

Admissions Policy

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1 Introduction

Oak Hill College was founded in 1932 by Charles Baring Young, who was passionately committed to seeing people becoming Christians. One of his particular concerns was that the blessings of the gospel be enjoyed in this life by the disadvantaged. To that end, he used his considerable fortune to establish Kingham Hill School in rural Oxfordshire and Oak Hill College in what is now North London.

Oak Hill College aims to serve the church of Jesus Christ by preparing men and women for a lifetime of ministry in a diverse and changing world.

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. We know that every form of Christian ministry will make broad and deep demands of our students and so we are determined to provide them with a theological education of corresponding breadth and depth. In line with the Trust's governing documents, we are actively seeking to ensure access for those who are economically, socially or personally disadvantaged.

Since its foundation, Oak Hill has aspired to be a learning and worshipping Christian community, and is now made up of almost equal numbers of Anglican and Independent students. We cherish the integration of learning, worship and hospitality in our life together. Our desire is not merely for students to acquire the skills and knowledge required for ministry, but also to grow in their walk with Christ and in Christ-like virtues, recognising our dependence for all this on the work of the Holy Spirit.

Our validated programmes have been developed, and are delivered and assessed by ourselves. They are awarded and quality assured by Middlesex University (see 'About us' on the website). We have a long-standing and trusted relationship with them which goes back to 1992. We also have an ongoing relationship with the Church of England, are members of Independent HE 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; it has contributed spiritually, financially and practically to its development. The Trust has delegated responsibility for Oak Hill to the College Council and the College Leadership Team.

This policy covers admissions for all programmes of study at Oak Hill College. It covers programmes for undergraduate and postgraduate study, admissions for full time and part time study, as well as non-award study and internal admissions. The policy relates to applications from the point of enquiry through to enrolment and is a key source of information for both applicants and College staff involved in admissions. It is reviewed and updated on an annual basis.

2 Principles

2.1 Admissions principles

Oak Hill College is committed to demonstrating excellence and professionalism in the admissions process thereby enabling ever more transparency between College and applicants in order to allow fair

and equal access to all prospective students who have the potential to benefit from and contribute to a Christian college.

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;
- Managed clearly and responsively;
- 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.

2.2 Responsibilities

Overall responsibility for admissions and recruitment activity, including oversight of the Admissions Policy and related policies, lies with the Vice Principal (David Shaw).

Day to day responsibility and management lies with the Admissions & Internal Communications Manager, and the Admissions Officer.

In order to ensure transparency, fairness and consistency, the Admissions Office manages the admissions process. The Vice Principal 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 entry criteria. All shortlisted applicants will be interviewed by teaching staff who will make a recommendation as to whether to offer a place.

All staff involved in the admissions process have regular training and awareness courses.

2.3 Review and monitoring of admissions policies at Oak Hill

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 precepts of The Quality Assurance Agency for Higher Education's (QAA) UK Quality Code for Higher Education, and associated advice and guidance, in particular the section on "Admissions, Recruitment and Widening Access" (www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access) and Supporting Professionalism in Admissions (SPA) Good Practice guides.

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 Principles and 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 Vice Principal in conjunction with other departments, and approved by the College's Leadership Team.

2.4 Provision of information

When prospective students are considering applying to study on a programme, we want to make sure that they make choices which will be right for them. On our website and in our prospectus we provide clear, accurate and comprehensive information about our programmes 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, in accordance with our published Programme Changes Policy (see 'Policies' on the website).

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 from a selection of lectures and have a tour around the campus.

As a general principle, the College strongly recommends that prospective students 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 about 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 how to book a place is provided on our website (see 'Applying to Oak Hill' on the website); invitations to attend are also extended to those who make enquiries directly to the Admissions Office about studying at Oak Hill.

Through our website, prospectus and other documents, we intend to provide specific 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 unusual requirements of specific programmes (e.g. relating to work or study placements, field trips, materials, or equipment).

All literature about the programmes available at Oak Hill College is accurate, up-to-date, available at the appropriate time and in formats accessible to all enquirers. The purpose of the material is 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. Requests for printed information can be made to the Admissions Office.

3 Enquiries

Enquiries may be made by email, phone, via the website, or by appointment with the Admissions Office. All enquiries are responded to by the Admissions Office with appropriate information and logged for future reference. Details of forthcoming Open Mornings are provided and prospective students are strongly encouraged to attend. A log of enquiries is maintained in order to ensure that potential students have the information they need and to provide a link to applications so that we can ensure that the materials we provide are fit for purpose.

All enquiries made after an application is submitted are managed by the Admissions Office, obtaining information from other College staff where appropriate, and are logged against the applicant's record to ensure that the details held about a potential student are complete.

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 'Applying to Oak Hill' 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 sending church minister.

4.2 Application

The application form for programme study is available on the College website to download, complete electronically, and submit by email (see 'Applying to Oak Hill' on the website). Application forms for other study are available either on the website or on request as appropriate. An application must be submitted by the relevant closing date for application, and be complete, in order for it to be considered. Information to be provided includes personal details and prior education. Full details can be found in the Student Enquirers Privacy Notice (see 'Policies' on the website). A reference from the sending church minister is to be submitted at the same time as the application. Details about this are also provided on the College website (see 'Applying to Oak Hill' on the website). Guidance notes for completing the application are also provided on the College website (see 'Applying to Oak Hill' on the

website). 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.

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 Applicants who are under 21 years of age

We recognise that many who apply to and study at Oak Hill College are 21 years of age or over. Our website provides statistical analysis of our student cohort. All applications are considered equally and entry criteria assessed taking into consideration the qualifications and experience evidenced by the applicant. Applicants under 21 years of age may want to seek the advice of their support network before making an application.

4.5 Selection criteria

All applications received at the College are considered for the programme for which the applicant has applied, taking into consideration information provided at the application stage. The initial selection 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 at the College on one of the published dates; if the criteria are not met, we will inform the applicant that we are not proceeding and provide the reason(s) why.

Minimum Academic Criteria

The Admissions Office first assesses whether the applicant has met the minimum academic and English language entry criteria for the programme. The minimum academic entry requirements are:

- for an undergraduate programme: two A levels at grade C;
- for a postgraduate programme: a UK honours degree in Theology with a minimum classification of 2.2.

Full details of academic entry requirements and equivalent qualifications for each programme can be found on the College website (see 'Study with us' on the website).

If these have not been met, and whether or not qualifications are still being taken, we will then assess academic potential, taking into account a wide variety of factors which include, but are not limited to:

- work and life experience;

- actual academic performance to date.

We may also set a piece of work to be completed during the selection process.

English Language Requirement

All applicants must satisfy the College that they have a sufficient command of spoken and written English to meet the demands of the programme, whether undergraduate or postgraduate. The minimum English language entry requirement for the undergraduate and postgraduate programmes is:

- GCSE English Language, Grade C or above, or 4-9; or
- the IELTS Academic Test with an overall score of 7.0 with no less than 6.5 in any component.

Full details of the English language entry requirement and alternatives, for both undergraduate and postgraduate programmes, can be found on the College website in the relevant programme section.

Motivation, dedication and suitability

We use the information provided in the application, in particular the personal statements and 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;
- evidence of maturing in the Christian faith;
- teachability and appetite to become a lifelong learner.

References are an essential part of the application; the sending minister's reference is to be submitted at the same time as the application and the application is not processed fully until the sending minister's reference has been received. Additional references will be requested when it is confirmed that we are proceeding with an application; these additional references must be received before an applicant attends an interview. If there are any references that have not been received by the interview day, this will delay the decision being made and therefore the communication of that decision to the applicant after the interview day.

Attendance at an Oak Hill College Open Morning is strongly encouraged before attending an interview.

4.6 Interviews

All applicants who meet the initial selection criteria are invited to an interview day at Oak Hill College (either in person 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 and encouraged to attend the day, including the option to attend the interview.

The interview day normally includes:

- a small group session with the College Leadership to hear more about Oak Hill and our training;
- an individual interview with a member of teaching staff;
- an individual conversation with the Director of Pastoral Care
- an opportunity, during term time, to attend chapel;
- time to chat with current students, and spouses where relevant;

- an individual conversation with a member of the Admissions Office to discuss funding, accommodation needs and any other needs an applicant may have;
- on some interview days, an optional opportunity to have a look round College.

The interview is with a member of 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.

It may be necessary to hold a second interview in order to further clarify whether the selection criteria have been met. This may be coupled with a piece of written work.

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

4.7 Decisions

Following the interview day, a decision is made as to whether or not to offer a place. This is based on the application submitted, references and the outcome of the interview. If there are any references that have not been received by the interview day, this will delay the decision being made and therefore the communication of that decision to the applicant.

4.7.1 Offer

Applicants who have satisfied the criteria for the offer of a place are given a conditional offer. A standard condition in all offer letters is that a Financial Assurances Form (FAF) is completed. Deadlines are set, usually in discussion with the applicant, for replying to the offer and submitting the FAF.

Other possible conditions of an offer are:

- that an 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 an ordinand is given the necessary approval by Ministry Division;
- achievement of certain grades in forthcoming exams, for instance A Levels or degree result;
- receipt of outstanding documentation relating to Right to Study, ID, qualification certificates, visa or IELTS test.

4.7.2 Unsuccessful

If it is decided that the evidence provided does not satisfy the requirements for an offer, the applicant will be told that they have been unsuccessful. Reasons are provided for the decision to enable the applicant to consider their future options. If applicants wish to appeal a decision, they may do so in accordance with the Applicant Complaints and Appeals Policy, a copy of which is available on the Oak Hill website (see 'Policies' on the website).

4.8 Acceptance of offer

When an offer has been made, the applicant should respond to the Admissions Office to confirm whether they are accepting the offer of a place on the programme, by the date specified. 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. Details of the timing of the process can be found on the College website (see 'Applying to Oak Hill' on the website). If there has been any change in circumstances relating to the application the Admissions Office should be notified as soon as possible.

4.9 Deferrals

It may be possible to defer an offer, for one year only, i.e. to start the programme the following autumn. Exceptions to this are where a Programme Review is taking place and a new programme is likely to start in the year to which an applicant wishes to defer their offer of a place or where there is a significant change to the admissions process being implemented for the next admissions cycle. Beyond a one year deferral, or in light of a Programme Review or significant changes to the admissions process, the applicant would need to submit a new application.

The request to defer should be made to the Admissions Office as early as possible after receipt of an offer and cannot be guaranteed in all cases. Where a deferral is granted, 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.

Applicants are issued with a deferred offer and a new date by which to respond to ensure that the place is still required and to collect appropriate information to satisfy outstanding conditions. Any changes to the admissions process or information provided is given in the autumn preceding the new date of proposed entry. Any additional information that needs to be received from the applicant is requested after acceptance of the deferred offer.

4.10 Assured place

All conditions specified as part of the Conditional offer must be met before the place offered can be confirmed. All students must complete and return a Financial Assurances Form which is assessed by College Leadership; if academic conditions have been specified they must be completed and proof of achievement provided to the Admissions Office. When all conditions have been met, the place offered becomes assured and this is confirmed in writing. Next steps are explained and over the summer information is provided about starting at Oak Hill and the Enrolment process (see 'Applying to Oak Hill' on the website).

4.11 Internal Postgraduate Applications

For current students who wish to progress to a postgraduate programme, i.e. the Postgraduate Certificate, the Postgraduate Diploma, the Integrated Undergraduate Masters (MTheol), and the Master of Arts, there is an internal admissions and application process. Details of this are publicised internally towards the end of the calendar year.

5 Flexible Learning applications

Each academic year we offer 'Flexible Learning' as a way of accessing individual modules from our programmes without working towards a qualification. This is aimed at those who want to be better equipped in their current situation but who normally are not planning to undertake full theological training. Each year full details of what is on offer and how to apply are provided on the College website. The application and admissions process will be in keeping with the principles and practices outlined in this Admissions Policy, but streamlined where appropriate to reflect the different nature of 'Flexible Learning' study. The application normally includes providing one reference and relevant financial assurances. Normally no interviews are required for Flexible Learning applications. Further information is provided by the Admissions Office for those who have a confirmed place nearer to the start of the semester in which their Flexible Learning module(s) starts.

6 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process for recognising prior learning for academic purposes. We are developing a full RPL policy; in the meantime please refer to the Student Transfer policy (see 'Policies' on the website) which outlines when and how we handle prior learning, the information that needs to be provided by the applicant in order for an RPL application to be made, and the processes which are relevant for applicants. The applicant process on the website (see 'Applying to Oak Hill') also clearly states the information that needs to be submitted with an application in order for an RPL application to be made and considered. Failure to provide all the requested information will result in a delay to the processing and consideration of an RPL application. When all the information has been submitted, the appropriate staff, normally the Vice-Principal (Matthew Sleeman) and the Academic Administration Team, will review the information and make a decision, in accordance with the Student Transfer policy. The decision will be communicated to the applicant by the Admissions Office.

An RPL application may be for either exemption from one or more individual modules (normally only compulsory modules) or advanced standing (exemption from an entire year/level of study) to enter directly into a higher year/level of study. The length of time between completing the prior study for which exemption or advanced standing is being sought and starting a programme at Oak Hill is normally no longer than five years. The maximum amount of RPL that can be applied for is two-thirds of the total credits required for the qualification being applied for.

Undergraduate applicants wishing to transfer to Oak Hill College from another university or college with academic credit should also refer to the Student Transfer Policy for full details before submitting an application in the normal way. This is available on the College website (see 'Policies' on the website).

7 Church placements

All undergraduate students and postgraduate ordinands take part in a placement scheme. Both the personal information provided on the application form, and the details on the placement form which is completed after the applicant has received an assured place, are used as the basis for matching students to church placements.

The majority of placement activities are based in local churches, with the location tailored wherever possible to the student's particular training needs. For students who wish to develop their skills in the

area of cross-cultural work, the placement scheme includes the option to complete a short term placement, usually over a summer period, in a different cultural context, normally overseas.

8 International applicants

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. Irish citizens and individuals who have been granted settled or pre-settled status under the EU Settlement Scheme are eligible to apply to Oak Hill. Applicants who already have Indefinite Leave to Remain, hold an Ancestry Visa, a Minister of Religion Visa (T2) or a Religious Worker visa (Temporary Work) may be considered for entry to the College subject to the restrictions and validity period of the visa. 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.

When considering an application, we take into account whether or not a student is able to meet the necessary UK visa requirements for the full duration of their programme. We reserve the right to reject an application in circumstances where these requirements cannot be met.

Due to the need to be able to provide appropriate support, we are not able to accept applications from asylum seekers; however, we are able to receive applications from those with refugee status or humanitarian protection, who have been resident in the UK for a minimum of three years.

Where required, we utilise UCAS information and other relevant sources on qualification comparisons to ensure that programme entry requirements are satisfied where qualifications have been achieved outside the UK.

We may ask overseas applicants to provide an ENIC Statement of Comparability about their qualification(s). For details please see <https://www.enic.org.uk/Qualifications/SOC/Default.aspx>

There is an English language requirement for all applicants to an undergraduate and postgraduate programme regardless of declared first language. For those for whom English is not their first language, the normal test to take is the IELTS Academic Test. Information about this test can be found from the British Council at <https://takeielts.britishcouncil.org/ielts-ukvi/what-ielts-ukvi>. The requirement for the IELTS Academic Test is to gain an overall score of 7.0 with no less than 6.5 in any component. Full details of the alternatives for meeting the English language requirement can be found on the College website.

For those applicants who declare dual first languages (that include English), we will discuss with them any appropriate support they may need at the start of the academic year.

9 Fees

Information about the expected fees and other costs of being a student, financial support available plus likely additional costs or unusual requirements of specific programmes (e.g. relating to work or study placements, field trips, materials, or equipment) can be found on the College website.

As part of the admissions process, all applicants are required to provide financial information in order to show how the first year of their studies will be financed – this is done via the Financial Assurances Form which is provided at offer stage. We expect to see sufficient evidence of funding so that should an applicant start training at the College they are able to focus on their studies, rather than needing to be engaged in extensive fundraising activities. We therefore ask to see evidence that the following can be funded:

- Full time students: fees and all living expenses
- Part time students: fees only

The financial assurances process is conducted for each year of study while the student is at College.

Full details of when bills are issued are provided in the fees information on the website (see 'Study with us' and 'Applying to Oak Hill').

10 Bursaries

The College has a Bursary Fund and is able to offer four different types of bursaries: Access Bursary, Partnership Bursary, Closing the Gap Bursary and Advance Closing the Gap Bursary. Details are available on the College website which include eligibility criteria and information about how and when to apply.

11 Applicants with disabilities or specific learning needs

We try to ensure that students with specific learning difficulties and/or disabilities are able to follow a programme of study most suited to their needs, with appropriate support. This support will be monitored, reviewed and adapted as appropriate.

Information provided in relation to disability will not be used in the initial assessment of applications. Offers to study at Oak Hill may be made prior to disability and learning support information being provided to the applicant.

We encourage applicants to declare their disability, specific learning difficulty or any special needs, and to do so at as early a stage as possible, in order to ensure that any support needed can be assessed appropriately, planned wherever possible and put in place at the appropriate time. There are several opportunities to declare support needs: at application stage, on the interview day, after receiving an offer and again after receiving an assured place prior to arrival at College.

All applicants who have declared specific needs either before or on an interview day, will have an individual conversation on the interview day, with a member of the Admissions Office, and where appropriate the Director of Pastoral Care, regarding their programme of study to identify areas where they may require additional support. During this process, care will be taken to ensure that the applicant's expectations are fully discussed and analysed, and their needs understood.

Evidence needs to be provided in order for us to formally consider allowances. So, after the statement, if one has been taken, the applicant will be informed either on or after the interview day as to what evidence needs to be provided. Upon receipt of the requested information, the relevant paperwork will be passed to the College's Disability Officer who will make an initial assessment of likely allowances and other support. Depending on the nature of the support required, the Officer may consult with other members of staff who may be involved in providing support. Information about the likely support will

be communicated to the applicant by the Admissions Office. Normally allowances and support are finalised at the start of the academic year after the Disability Officer has discussed the details with the new student and the support is signed off by the Vice Principal (Matthew Sleeman). Depending on the support needs, this meeting between the applicant/new student and the Disability Officer may be brought forward.

During this process, assessment will take place to ensure that our facilities and resources are sufficient to meet their needs. This will be done in discussion with the applicant.

Students will be entitled to receive the forms of support outlined in the Regulations and Procedures Handbook (a copy of which is available on the website) and an assessment of any further help and support needed which relates to their disability.

Oak Hill College is committed, where reasonably possible, to meeting the needs of all students in order that they can gain access to, fully participate in and make progress on the course(s) of their choice. Where adjustments to the educational environment are required, we will make every effort to do so, provided this can be achieved within resource constraints and 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.

12 DBS clearance and applicants with criminal convictions

We are committed to the fair treatment of students and potential students. We use the information declared on the application form relating to criminal convictions to:

- ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults 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.

If the applicant does meet the basic academic requirements for the programme and a criminal conviction has been declared, then the Admissions & Internal Communications Manager (or nominee) may ask the applicant to provide additional information. This information is sent directly to the Admissions & Internal Communications Manager (or nominee). The applicant may also be asked to give details of their Probation Officer, if any, and to give their consent for the Admissions & Internal Communications Manager (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 Admissions & Communications Manager (or nominee), with the Safeguarding Officer, considers the information provided and completes a risk assessment. In doing so,

they refer to the College Safeguarding Policy and consider whether to invite the applicant for interview or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Group to consider the matter further.

The Sensitive Admissions Group (Vice Principal (David Shaw), Admissions & Internal Communications Manager, Safeguarding Officer, and Director of Pastoral Care) 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 Admissions & Internal Communications Manager (or nominee) has discretion to convene the group for reasons not covered by this list where s/he determines 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 is convened to consider whether the applicant may be invited to interview or not. The group 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.

The decision, whether made by the Admissions & Internal Communications Manager or by the group, 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

New students for all programmes (excluding Flexible Learners), who are doing placements, are required to gain an enhanced disclosure (for child and adult workforces) certificate from the Disclosure and Barring Service (DBS) or equivalent. 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, 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>

13 Equality and diversity

Oak Hill is committed to the principles of equal opportunity to treating 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'.

14 Fraudulent applications

We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances. This may include, for example, an applicant claiming to have a qualification that they do not have.

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 academic misconduct;
- withdraw the application/place if it is proven, 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.

All students are required to present original academic and personal documentation prior to the start of the programme of study; this is normally undertaken during the application stage and at interview day. Full details of what is required and when can be found on the College website.

All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void and the offer of a place may be rescinded.

15 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 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').

16 Complaints and appeals

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 or with its outcome. If an applicant wishes to complain about how the admissions process has been conducted, or to appeal the outcome of their decision, they may do so in accordance with the Applicant Complaints and Appeals 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 or appeal remains unresolved, then a formal written complaint can be submitted to the Director of Operations and Finance, using the form provided in the Applicant Complaints and Appeals policy.

The Applicant Complaints and Appeals policy, including the timescales involved in making a complaint or appeal, and the process, can be found on the Oak Hill website.

17 Feedback

Oak Hill College is committed to listening to feedback. Comments on this policy can be sent via email to admissions@oakhill.ac.uk.

18 Associated policies, procedures and documents

The following can be found on the Oak Hill website:

- Academic Appeals Policy
- Access and Participation Statement
- Accommodation Information and Allocation Process
- Applicant Complaints and Appeals Policy
- Equality and Diversity Policy
- Programme Changes Policy
- Programmes Handbook
- Refunds and Compensation Policy
- Regulations and Procedures Handbook
- Safeguarding Policy and related Code of Conduct form
- Student Complaints and Grievance Policy
- Student Enquirers Privacy Notice
- Student Privacy Notice
- Student Protection Plan
- Student Transfer Policy
- Terms and Conditions

19 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

20 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
ENIC - <https://www.enic.org.uk/>
Middlesex University – www.mdx.ac.uk/
Ministry Division (Church of England): www.churchofengland.org/ministry-division
Quality Assurance Agency: www.qaa.ac.uk
The Fellowship of Independent Evangelical Churches: www.fiec.org.uk/

21 Document control

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Related guidance and or codes of practice	SPA Good Practice Guides www.ucas.com/providers/good-practice The Quality Assurance Agency for Higher Education's (QAA) UK Quality Code for Higher Education, and associated advice and guidance, in particular the section on "Admissions, Recruitment and Widening Access" (https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access)

22 Appendix

Roles:

Vice Principal is David Shaw

Admissions & Internal Communications Manager is Clare Osborne

Admissions Officer is Rosie Cowan