



Policies & Procedures

Admissions

Policy statement

The college aims to ensure that all applications for admissions are processed fairly and efficiently in line with the College's Equality and Diversity Policy. All applicants are provided with appropriate information and advice before entry and at the point of entry, relating to the College and the courses on offer.

The College will operate an admissions system that is simple and straightforward for all students and meets the needs of applicants giving fair and impartial advice and guidance on an individual basis.

Procedures and timings

All applications must be submitted to the college by the deadline published in the College prospectus. (For September 2008 admissions, this is January 31st 2008 for BTEC National Diploma in Performing Arts and March 1st 2008 for all other courses)

Information about the College, the courses available and how to apply will be available from the start of each academic year and will be widely accessible in print, online and in alternative formats on request. The College Prospectus is available through schools, Connexions Offices, libraries and at Open evenings.

Prospective students can apply by completing and returning an application form found in the centre of the College prospectus or telephone 01375 370121 for an application form or apply online.

Students can then expect to receive:

- Acknowledgement of their application within one week.
- To receive a letter of invitation to attend a pre-course interview after the College has received the "confidential" reference from their present school.
- Notification of the outcome of the interview within one week.
- If successful, a letter confirming a place at the college which outlines details of the conditions.
- Enrolment pack which contains relevant paperwork and details of the July Information Day and interview with Personal Tutor.
- Information about enrolment in September to be given on July Information Day.

Admissions Criteria

Applicants from Thurrock schools and partner schools

All in area applicants and applicants from partner schools will be offered a place, subject to the following criteria:

- Students must apply and the College receive their application before the 1st March.
- Over 16 but not over 18 at the date of enrolment.
- Able to demonstrate commitment to study and appropriate likely level of achievement (this is normally via a reference from previous educational establishment)
- Able to choose with guidance a suitable course.
- Able to meet the minimum entry requirements for the courses chosen. (Qualifications required for College courses will be set out in the College prospectus and are subject to annual review.)
- Able to attend pre-course interview, July Information Day and enrolment.

NB.

Acceptance to the College does not guarantee a place on a specific course. Any in area applicants offered a place will still be accepted, even if their grades are lower, although courses will probably need to be changed.

Applicants from all other schools

All out of area applicants will be offered a place subject to the following criteria:

- Students must apply and the College receive their application before the 1st March.
- Over 16 but not over 18 at the date of enrolment.
- Able to demonstrate commitment to study and appropriate likely level of achievement (this is normally via a reference from previous educational establishment)
- Application to level three courses i.e. A levels or BTEC National Diploma courses. All other courses at the discretion of the Assistant Principal (SS, M & L).
- Able to meet the minimum entry requirements for the courses chosen. (Qualifications required for College courses will be set out in the College prospectus and are subject to annual review.)
- Able to attend pre-course interview, July Information Day and enrolment.

Once students are admitted, we ensure that they are given the academic, personal and, where appropriate, financial support necessary for successful completion of their course at Palmer's College.

Late applications

Any students who apply after March 1st will only be considered for level three courses i.e. A levels or BTEC National Diploma courses, unless circumstances are exceptional.

Places will be offered using the following combination of criteria:

- Likely availability of places on courses applied for.
- Any special reasons for late applications.
- The student's suitability and aptitude for nominated courses.

Overseas students

The College recognises the need for a small provision for overseas students each year. The College welcomes the increased diversity gained by offering places to overseas students.

It is envisaged that overseas applicants will be mainly offered a full two year level 3 programme.

As for all students who meet the admissions criteria the overseas students will be offered a pre-course interview.

Fees

Fees do not apply for any students who are under 19 at the start of their course, have been resident in the UK or any EU country for the last 3 years, or if they have refugee status.

For those students who are required to pay fees, the current fee level is £5,050 which is payable in full in advance.

Former students

Former students of Palmer's College who wish to re-start must apply through the normal application process. Re-starting is not automatic but exceptional circumstances will be taken into account. Former students may be offered places at the College's discretion on an individual basis and conditions may be imposed.

Withdrawal of courses

The college reserves the right to withdraw a course. For example, if there are insufficient numbers of students or unforeseen circumstances. The College also reserves the right to suspend applications for courses which are full. In each of these cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

Appeals procedure

Applicants who are not offered a place and feel that the above criteria have not been applied can appeal. Appeals must be in writing to the Principal within ten working days of the rejection. The Principal will communicate his decision within ten working days thereafter.

A. Ross
(Assistant Principal, Student Services, Marketing & Liaison)

January 2008

