



Student Enrolment Policy

Approved by:	SSFC LGB	Date:
Last reviewed on:	October 2022	
Next review due by:	October 2025	
Monitoring & Review	To be monitored by SSFC LGB	
Links		
Staff responsible	Louise Dale-Baron	

Contents

1. Introduction	3
2. Scope & Purpose	3
3. Overview	4

1. Introduction

When young people choose to become a student at the College, they are entering into contracts which place responsibilities on both the student and the College. Students should not enter into the contract unless they are willing and able to meet the commitments as laid out in section B.

In parallel, the College makes a very serious commitment to students and their education, undertaking to provide support and to deliver the best possible experience.

2. Scope & Purpose

There are three key commitments that the College and students make together and all other arrangements in College relate back to these:

a) Students are to make full commitment to their studies. This means working to the best of their ability within the College's learning culture using the VESPA mindset, engaging fully and promptly in all tasks set, and attending all sessions and appointments on time. All students in the College are full-time, therefore each week the student should be expecting to invest 35 hours, the equivalent of a full-time job, on College commitments. These will include timetabled classes, exams, group and one to one coaching sessions, one to one work with teachers, interventions, Supervised Study and enrichment activities. Part of it will also be a significant amount of independent study completed at home, on the College's virtual learning environment (Moodle and Teams), on internships and placements, or in study spaces like the Learning Resource Centre.

b) The College makes an equivalent commitment to students, that it will provide the best possible resources, facilities, teachers and other staff to support the study and to secure students' success. This will include timetabled specialist teaching, academic coaching, employability, careers and/or university application support, and access to specialist resources including the Learning Resource Centre, Moodle and Teams.

c) All members of the College community make a full commitment to each other that they will work together to create a healthy, positive and respectful learning culture where everyone is valued and able to flourish. This commitment is based on the power of education, British values, universal human rights and equality before the law. Any other rules required to run the College flow out of this general commitment; this also includes the College's status as a no smoking/vaping campus.

If students feel at any point that the College is not delivering the above commitments, they should inform the College so that things can be put right. Students should contact any member of staff they feel able to trust and share the

concerns. If the issues are unable to be resolved through such dialogue, students are able to use the College's formal Complaints Procedure.

If staff at the College feel that students are not delivering the above commitments, they will talk to them in order to put things right. If the issue is unable to be resolved informally, the College will follow the Behaviour Policy. At all times, the aim of such intervention is to support students' success which is only secure when a student is able to deliver the commitments set out above. Part of the process will involve contacting and working with parents/carers if the student is under the age of 19. If the contract with the College is unable to be re-established, the student will not be able to continue at the College

3. Overview

At enrolment, students sign up to the contract and learners agreement to confirm that they understand and accept the above commitments.