provide a brief explanation below.

The policy has no detrimental impact in terms of equalities.

Signed by (Lead Officer):	Kirsty Adamson
Designation:	Depute Principal
Date:	
Counter Signature: (Incl. designation)	
Date:	