

ADMISSION OF APPLICANTS UNDER 18s

INFORMATION FOR APPLICANTS

1. Background

- 1.1. The University is committed to equal opportunities in its admissions process and welcomes applications from applicants of all ages.
- 1.2. Anyone who has not reached the age of 18 on the date of commencement of their course is legally considered to be a child under English law. Whilst the University will not act in loco parentis, it must take all reasonable measures to ensure that risks of harm to the welfare of any students it admits under the age of 18 are minimised. The following outlines how the University will meet this requirement.

2. The Application Process for under 18s

2.1. Pre-admission process

- 2.1.1. Applicants who will be under 18 on 1 October of the year of commencement of their course will be identified from the UCAS form. An enhanced procedure will apply to applicants who will be under 16 at the point of entry.

2.2. Assessment

- 2.2.1. Applications will be assessed against selection criteria specific to the programme applied for.
- 2.2.2. Information about the applicant's age is not considered at this stage. An age-related risk assessment will ONLY be undertaken in respect of applications where the candidate has satisfied the admissions criteria for the programme applied for.

2.3. Provision of information

- 2.3.1. Applicants are advised that the process of admitting under 18s may be more lengthy. Applicants should respond promptly when information is requested from them, in order to minimise any delays. Information regarding the process will be included in a conditional offer letter (see 4 below), if and when an offer is to be made to you.

3. Risk assessment

- 3.1. The University takes a risk management approach to safeguarding.

- 3.2. In order to determine whether the University is in a position to fulfil its duty of care in relation to you, a risk assessment will be undertaken. This may include matters relating to content and delivery of the programme, study arrangements, pastoral care, personal tutoring and accommodation.
- 3.3. If the outcome of the risk assessment is satisfactory, the University will proceed with the offer.
- 3.4. During the course of the risk assessment, the University may identify adjustments which may need to be made involving control measures to safeguard your wellbeing. The control measures may mean that additional conditions apply to your offer. Examples include possible amendments or restrictions in module choices, choice of accommodation, provisions regarding field trips, enhanced personal tutor contact, provision of parental consent. Any additional conditions will be notified to you (see 4 below). Any control measures put in place will cease to apply when you reach 18.
- 3.5. Where the applicant will be under 16 on the commencement date, the decision taken following the risk assessment procedure must be approved by the University Secretary.
- 3.6. In exceptional cases, if it is identified in the risk assessment process that reasonable adjustments cannot be made to ensure that your safeguarding and wellbeing needs can be met, the application will be unsuccessful and you will be notified accordingly.

4. Notifications to applicants

- 4.1. Applicants will be sent a conditional offer letter including “Guidance for applicants under 18 and their parent/guardian”, which outlines the University’s approach to students under 18.
- 4.2. We ask that this letter is shown to your parent/guardian as it includes important information that your parent/guardian needs to be aware of.
- 4.3. In the event of a successful completion of the risk assessment to determine whether a place can be offered which would satisfy the University’s duty of care, a further letter will be sent which will set out any additional conditions identified by the risk assessment process. A parental consent form will also be sent to you.
- 4.4. The parental consent form lists the responsibilities of the parent/guardian until you reach the age of 18 and requires the parent/guardian to consent to these responsibilities and your attendance on the course.
- 4.5. You will be notified of the result of the risk assessment before you are required to make your firm/insurance choice.

5. **Accepting an offer**

- 5.1. You will be required to accept the conditions notified at 4.3 above and return the parental consent form prior to or at the time of accepting a place at the University.
- 5.2. A further review of the risk assessment will be undertaken with you at the point of admission.

6. **Accommodation**

- 6.1. Applicants who will be 16 or 17 on the commencement date:
 - 6.1.1. Once an offer has been accepted and you have met the conditions, the Accommodation Office/Residences will arrange University accommodation that is suitable for students under 18 (where an application for University accommodation has been submitted). It may be a condition of your offer that you live in specified University accommodation.
 - 6.1.2. If you decide to live in private accommodation, your parent/guardian will be responsible for choosing and approving this.
- 6.2. Applicants under 16 on the commencement date
 - 6.2.1. Unless there are exceptional circumstances evidenced from the risk assessment process, it would not be usual for an applicant under 16 to be accommodated in University accommodation. For these applicants, we expect that a parent will either accompany, or appoint a guardian to take care of the student until they reach 18 or are old enough to apply for University accommodation (i.e. once they are 16).

7. **International applicants**

- 7.1. Information about the requirements for obtaining a visa is available through the UK Boarder Agency website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> (under 'Study visas').

8. **Parents/guardians not resident in the UK**

- 8.1. Where parents/guardians are not resident in the UK the University will recommend that consideration be given to appointment of a UK based guardian for a student under 18.
- 8.2. For applicants under 16, we expect that either a parent or their appointed guardian will accompany and care for the student until they reach 16 and are old enough to apply for University accommodation. These applicants will then be

recommended to have a UK-based guardian until their 18th birthday (as stated above in 8.1).

9. Complaints

9.1. Applicants who wish to challenge a decision to reject their application on the basis of 3.6 above should refer to the process at 5.11 Undergraduate Admissions Policy.