

ADMISSION AND RECRUITMENT POLICY

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Approved by	<ul style="list-style-type: none">Quality Assurance Committee
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Other reference Points	<ul style="list-style-type: none">Admission Policy of Partner University
	<ul style="list-style-type: none">ESL Appeals PolicyESL Quality Assurance Policy

1. Introduction

1.1: The Admission and Recruitment policy of Elizabeth School of London (ESL) are to ensure that the learners are recruited fairly meeting the requirements by the university and other external agencies. The Admissions and Recruitment policy is underpinned by the commitment to equal opportunities, whereby students and staff are treated solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of gender, colour, ethnic or national origin, age, social background, religious or political beliefs, family circumstances or sexual orientation.

1.2. ESL has committed itself to operate its admissions process (The Admissions process refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling students. It covers collaborative provision and late recruitment/clearing) in a way that is transparent and justifiable with procedures that are fair, clear, explicit and consistently applied for all students on all programmes.

2. Roles and Responsibilities

2.1. Overall responsibility for the admissions and recruitment activity lies Ms. Shahnaz Akther Choudhury and Mr Andrew Green Respectively. The school is responsible to recruit the learners on Foundation programme and/or other programmes in order to meet the requirements and expectations by the partner university.

2.2. ESL has a role and responsibility in relation to the recruitment and successful admission of students. Ms. Shahnaz Akther has designated as having overall responsibility for student recruitment activities.

2.3 ESL ensures that all involved with the admissions process will have been adequately trained to undertake their role.

3. Promotion, Recruitment and Selection

3.1. All application forms used within ESL have to be approved by the Principal of the School.

3.2. All marketing material will be accurate, kept up to date, be available at the correct point of the recruitment cycle and formats accessible to enquirers and applicants. The purpose of this material is to assist enquirers and applicants in their decision-making process.

3.3. Academic departments (either individually or collectively) will give enquirers/applicants the opportunity to:

- Visit the ESL campus where they will be taught
- Be informed about pastoral and academic support services
- Know the cost of their chosen programme and sources of financial support

3.4. Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously.

3.5. Where an applicant is required to have GCSEs (or equivalent) as part of a national requirement for their programme the ESL will offer alternative tests in these subjects. Overall responsibility for alternative tests lies with the Principal.

3.6. Applicants will be given the opportunity to gain written concerning the result of their application. The process for gaining feedback and ESL's complaints procedure must be made known to enquirers/applicants.

3.7. The admissions processes will be set within fully documented operational procedures which are readily accessible to all those involved in the process. These will include:

- Indicating who is responsible for each stage of the admissions process
- Procedures for the efficient and timely handling of applications. Applicants should have an indication of how long the process is going to take.
- Operating within the School's confidentiality statement

4. Information for Applicants

4.1. Applicants must know the obligations placed on them if they accept an offer of a place at ESL, or on a collaborative programme. This information must be available by the time an offer of a place is made.

4.2. ESL reserves the right to remove an offer of a place if

(a) information provided by an applicant proves to be false;

(b) the application is for a programme where there is a requirement that an individual is registered with the Independent Safeguarding Authority (ISA) and the applicant's registration has ceased;

(c) if an applicant is shown to have been involved in activity that is not compatible with being a student on the programme for which the applicant has applied.

4.3. Significant changes to advertised programmes (between an offer being made and registration) must be conveyed to applicants as a matter of priority. Where ESL decides to terminate a programme, the correct procedures as indicated in the procedure document must be followed.

4.4. Academic departments (either collaboratively or individually) will explain to applicants the arrangements for enrolment, registration, induction and orientation. Overall responsibility for these activities lies with the Head of Academics of ESL.

5. Complaints and Appeals

5.1. Applicants will have the opportunity to complain about the way their application has handled. There will be a process that allows applicants to appeal against the decisions taken by the admission team of ESL.

6. Monitoring and Review

6.1. The Principal is responsible for ensuring that appropriate arrangements for monitoring and reviewing the admissions process are in place.