

ADMISSION AND SUPPORT FOR STUDENTS ENTERING AECC UNIVERSITY COLLEGE UNDER THE AGE OF 18: POLICY.

1. Scope and Purpose

- 1.1 This Policy uses the term 'student' or 'students' throughout. This refers to all learners at the university, including undergraduate and postgraduate students and apprentices. Where separate arrangements or rules apply, the target group or groups are named in the paragraph.
- 1.2 This policy and procedure is for AECC University College staff and students.
- 1.3 This policy and procedure must be followed when students under the age of 18 apply for and enrol on AECC University College courses of study, as under English Law any student under 18 is regarded as a minor.

2. Key Responsibilities

- 2.1 Overall responsibility for overseeing the care and support procedures for enrolled students under 18 lies with the Student Wellbeing Services Manager.
- 2.2 The University College Safeguarding Policy sets out the overall framework through which the University College will safeguard students under 18 and the roles and responsibilities of staff generally in that regard. This policy is designed to provide more detail on roles and responsibilities in the context of admission and course support.
- 2.3 The Admissions and Enrolment Manager will be responsible for providing information to applicants and their parents/guardians regarding this policy and the arrangements that the University College will put in place for students under 18.
- 2.4 The Student Wellbeing Services Manager will be responsible for ensuring that the actions included in this policy are followed for under 18 students enrolled on AECC University College courses and will be responsible for communicating with staff registry and student union whose duties are classified as regulated activity with children as per the main safeguarding policy. Registry will inform course leaders of any student under 18.

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3. General Principles

- 3.1 AECC University College has a duty of care towards all its students and staff. In the case of students joining the university college before their 18th birthday, the University College considers that this duty requires additional measures to be put in place as set out in the Safeguarding Policy and this policy
- 3.2 This policy will be followed to ensure that the University College meets its legal obligations and safeguards the welfare of its students under the age of 18.
- 3.3 The University College will not act in *loco parentis* (in place of a parent).
- 3.4 Individuals under 18 are able to enter into binding contracts for the provision of education. It is a condition of enrolment that a student agrees to abide by AECC University College Student Agreement in force at the time of their enrolment/re-enrolment.

4. General

- 4.1 A person under the age of 18 does not have full legal capacity to enter into many types of contract, to give valid consent for many activities or decisions, or to hold office in student clubs or societies. This

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limits the scope of activities which can be undertaken by a student under 18 and/or may mean that parental/guardian consent is required for the student to participate in certain activities.

- 4.2 The law prohibits a student under 18 from purchasing alcohol or drinking alcohol on AECC premises. The University College expects its students to abide by the law in this respect.
- 4.3 The University College requires students under 18 to provide the name and contact details of a parent or legal guardian (and an additional UK-based guardian where the parent or legal guardian is not resident in the UK). The University College will maintain a record of this information on the student record, which will be used to make contact in the event of an emergency. It is the responsibility of the student and the parents/guardians to keep the University College informed of up to date contact details.
- 4.4 If an under 18 student wishes to make a complaint, the University College will allow the student's parent/guardian to act on the student's behalf and may in any case include the University College sharing information about the complaint/its management directly with the student's parent/guardian.

5. Pre-Admission

- 5.1 When making offers to applicants who will be under 18 when they begin their course of study, the Admissions and Enrolment Manager will send this policy and the consent form for applicants, detailing the measures that will be taken by the University College in order to take appropriate account of the age of the student and setting out information which needs to be considered by the student and their parent/guardian. The parents and guardians of these students will be informed that the University College will not act *in loco parentis* in respect of the student.
- 5.2 Prior to enrolment the Admissions and Enrolment Manager will inform the Student Wellbeing Services Manager, relevant academic staff and professional support staff of the details of Unconditional Firm applicants who will be under 18 at the start of their course, to help ensure that these students are identified and made aware of available appropriate support. The student will be invited to a meeting with the Student Wellbeing Services Manager to outline the support available. This meeting will be held shortly after enrolment.
- 5.3 Signed copies of all the under 18 consent form and contact information must be received from the parents/guardians before a Confirmation of Acceptance for Studies (CAS) will be issued for a student visa, or if a home student by the time of enrolment, otherwise the student will not be able to fully enrol.

6. On Course Support

- 6.1 As for all students, under 18 students will be allocated a member of academic staff who will act as a Academic Support Tutor. Time will be allocated to enable these tutors to meet with individual students to monitor and discuss their academic progress. It is recommended that Academic Support Tutors meet with any U18 student at the start of each semester as well as the normal allocated Academic Support Tutor sessions for all students.
- 6.2 The Student Wellbeing Services Manager will meet individually with any U18 students after enrolment to discuss any needs or concerns the students have and to remind them of rules U18 students must abide by in the UK. Regular 1:1 session will be set up in this meeting until the student turns 18.
- 6.3 If appropriate the course leader will seek consent from the parent/guardian of an under 18 student to participate in certain activities or to go on field trips if required and a risk assessment will be carried out if needed, details will be kept on the student record.

7. Social and Sporting Non- Academic Activities

- 7.1 After enrolment the Student Wellbeing Services Manager will ensure that the Student Union Manager is made aware of any under 18 students who may be involved in social and sporting non-academic activities. They will take all reasonable steps to ensure the University College Safeguarding Policy is adhered to.

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8. When the student becomes 18.

8.1 On the student's 18th birthday, the additional arrangements set out this policy will cease to apply.

8.2 No specific notification of this will be sent to the student or their parent/guardian.

Version:	1.1
Approved by:	Academic Board
Originator/Author	Admissions and Enrolment Manager
Policy Owner	Admissions and Enrolment Manager
Reference/ source	Examples from other institutions used as source material (in particular Bournemouth University, Brunel University, University of Leicester) NHS
Date approved	29 August 2023
Effective from	01 October 2023 for courses starting January 2024 and September 2024
Review date	Spring 2026
Target	Applicants applying to AECC and all staff and students' courses leading to AECC awards
Policy location	SIP/VLE, Public website
Equality analysis	<ul style="list-style-type: none">- No major impact. There is provision in the policy for reasonable adjustments to be made to arrangements where required.- Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases