



Northern College

1. Overview

Policy Title	Residential Admissions Policy 2024/25
Who does the policy apply to?	This policy will outline the residential admissions for Northern College. This policy and its underpinning guidance should be read by all students, staff and governors.
Aims	To provide guidance to enrolled students who wish to stay residentially at the College. This process will be transparent and ensure access to, and participation in, adult learning.
To be read in conjunction with	Residential Procedures Student Handbook Admissions Policy Additional Learning Support Policy Equality, Diversity and Inclusion Policy
Further advice may be sought from	Assistant Principal Student Experience Head of Student Support Services
Review arrangements	<p>This policy will be reviewed annually in line with Northern College annual review cycle.</p> <p>This policy may be reviewed outside of this cycle should operation and/or legislative guidance dictate it.</p> <p>The policy, guidance and review arrangements can be viewed on the Northern College website, staff and student inductions and within student handbook.</p> <p>Further details regarding revisions and review cycle can be found at Section 10 and 11.</p>

APPROVED BY:

BOARD OF GOVERNORS

DATE:

June 2024

NEXT REVIEW DUE:

June 2025

2. **Purpose**

2.1 The purpose of this policy is to ensure that: -

2.1.1 Northern College provides an open and transparent Residential Admissions Policy.

2.1.2 Northern College demonstrates a commitment to equality and diversity when providing access to, and accommodation within the residential facilities.

2.1.3 The Residential Admissions Policy places a paramount concern on safeguarding of College students, staff and visitors in relation to residency within the accommodation facilities.

2.1.4 The College can demonstrate its compliance with the relevant funding criteria.

3. **Aim**

3.1 This policy covers all residential applications, admissions and occupancy across Northern College residential facilities.

3.2 To ensure the College will provide a minimum standard of accommodation in line with government good practice guidance including Health, Safety and Wellbeing legislation and safeguarding.

3.3 To ensure accountability of all residential allocations within the context of Adult Education Skills Funding Agency, South Yorkshire Mayoral Combined Authority (SYMCA) and West Yorkshire Combined Authority (WYCA) funding guidance.

4. **Policy**

4.1 The College has the right to refuse residential applications where it has reason to believe that the student will, or may, pose a risk to themselves or other students in the residence, or where the applicant has a criminal record which cannot be mitigated via the Inclusive Risk Assessment process.

4.2 The College will have robust systems to facilitate the assessment and allocation of rooms to students within residential accommodation.

4.3 If an individual has been assessed to stay residentially, the expectation is that individuals will stay residentially for every scheduled night of their course and for the full duration of their course. **Any individual wishing to change from residential to non-residential needs to request this in writing, citing the reason**, to the Assistant Principal Student Experience.

4.4 This policy will operate alongside the Student Handbook, student admissions and Residential Agreement 2024/25 (Appendix 1).

4.5 The College will ensure that arrangements to ensure the health, safety and welfare of its residential students are in place.

4.6 Individuals are unable to stay residentially outside of the nights their course is running. The only exception to this is where an individual lives 25 miles or more from the College. In this instance, the individual can stay the night before their course starts.

- 4.7 The College will not be responsible for children staying with parents/guardians on College premises. Children are only permitted to stay as part of the College's Family Learning offer.
- 4.8 Where there is a disclosed disability, need, or protected characteristic (aligned to the Equality Act 2010) rooms will be allocated accordingly at the enrolment stage. Medical/supporting evidence may be required.
- 4.9 Northern College will manage residential facilities in line with the College's Estates Strategy and will consider the most appropriate use of space and running costs when allocating accommodation.
- 4.10 Students found to be contravening the policy in relation to their accommodation may be subject to disciplinary procedures. Breaches may result in the termination of residential accommodation offer. All disciplinary processes and proceedings regarding the residential facilities will be dealt with in-line and in accordance with the Student Disciplinary Policy.
- 4.11 Northern College promotes an ethos that positively reflects its commitment to advancing equality of opportunity and celebrating diversity. Within this context the College will not tolerate any prejudicial behaviour by any member of its community and has a zero-tolerance policy to bullying and harassment. Students who present with these behaviours may be subject to disciplinary procedures or may be asked to leave the premises.
- 4.12 The College will provide a security presence 24hrs a day, 5 days a week and on College open weekends. Emergencies should be reported via Reception (during opening hours) or the Estates team / Security Officer on campus (outside of reception opening hours). Outside of core hours the On-call Duty Manager may be contacted or the College key holder.
- 4.13 The College reserves the right to enter accommodation without prior warning for purposes of maintenance and repair, and to inspect the room where there is suspicion of behaviour contrary to the residential expectations, such as drug or alcohol misuse.
- 4.14 Students are not permitted to bring guests onto site to visit or stay within the accommodation. Students found to be in breach of this may be subject to disciplinary procedures.
- 4.15 The College is a no smoking environment and students are not permitted to smoke in accommodation and should only smoke in designated areas.
- 4.16 The College is a no alcohol campus for students, therefore drinking alcohol is not permitted on site at any time. Students in breach of this may be asked to leave campus or may be subject to disciplinary procedures.
- 4.17 Students may be required to leave campus immediately should they present with an infectious condition.
- 4.18 Where a student is requested to leave the campus, they will be responsible for making their own travel arrangements.

5. Eligibility

To be eligible for funded residential accommodation students must be;

- 5.1 Enrolled onto an approved learning aim/qualification/course funded by (ESFA), SYMCA or WYCA or be in receipt of an Advanced Learner Loan from Student Finance England.
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5.2 Where students are on an ESFA, SYMCA or WYCA funded programmes they must satisfy the appropriate criteria for residential access.

6. Monitoring, Review and Dissemination

6.1 The policy will be reviewed annually in line with:

- ESFA, SYMCA or WYCA funding guidelines and audit requirements.
- Annual budget, mid-year funding forecast and financial outturn;
- College strategic priorities and curriculum plan;
- Student feedback;
- Curriculum, Quality and Student Experience Committee approval.

6.2 Information on residential access will be disseminated via the following:

- Student enrolment and induction sessions;
- Staff induction and training events;
- Open days and IAG, interviews and enrolment;
- The College website/social media;
- College/Team Meetings.

6.3 This policy and its underpinning terms and conditions will be located on Staff Teams / Intranet and the College website.

7. Appeals and complaints

7.1 All complaints will follow the Northern College complaints procedure.

8. Data Protection Act 2018 and UK GDPR (UK General Data Protection Rules)

8.1 Northern College is a data controller in terms of the Data Protection Act and UK GDPR. Personal information and any supporting evidence will be used by the Financial Support Service for College/audit purposes. The College has responsibility to administer public funds (financial support) in manner which is in line with government guidance and the law. In the processing of submitted forms, the College will be mindful of unlawful applications and the prevention of fraud.

9. Equality, Diversity and Inclusion

9.1 Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context the Residential Admissions Policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

10. Policy sign off and ownership details

Document Name:	Residential Access
Version Number:	4.0
Effective from:	July 2024
Next scheduled review date:	June 2025
Policy owner:	Assistant Principal Student Experience

11. Revision history

Version No	Effective date	Revision description/summary of changes	Author
1.	Sept 2021	Minor revisions	Diane Lawson: Assistant Principal Student Experience
2.	Sept 2022	Revisions in line with regional funding and UK GDPR	Diane Lawson: Assistant Principal Student Experience
3.	Sept 2023	Minor revisions	Diane Lawson: Assistant Principal Student Experience
4.	Sept 2024	Revisions in line with regional funding	Diane Lawson: Assistant Principal Student Experience

Appendix 1

Northern College Residential Agreement 2024/25

Introduction

The purpose of Northern College's residential offer is to provide an immersive and calm learning experience with fewer distractions. Students tell us it improves their concentration, motivation, resilience, and mindset. ***Please note that by staying residentially, you are agreeing to our Terms and Conditions outlined below.***

Please be advised that any issues experienced outside of reception opening hours, can be reported to the on-site team by dialling 6303 from the phones within the residential accommodation blocks or 01226 776000 from a mobile.

Terms and Conditions

1. If an individual has been assessed to stay residentially, the expectation is that individuals will stay residentially for every scheduled night of their course and for the full duration of their course. ***Any individual wishing to change from residential to non-residential needs to request this in writing, citing the reason,*** to the Assistant Principal Student Experience.
 2. Bedrooms are allocated on the day of arrival. Individuals are unable to pre-book or request specific rooms or accommodation blocks. Keys are available from 3pm on the first day with keys returned by 9.00am on the day of check-out. **Keys must not be taken off-site.** Lost keys will incur a charge of £30.
 3. Once allocated, rooms must not be swapped with fellow students as this contravenes our Health and Safety and Safeguarding protocols.
 4. Students should stay within their own allocated room and not share rooms unless it has been agreed by the College.
 5. If an individual requires specific facilities due to a health or medical need, this must be disclosed prior to attendance on the course. Priority will be given to those with the greatest need. Medical evidence may be required.
 6. Please be aware that some of our rooms do not have en-suite facilities therefore private bathroom facilities cannot be guaranteed when accommodation is allocated.
 7. Please be aware that residential accommodation blocks may be mixed (male/female).
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8. The College does not provide towels or toiletries. Bedding is supplied and additional blankets are available upon request.
9. Individuals are unable to stay residentially outside of the nights their course is running. The only exception to this is where an individual lives 25 miles or more from the College. In this instance, the individual can stay the night before their course starts.
10. Where an individual misses' residential nights, for example, due to illness, session cancellation, these nights cannot be banked to be taken back at a later date.
11. Where courses have Independent Study weeks, individuals are able to stay residentially on the nights they would usually be in College. Residential accommodation will cease on the last day of the course with normal check out procedures.
12. Individuals are asked to respect their environment by keeping rooms and surrounding areas clean and free from anything that may damage the facilities, as well as keeping noise levels to a minimum.
13. Visitors are not permitted to enter or stay in the residential accommodation unless accompanied by a member of College staff as part of a pre-arranged event or activity.
14. Parcels must not be ordered to be delivered to the College.
15. Designated smoking/vaping areas are available and identified around the accommodation areas. Please ensure smoking/vaping is restricted to these areas only.
16. Please be aware that the College is an alcohol-free site. Anyone found to be in breach of this may be refused residential accommodation and may be subject to disciplinary.
17. The College has a zero-tolerance approach towards drugs and will invoke the College's Disciplinary procedure for anyone found in possession of or using illegal substances.
18. All students are required to wear their ID badges at all times, as part of maintaining a safe and secure environment. Individuals will be challenged where ID badges are not visible.

Reception Opening Hours

Monday to Friday – 8.30am to 5pm

Saturday – 8.30am to 1.30pm (open weekend only)

Sunday – 8.30am to 1pm (open weekend only)
