OAK HILL COLLEGE

Admissions Policy

2027 entry

Admissions Office: August 2026

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1 Introduction

Oak Hill College was founded in 1932 by Charles Baring Young. In keeping with its founding documents and founder's vision, the College seeks to advance Christian education in accordance with the Protestant and evangelical faith, preparing students to love the triune God and their neighbour and to embrace the gospel, living it out with faithfulness and integrity in their own lives and sharing it among the people they are called to serve.

Our programmes are validated by Durham University as part of the Common Awards Framework. Through this framework, we have an ongoing relationship with the Church of England. We are also members of Independent Higher Education (IHE) and continue to engage actively with the Quality Assurance Agency (QAA), (see 'Reports' on the website).

The Kingham Hill Trust is the registered charity that owns Oak Hill College. The Trust has delegated responsibility for Oak Hill to the College Council and the College Leadership Team.

This policy explains our approach and process when considering applicants for admission to the College and covers admissions to all accredited undergraduate and postgraduate programmes, whether delivered at the Oak Hill campus or online, from the point of enquiry through to enrolment. It does not cover Continuing Professional Development courses or non-accredited study. The policy is reviewed and updated on an annual basis and is a key source of information for both applicants and College staff involved in admissions.

2 Principles

2.1 Admissions principles

Oak Hill College is committed to a fair and transparent admissions process that provides a good applicant experience and offers equal access to all prospective students who have the potential to successfully complete their chosen programme. Admissions decisions are based on the individual merits of each applicant and their suitability for the programme for which they have applied.

As part of the admissions service, we provide and comply with clear and fair policies and procedures that are:

- Consistent in application and operation;
- Transparent;
- Accountable to all stakeholders;
- Professional in all aspects of their execution;
- Compliant with relevant legislation and best practice.

We recognise that, in order to provide fair and equal access to all prospective students, we may need to demonstrate a flexible approach to the process and, where appropriate, make reasonable adjustments for individual applicants, for example, due to personal circumstances.

Oak Hill College is committed to encouraging students from all backgrounds and is able to offer appropriate support through advice and discussion during the admissions process in order to maximise the potential success of applicants who are able to demonstrate their suitability for the College and their chosen programme, as explained in section 4.

Applicants must be aged 18 or over on 1 September of the proposed year of entry.

2.2 Responsibilities

Overall responsibility for admissions and recruitment activity, including oversight of the Admissions Policy and related policies, lies with the Leadership Team, who may give particular responsibility to one of their number. Day to day responsibility and management lies with the Director of Engagement and the Admissions Manager.

In order to ensure transparency, fairness and consistency, the Admissions Office manages the admissions process. The Leadership Team is responsible for agreeing the specific criteria by which applications are assessed and admissions decisions made. In the first instance, the Admissions Office considers applications and selects applicants for interview based upon published entry criteria. All shortlisted applicants will be interviewed by teaching staff who will make a recommendation as to whether to offer a place. Decisions are communicated to applicants by the Admissions Office.

2.3 Review and monitoring of admissions policies

Our Admissions Policy complies with relevant consumer, equality and diversity legislation relating to the admission of students and takes account of best practice, including the principles outlined in The Quality Assurance Agency for Higher Education's (QAA) UK Quality Code for Higher Education, in particular the chapter on Admissions, Recruitment and Widening Access (www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access) and the Competition and Markets Authority (CMA) guidance on consumer rights in higher education.

Oak Hill has put in place arrangements for regularly monitoring and reporting on the admissions process. This may include collecting and analysing reports, analysis of data and statistics on applications, offers and acceptances, where available, to ensure fair and consistent application of the Admissions Policy across the College; and reflection on how internal and external developments have impacted upon the admissions process. We review our Admissions Policy annually in the light of experience, research and best practice and make improvements and changes in the

light of this analysis. The review is undertaken by the Admissions Office and the appointed member of the Leadership Team in conjunction with other departments.

2.4 Provision of information

When prospective students are considering applying to study on a programme, we want to support them in making informed decisions which will be right for them. On our website we provide clear, accurate and comprehensive information about our programmes, tuition fees and other costs of being a student, financial support available, and the facilities and support we offer. If any of this information changes during the admissions cycle, we notify applicants of the change by email and provide them with an opportunity to discuss their options.

We hold regular Open Mornings at which prospective students have the opportunity to hear about our ethos and programmes, chat with current students and staff, sample a lecture and have a tour around the campus. We also offer shorter online Open Hours on a variety of topics; some of these have a general focus (such as 'why study at Oak Hill') while others focus on a specific programme.

As a general principle, the College strongly recommends that prospective students for a residential programme attend an Open Morning to gain a proper understanding of the College's ethos and how it underpins the College's beliefs, and to experience what the College is offering by:

- speaking to staff and students about the programmes and the experience of living and learning in community;
- discovering the supportive nature of the College community;
- looking round the College and campus and learning about the facilities available on campus;
- experiencing some sample teaching to get a feel for what's on offer.

Information about the Open Mornings and Open Hours and how to book a place is provided on our website (see 'Admissions' on the website).

Our website is the key source of information about our programmes. This includes:

- the programmes that we offer and information on the full-time and part-time pathways, as well as other study options;
- the aims, content and structure of each programme;
- entry criteria and requirements for each programme;
- clear guidance about how to apply for each programme;
- the expected fees and other costs of being a student and the financial support available;
- likely additional costs or particular requirements of specific programmes (e.g. relating to work or study placements, field trips, materials, or equipment).

Information on the website is accurate and up-to-date and is provided to assist enquirers and applicants in their decision-making process. All information published in electronic or printed form follows our process for approval of public information.

3 Enquiries

Enquiries may be made by email, phone, via the website, or by appointment with the Admissions Office. The Admissions Office is happy to arrange individual Zoom conversations with prospective students to answer questions either before or after an application is submitted. All enquiries are responded to by the Admissions Office with appropriate information and logged for future reference. For details of what data is held and how it is managed, please refer to the Student Enquirers' Privacy Notice on the College website (see 'Policies' on the website).

4 Undergraduate and postgraduate application process

4.1 Process

When an application is submitted, we aim to process this efficiently and fairly. All applications submitted are acknowledged by email, to establish contact and to inform the applicant of the next steps.

The Admissions Office assesses applications in accordance with published entry criteria (see 'Our Courses' on the website). When assessing an application we consider:

- Whether the applicant's academic potential is such that it is likely they would be successful on the programme;
- Whether the applicant has demonstrated the motivation, dedication and suitability for training at Oak Hill through the information and personal statements provided by the applicant and their minister.

4.2 Application

Applicants must complete the College's online application form (a link can be found on 'Admissions' on the website when applications are open). An application must be submitted by the relevant closing date for application, and be complete, in order for it to be considered. If any requested data is not provided in the application form this may cause a delay to the process as we will need to contact the applicant to collect the missing information.

For all programmes, a reference from the applicant's church minister is requested once the application is submitted and we will not proceed with the application until this reference has been received. Details about this are also provided on the College website (see 'Admissions' on the website).

4.3 Re-applying

Applicants for a new programme (at any level) who have successfully completed a first programme at Oak Hill College prior to the current admissions cycle should follow the same application process as for a new applicant.

Applicants who have previously studied at the College but did not finish their programme should follow the same application process as for a new applicant.

We are very happy to receive new applications from potential students who have previously been unsuccessful in obtaining a place at the College. Feedback on previous applications can be discussed with the Admissions Office. Details of previous contact with the College should be included on the application form.

4.4 Selection criteria

All applications are considered for the programme for which the applicant has applied, taking into consideration information provided at the application stage. For programmes where we interview applicants, an initial selection by the Admissions Office identifies which applicants are to be invited for interview.

All applicants who meet the criteria for this initial selection are contacted and asked to attend an interview either on Zoom or in person at the College; if the criteria are not met, we will inform the applicant that we are not proceeding and provide the reason(s) why.

Academic entry requirements

The Admissions Office first assesses whether the applicant has met the minimum academic entry criteria for the programme. These are:

Foundation Award in Theology, Ministry and Mission
CertHE in Theology, Ministry and Mission

- Normally a minimum of one A Level (grade E or above) or equivalent.
- However, for mature students (those aged 21 and over), relevant work experience may be considered in lieu of formal academic qualifications.

DipHE in Theology, Ministry and Mission

- Normally a minimum of two A Levels (grade E or above) or equivalent
- However, for mature students (those aged 21 and over), relevant work experience may be considered in lieu of formal academic qualifications.

BA (Hons) in Theology, Ministry and Mission

- Normally a minimum of three A Levels (grade E or above) or equivalent
- Graduates in other subjects may enter the BA programme.
- Students who have completed successfully the Common Awards Diploma in Theology, Ministry and Mission may be admitted to Level 6 of the BA programme.

PGCert in Theology, Ministry and Mission
PGDip in Theology, Ministry and Mission
MA in Theology, Ministry and Mission

- Applicants will have at least a 2:1 honours degree (or other Level 6 qualification, such as a Graduate Diploma) in Theology.
- Graduates in other disciplines with at least a 2:1 honours degree may also be admitted to the programme and will complete a piece of written work before interview. This will allow applicants to get a flavour of the level of reading and engagement that will be required for the programme as well as allow the College to assess the applicant's suitability for Master's-level theological study.
- However, especially for mature students (those aged 25 and over), prior professional experience will be taken into account as well as educational qualifications.
- Applicants who do not have a 2:1 degree in any subject will be considered 'non-standard' (see section below). In addition to completing a piece of written work before interview, following the interview Oak Hill must seek approval from Durham University before a place would be offered.
- Given the professional development orientation of these programmes, students are likely to be preparing for a ministerial or related vocation or be actively engaged in such a ministry.

MA in Contemporary Christian Leadership

- Applicants will have at least a 2:1 honours degree (or other Level 6 qualification, such as a Graduate Diploma) in Theology.
- Graduates in other disciplines with at least a 2:1 honours degree may also be admitted to the programme and will complete a piece of written work before interview. This will allow applicants to get a flavour of the level of reading and engagement that will be required for the MA as well as allow the College to assess the applicant's suitability for Master's-level theological study.
- However, especially for mature students (those aged 25 and over), prior professional experience will be taken into account as well as educational qualifications.
- Applicants who do not have a 2:1 degree in any subject will be considered 'non-standard' (see section below). In addition to completing a piece of written work before interview, following the interview Oak Hill must seek approval from Durham University before a place would be offered.
- Given its professional development orientation, students are likely to be actively engaged in or have recent experience of a leadership role.

Details of equivalent qualifications can be found on the College website (see 'Our Courses' on the website).

Non-standard admission
Applicants not meeting the standard academic entry requirements (such as a CertHE applicant who does not have an A Level or equivalent) will need to demonstrate their potential to benefit from their chosen programme. There are three elements to this:

- We will assess academic potential, taking into account a variety of factors which include, but are not limited to:
    - work and life experience;
    - actual academic performance to date.
- To determine whether an applicant is capable of completing academic study at the level applied for, we will set a piece of work to be completed during the selection process. This work will be discussed with the applicant at interview.
- Following the interview, if Oak Hill wishes to offer a place to the applicant, we are required to seek approval from Durham University. University approval must be obtained before we can offer a place to such an applicant.

English language requirement
Applicants whose first language is not English must satisfy the College that they have a sufficient command of spoken and written English to meet the demands of their chosen programme. IELTS Academic or equivalent is therefore required at the following levels:

- *Foundation Award, CertHE, DipHE and BA (Hons):* 6.5 overall with no less than 6.0 in any component
- *PGCert, PGDip and MA:* 7.0 overall with no less than 6.5 in any component.

Details of equivalent English Language qualifications can be found on the College website (see 'Our Courses' on the website).

The English language requirement must be met by the point of application. IELTS scores are valid for two years and an applicant must ensure that their English qualification is valid on the start date of their chosen programme. With the exception of IELTS One Skills Retake, an applicant cannot combine scores from more than one sitting of a test.

An applicant does not need to prove their knowledge of English if they are a national of one of the following countries or if within the last 5 years they have completed a UK Bachelor's degree or higher, or an equivalent qualification, in one of the following countries: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, the British Overseas Territories, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom and USA. An applicant also does not need to prove their knowledge of English if they are a national of Canada.

Motivation, dedication and suitability
We use the information provided in the application, in particular the personal statements and, where applicable, the character reflection, to assess each applicant's motivation, dedication and suitability for training at Oak Hill. When considering these, we look for the following:

- the goal/reason for undertaking ministry training;
- identification of gifts for the goal they have in mind;
- support of their sending church/minister to train for that goal;

- self-awareness of their strengths and weaknesses in light of the College's Graduate Profile (this does not apply to Foundation Award or MA CCL applicants);
- evidence of maturing in the Christian faith;
- teachability and appetite to become a lifelong learner.

References

References are an essential part of the application and we always require a supportive reference from the applicant's minister. For our programmes in Theology, Ministry and Mission, we do not arrange an interview before this particular reference has been received.

All applicants are required to provide contact details for up to three referees on the application form. Normally all references must be received before we make a final decision on whether to offer the applicant a place. If in exceptional circumstances we offer an applicant a place before receiving one of their references, the offer would be conditional on us receiving a satisfactory reference.

Church of England ordinands

Applicants who are preparing for ordained ministry in the Church of England must be recommended for training following a Church of England Stage 2 Panel. A prospective ordinand may apply to Oak Hill before being recommended for training if they have the permission of their Diocesan Director of Ordinands to look at Colleges.

4.5 Interviews

Normally all interviews are recorded in the interests of transparency; recordings will be kept in accordance with our Student Enquirers' Privacy Notice.

Foundation Award in Theology, Ministry and Mission
We may interview those applicants who do not meet the standard academic entry requirement. Such an applicant would be asked to complete a piece of written work which would then be discussed in the interview with a member of the teaching staff. Interviews will take place via Zoom at a mutually convenient time.

CertHE, DipHE, BA (Hons), PGCert, PGDip and MA in Theology, Ministry and Mission
Applicants who meet the initial selection criteria are invited to an interview day, either in person at Oak Hill College or via Zoom. The interview day dates are published on the College website and the applicant's availability for these dates should be indicated at application stage. Invitations to interview are sent by email and a response is normally required within 48 hours. If an applicant for a programme has a spouse or fiancé(e) they will also be invited to attend the day if they wish, including the option to attend the interview.

The interview day normally includes:
- a welcome from a member of the College Leadership Team;
- an individual interview with a member of teaching staff;

- an individual conversation with the Director of Pastoral Care;
- an individual conversation with a member of the Admissions Office to discuss funding, accommodation and next steps;
- on in-person interview days during term time, an opportunity to attend chapel;
- on all in-person interview days, an opportunity to chat with current students, and spouses where relevant, and to have a look around College.

The interview is with a member of the teaching staff and lasts for approximately 40 minutes. It covers information provided in the application, as well as exploring the applicant's theological understanding and readiness for undertaking training. The interview is a key element of the selection process and applicants must be successful at interview in order to progress their application.

For those applicants who do not meet the standard academic entry criteria and who are asked to complete a piece of written work, the day will include a 50 minute interview that includes discussion of the work submitted.

MA in Contemporary Christian Leadership
Applicants who meet the initial selection criteria will be interviewed via Zoom by the MA Programme Director. Interviews will take place at a mutually convenient time.

4.6 Decisions

When making admissions decisions we consider an applicant's academic ability and potential to complete the course applied for, as evidenced by factors such as academic qualifications, personal statements on the application form, the assessment of referees and, where applicable, the outcome of the interview. We maintain a record of the rationale for each decision.

Decisions on most Foundation Award applications are made once the application is submitted and reference(s) are received (the exception is where we interview an applicant who does not meet the academic entry criteria, in which case a decision is made after interview). For all other programmes, following the interview/interview day, a decision is made as to whether or not to offer a place. If there are any references that have not been received before the interview, this will delay the decision being made and therefore delay the communication of that decision to the applicant.

As noted in section 4.4 above, for those applicants not meeting the standard academic entry requirement, if, following interview, Oak Hill wishes to offer a place, we are required to seek approval from Durham University. The final decision on non-standard admission therefore lies with the Common Awards Management Board.

If it is decided that an applicant is not suitable for the programme for which they have applied, they may either not be offered a place or, at the discretion of the College, may be offered a place on a lower level programme with the possibility of transferring to the higher level subject to satisfactory progress. There would be no obligation on the part of the applicant to accept this alternative offer.

Decisions are communicated to applicants by the Admissions Office. In the case of unsuccessful applications, reasons are provided for the decision and additional feedback may be requested in writing to the Admissions Office. If an applicant wishes to appeal a decision, they may do so in accordance with the Admissions Complaints Policy, a copy of which is available on the Oak Hill website (see 'Policies' on the website).

4.7 Offer

Applicants who have satisfied the criteria for the offer of a place will receive an offer via email. A deadline for replying to the offer will be included. Offers may be conditional or unconditional and any conditions will be specified in the letter. Conditions may include:

- that a Church of England ordinand is recommended for ordination training following a Stage 2 Discernment Panel (if they have not yet attended it);
- that any non-standard training pathway for a Church of England ordinand is given the necessary approval by the Church of England's Ministry Development Team;
- achievement of certain grades in forthcoming exams, for instance A Levels or degree result;
- receipt of outstanding documentation relating to right to study in the UK or academic/English language entry requirements.

A link to a response form is provided with each offer. An applicant who has been offered a place should complete this form, by the date specified, to confirm whether or not they are accepting the offer of a place on the programme. Extensions to the reply date may be requested from the Admissions Office. Normally these are agreed, unless an extension puts unrealistic pressure on the next stages of the admissions process, either to the detriment of the applicant or by making it difficult for the College to carry out its responsibilities. If there has been any change in circumstances relating to the application the Admissions Office should be notified as soon as possible.

4.8 Deferrals

It may be possible to defer an offer, for one year only, i.e. to start the programme the following academic year. The request to defer should be made via the offer response form as early as possible after receipt of an offer. Where a deferral is granted, applicants are issued with a deferred offer and a new date (in the next academic year) by which to respond to the offer. Any conditions that have still to be satisfied are carried forward and must be met before the new start date for entry to the College. When we open the admissions cycle for the next academic year we may need to request additional information from the applicant. Beyond a one-year deferral, normally the applicant would need to submit a new application.

An applicant who defers their offer would be subject to the tuition fees for the year of entry to Oak Hill and not the year of application.

4.9 Assured place

Any conditions specified in an offer must be met before the place offered can be confirmed. Once an applicant submits the response form confirming they wish to accept the offer and meets any conditions of the offer, the Admissions Office will confirm in writing that the applicant has an assured place. At the same time the Admissions Office will explain the next steps before Enrolment on the programme.

4.10 Accreditation of Prior Learning (APL)

Accreditation of Prior Learning (APL) is the process by which an applicant applies for and may be granted an exemption from some modules on their programme because an academic judgment is made that they have already met the Learning Outcomes for that portion of the programme. Our APL policy outlines when and how we handle prior learning and the information that needs to be provided by the applicant in order for an APL application to be made; it can be found on our website (see 'Policies').

The maximum quantity of APL permitted is normally one-third of a programme's total credits. APL is not available for the Foundation Award.

4.11 Internal applications

A student registered on the Foundation Award has the opportunity to progress to the CertHE by completing an application form and attending an interview day.

A student registered on the CertHE may extend to the DipHE by completing an internal form and successfully completing the CertHE.

A student registered on the DipHE may extend to the BA (Hons) by completing an internal form and successfully completing the DipHE.

For students registered on the BA (Hons) who wish to progress to a postgraduate programme, i.e. the PGCert, PGDip or MA, there is an internal admissions and application process involving an interview with the Director of Postgraduate Studies. Details of this are publicised internally towards the end of the calendar year.

5 International applicants

5.1 Right to study in the UK

With the exception of the Foundation Award which is delivered fully online, applicants are required to declare at application stage the basis of their right to study in the UK. When considering an application, we take into account whether or not an applicant is able to meet the necessary UK visa requirements for the duration of their chosen programme. We reserve the right to reject an application in circumstances where these requirements cannot be met.

Oak Hill College is not on the UK government's Register of Licensed Sponsors and so is unable to sponsor migrants under the Student route of the points-based immigration system. The College therefore cannot accept applications from individuals who need a student visa in order to study in the UK. In addition, please note that it is not possible to study at Oak Hill on the basis of immigration permission issued for study at another UK educational institution or a short-term study visa.

In addition to British citizens, the following have the right to study in the UK and are eligible to apply to Oak Hill:

- Irish citizens
- Individuals with Indefinite Leave to Enter/Remain in the UK
- Commonwealth citizens with Right of Abode in the UK
- Individuals granted refugee status or Humanitarian Protection by the UK government (please note that we are unable to accept an application from an asylum seeker who is awaiting the outcome of their application for refugee status)
- Holders of the following visas, subject to the restrictions and validity period of the visa:
    - Ancestry visa
    - Family visa
    - Youth Mobility Scheme visa
    - Minister of Religion visa (T2) - as this is primarily a work visa, we would only consider an applicant for a part-time programme
    - Religious Worker visa (Temporary Work) - as this is primarily a work visa, we would only consider an applicant for a part-time programme
    - Visitor visa - this is only applicable for the following programmes:
        - The MA in Contemporary Christian Leadership, as it is a distance learning course with periods of face to face intensive learning at Oak Hill.
        - The full time PGCert, as it is a course lasting for less than 6 months.

The UK Visas and Immigration website has up-to-date information about visas required to study in the UK. Visit www.gov.uk/check-uk-visa for further information.

5.2 International qualifications

Where an applicant holds qualifications achieved outside the UK, they must give details of the original qualification on the application form and not what they assume to be the UK equivalent. The College utilises UCAS information and other relevant sources on qualification comparisons to benchmark international qualifications against UK equivalents and ensure that academic entry requirements are satisfied. An applicant may be asked to provide an ENIC Statement of Comparability about their qualification(s). For details please see https://www.enic.org.uk/Qualifications/SOC/Default.aspx

As part of the application process all applicants are required to upload a copy of the qualification certificate or official transcript for their highest qualification. If this is written in a language other than English, the applicant should at the same time provide an English translation of the certificate/transcript. While an unofficial translation is acceptable at application stage, a condition of any offer would be provision of a certified translation of the certificate/transcript into English.

5.3 English language requirement

There is an English language requirement for all applicants whose first language is not English. Please see section 4.4 above for details.

6 Applicants with disabilities, medical conditions or additional needs

Oak Hill welcomes applications from prospective students with disabilities or specific learning needs and these will be considered using the same criteria of merit and potential as for other applicants. We aim to provide an inclusive learning environment that responds to the needs of all its students and enables them to flourish in their studies. Applicants with disabilities or specific learning needs are therefore encouraged to declare this at as early a stage as possible (e.g. on the application form) so that any support/reasonable adjustments needed can be assessed, planned for wherever possible and put in place at the appropriate time.

When an applicant declares a disability or specific needs, the following happens:

- For Foundation Award and MA CCL applicants, a Zoom conversation will be arranged with the Additional Needs Officer (or another applicable staff member) to identify areas where they may require additional support.
- For all other applicants, if this is declared before an Interview Day they will have an individual conversation either on the day of the interview or shortly after it with the Additional Needs Officer or the Learning Support Tutor (or another applicable staff member) regarding their programme of study to identify areas where they may require additional support. The applicant will have the option to complete a 'Health Declaration Form' outlining the sort of support that may be required. Where declared post-interview, a similar conversation will be arranged via Zoom.
- No matter when a disability or specific need is declared, care will be taken to ensure that the applicant's expectations are fully discussed and analysed, and their needs understood.
- We will let an applicant know if medical evidence is needed. However, we recognise that a formal diagnosis can take a long time to be confirmed and formal evidence may not always immediately be available. We will always start a conversation about the support an applicant might need before seeing any

medical evidence. Where a student has a severe or urgent condition, reasonable adjustments may be made without a diagnosis or medical evidence.
- The Additional Needs Officer (or another applicable staff member) will make an assessment of allowances and other support in the event that the applicant accepts a formal offer of a place. This will be completed in agreement with the Vice-Principal (Teaching & Learning) and other members of staff depending upon the nature of the support required.
- Information about the support/reasonable adjustments will be communicated to the applicant by the Additional Needs Officer. Depending upon when the disability or specific need is declared, wherever possible, this will be during the Admissions process before enrolment.

During this process, assessment will take place to ensure that our facilities and resources are sufficient to meet the applicant's needs. This will be done in discussion with the applicant. Where adjustments to the educational environment are required, we will make every effort to achieve this within resource constraints and where it is deemed to be a reasonable adjustment under the Equality Act 2010. Where this is not possible, outside assistance may be sought to try and ensure that any potential barriers to entry are minimised.

Examples of the forms of support that may be available and agreed are (please note that this list is not exhaustive):

- Exemption from reading or transcribing aloud in class where this may cause undue stress or difficulty;
- Permission to record lectures or teaching sessions on a personal device (with the consent of the module tutor and peers);
- Permission to take photographs of whiteboards or other learning materials for personal study use;
- Use of coloured overlays, tinted paper, or digital filters to support reading lecture notes and note-taking in class;
- Access to handouts 48 hours in advance of class time;
- Option to sit in a preferred location in teaching rooms to support concentration (e.g. near the front).
- 25% additional time in examinations and in-class timed assessments and placement in the Quiet Room;
- Access to Quiet Room during examinations;
- Provision of a laptop during examinations;
- Permission to ask Fellowship Group/Personal Tutor for essay guidance and support (for assistance with essay structure and argument and not a full review of a draft).

7 DBS clearance and applicants with criminal convictions

All applicants are asked to complete a criminal record self-declaration at the point of application.

We are committed to the fair treatment of students and potential students. As noted in the Student Enquirers' Privacy Notice (see 'Policies' on the College website), we use the information on the self-declaration form relating to criminal convictions to:

- ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults at risk with whom students are in contact;
- consider carefully students' suitability to study.

By 'conviction' we mean a conviction, caution, reprimand or a warning which has been recorded on a police central record. This includes:

- spent convictions, cautions, and any matters currently under investigation;
- any conviction, caution or investigation in relation to a criminal offence, including road traffic offences except where the matter has been dealt with by way of a 'fixed penalty notice' as such matters do not constitute a criminal conviction.

Applications are first given a preliminary check by the Admissions Office, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage, criminal conviction data is not considered.

Once criminal conviction data is considered, if a criminal conviction has been declared, then the Director of Engagement (or nominee) may ask the applicant to provide additional information. This information is received directly by the Director of Engagement (or nominee). The applicant may also be asked to give details of their Probation Officer, if any, and to give their consent for the Director of Engagement (or nominee) to contact him/her in order to obtain the Probation Officer's views as to the behavioural suitability of the applicant and any potential risk to the College community.

When this information is received, the Director of Engagement (or nominee), with the Safeguarding Officer and Safeguarding Lead, considers the information provided and completes a risk assessment. In doing so, they refer to the College Safeguarding Policy and consider (if applicable) whether to invite the applicant for interview and also whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Group to consider the matter further.

The Sensitive Admissions Group comprises three of the following: Director of Engagement, Safeguarding Officer, Safeguarding Lead and Admissions Manager and always includes either the Director of Engagement or Safeguarding Lead *and* either

the Safeguarding Lead or Safeguarding Officer. The Group is always convened to consider the following convictions:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- Offences listed in the Sex Offences Act 2003;
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply;
- Offences involving firearms, knives and weapons;
- Offences involving arson;
- Offences listed in the Terrorism Act 2006.

The Director of Engagement (or nominee) has discretion to convene the group for reasons not covered by this list where they determine that there are possible grounds for withholding the offer of a place. In all cases, the confidentiality of the applicant is maintained and personal information is only made available on a need-to-know basis.

The group consults with such other departments or persons as it may require and considers the information provided by the applicant and any further information made available by the applicant's Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group takes a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission is only refused if this risk is considered to be unacceptable or not reasonably manageable. Any such decision is communicated to the applicant with an appropriate reason for rejection or condition(s) of acceptance provided.

If an applicant is found to have a relevant offence which has not been declared, the application may be considered fraudulent and this could give grounds for either rejecting the application or, if the applicant has become a registered student, excluding the student.

DBS Clearance

Students who are doing placements are required to provide an enhanced disclosure certificate (for child and adult workforces) from the Disclosure and Barring Service (DBS) or equivalent before the start of their first placement module. For students who have been living outside the UK for a significant period of time, an equivalent check may be required in addition from the relevant authority in that country/those countries of residence. The student will be asked to obtain this check at their own expense, and information about these requirements will be provided before the start of the academic year. All students, on completing a DBS check, will be asked to sign up and pay for the DBS Update Service.

Oak Hill is committed to complying with the DBS Code of Practice. Details of when and how to apply for the check are provided to the relevant new students by the Admissions Office at the appropriate point in the admissions process. Further general

information can be found via the following link:
https://www.gov.uk/government/organisations/disclosure-and-barring-service

8 Document verification and fraudulent applications

All applicants are required to upload academic and personal documentation as part of their application; typically this includes the qualification certificate for an applicant's highest qualification and a copy of government-issued photo ID such as their passport. An applicant may also be asked to provide original documentation either at an interview day or prior to Enrolment. All documentation is verified by admissions staff.

We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised; this may include, for example, an applicant claiming to have a qualification that they do not have or giving false information about their past experience. In such circumstances we reserve the right to reject or cancel an application. We also reserve the right to:

- request additional information to verify an application;
- put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
- withdraw the application/place if it is proven that, or we have reasonable belief that, the information provided is false, or if the applicant/student refuses to provide the requested information;
- terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent application.

9 Equality and diversity

Oak Hill is committed to the principles of equal opportunity and so seeks to treat all members of its community with fairness, dignity and respect in a manner consistent with the College's Christian ethos and mission.

It is important to us that the learning environment is free from discrimination. In line with our Code of Conduct we expect all staff and students to have respect for all. This means that we treat all people with courtesy and respect, involve and listen to others and show consideration and empathy for their well-being. We value others for their contribution irrespective of personal differences, fostering a positive learning environment for our students.

Our full Equality and Diversity Policy can be found on the website under 'Policies'.

10 Data usage and protection

We handle and store data and information in a manner that ensures that we safeguard individuals and personal data. Information is always managed in a manner that complies with the Oak Hill College Data Protection Policy. All staff involved in admissions receive training that enables them to discharge their responsibilities in relation to data protection.

Information about how we use applicant and student data can be found in our Student Enquirers' Privacy Notice and Student Privacy Notice, which can both be found on the College website (see 'Policies').

11 Complaints procedure

Oak Hill College is committed to the provision of fair, transparent and professional practices in the admission of students. We recognise, however, that there may be occasions when an applicant feels dissatisfied with the conduct of our admissions process. If an applicant wishes to complain about how the admissions process has been conducted, they may do so in accordance with the Admissions Complaints Policy as published on the College website (see 'Policies').

All reasonably practicable steps to resolve complaints informally are taken in the first instance. If the complaint remains unresolved, then a formal written complaint can be submitted using the form provided in the Admissions Complaints Policy.

12 Associated policies, procedures and documents

The following can be found on the Oak Hill website:

- Accreditation of Prior Learning Policy and Procedure
- Accommodation and Study Spaces Information
- Admissions Complaints Policy
- Equality and Diversity Policy
- Tuition Fees Information
- Refunds and Compensation Policy
- Safeguarding Policy
- Student Complaints and Grievance Policy
- Student Enquirers' Privacy Notice
- Student Privacy Notice
- Student Protection Plan
- Student Terms and Conditions
- Value for Money Statement

13 How to contact us

Admissions
admissions@oakhill.ac.uk
020 8449 0467 (ext 206)

Oak Hill College
Chase Side, Southgate, London N14 4PS
Tel: 020 8449 0467
Website: oakhill.ac.uk

The Kingham Hill Trust
A company limited by guarantee
Registered in England No. 365812
Registered Office: Kingham Hill School, Kingham, Oxon OX7 6TH
A Registered Charity
Charity Number 1076618

14 Useful links and information

British Council IELTS test
https://takeielts.britishcouncil.org/take-ielts/which-ielts-test/ukvi

Disclosure and Barring Service
www.gov.uk/government/organisations/disclosure-and-barring-service

Durham University Common Awards
https://www.durham.ac.uk/departments/academic/common-awards/

ENIC
https://www.enic.org.uk/

Independent Higher Education
https://ihe.ac.uk/

Quality Assurance Agency
www.qaa.ac.uk

15 Document control

Author	Admissions Manager
Approved	Director of Engagement
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16 Appendix

Roles at point of publication:
Director of Engagement (Member of Leadership Team with responsibility for Admissions): Jonny Reid
Admissions Manager: Rosie Cowan