

ST PATRICK'S



St Patrick's College

Student Admissions and Attendance Panel (AAP); Terms of Reference

2018 – 2019

Version: 2.3

Approved by Academic Board; September 2017

Publication Date: 25/09/2017

Last Amendment: 02/05/2018

Quality Assurance Mapping

The following Terms of reference should be read in conjunction with the Colleges' *Recruitment Selection and Admissions Statement* and *Student Attendance Policy*; it has been aligned to the following legislation and/or external quality assurance frameworks:

- i. QAA UK Quality Code for Higher Education (*Examples*)**
 - Chapter B2 - Recruitment, Selection and Admission to Higher Education;
 - Chapter B4 - Enabling student development and achievement
- ii. The Data Protection Act (1998)**

These terms of reference were previously titled: Admissions Panel Guidance August 2017

1. Purpose

The Admissions and Attendance Panel (AAP) performs two distinct functions with regard to student recruitment and retention:

- i. The Panel will convene ahead of student intakes to review and vet all applications to study, particularly those falling short of fulfilling standard programme entry criteria. A holistic assessment of an applicant's academic and personal achievement will be made with consideration given to indicators of motivation and commitment to undertake the programme. All applications to study that are referred to the AAP must be approved by it before they can proceed.
- ii. The panel will meet regularly during term time to review students whose attendance has fallen below 50% and their corresponding academic achievement on the programme in order to determine an appropriate course of action, whilst ensuring that changes in students' statuses are reflected on both internal and external databases. All student withdrawals made on the basis of low or non-attendance must have the approval of the AAP.

In both instances the panel may make decisions concerning individual cases or specify actions affecting wider groups of students as it deems necessary or most practical.

The panel may also seek to provide clarification of the reasons for any apparent imbalances or inconsistencies in the numbers of students registered on the various internal and external databases to which students are registered, should these arise.

In addition to the above, the Panel will make use of information provided to it about rejected applications in order to develop its candidate vetting procedures.

2. Members

The panel is chaired by the Vice Principal / Chief Operating Officer of the College; Klaas van Mierlo.

The Chair and two other members of the Academic staff will comprise a voting quorum; these two members will usually be:

- The Registrar and Director of Student Services; Esther Hardy
- The Head of D.A.L.E; Magdalena Witko

The Chair will invite other staff members to attend in an advisory (but non-voting) capacity as relevant to items under discussions to ensure decision making is suitably informed.

3. **Facilitation and Servicing**

A designated member of the Admissions team will facilitate and service AAP meetings, as well as advising on cases that are raised to the panel; they will ensure that records of its activities are maintained and shared, and that the rationale supporting individual decisions is recorded.

4. **Functions**

4.1. **In reviewing applications to study at the College**

The Admissions team will present all new applications to study to the Panel; these will be categorised into lists based on their English entry test scores and whether they have the required work experience.

Panel's decision making will be guided by a standard protocol (specified *in Appendix 2: Applicant Vetting Rules*), however the AAP will have the discretion to make decisions outside of this model, in which case it will clearly define and record its rationale for doing so.

Where applicants have been referred to undertake DALE pre-session English classes, The Admissions team will liaise with the Head of DALE to prepare the information about those candidate's engagement with the DALE programme. The AAP will decide outcomes based on this engagement, again with reference to set the protocols given in Appendix 2.

The Admissions team will also refer to the AAP any non-standard cases, which may include following:

- i. Applicants who scored a **2** on the academic interview;
- ii. Applicants subject to exceptional or mitigating circumstances;
- iii. Applicants who are existing or former students seeking to restart a programme or apply for another programme;
- iv. Cases that have undergone the *Admissions, Feedback, Complaints and Appeal Procedure*.

For each case under review the panel will have ready access to the applicant's:

- Application form with completed personal statement,
- English language score sheet,
- Interview feedback sheet,
- CV and related documents,
- Copies of other qualifications provided,

- Confirmation of eligibility for funding support where applicable,
- Evidence of any mitigating circumstances that would have affected a student's prior attendance or attainment.
- Details of any formal appeal submitted

Decision making

The panel will take into consideration the following factors when making a decision:

- Demonstrable interest in and commitment to the subject,
- Evidence of clear thinking and excellent understanding,
- Appropriateness of the programme in relation to the applicant's declared, interests and aspirations,
- Non-academic achievements and/or experience, or extra-curricular interests, that indicate the likely contribution an applicant will make to the College,
- Other relevant skills

Outcomes

Every applicant referred to the Panel will be assigned one of the following outcomes

- Approval given to proceed to enrolment,
- Approved to redo/resit and entry test,
- Referral to D.A.L.E pre-sessional,
- Rejection of the applicant

Outcomes will be decided by the majority vote of the quorum; where there is insufficient information to make a decision on a case, it will be referred to the next meeting with an action to obtain any missing data.

4.2. In reviewing student attendance:

The panel will review all instances where a student's attendance has fallen below 50% within a single term. These may be considered on an individual basis or in groups as the Panel deems most practical.

Prior to meetings:

The Registrar and Director of Student Services will liaise with members of the Admissions team to prepare three separate lists of all such cases; these will be grouped into the following brackets:

- **0% attendance**
- **1 to 29% attendance**
- **30 to 49% attendance**

For each record on these lists the following fields will be available:

- Student ID number / forenames / surnames,
- Cohort / start date,
- Programme studied,
- No. classes attended / % attendance to date (by term and overall)
- No. completed units / No. submitted units where applicable,
- (On the 30 – 49% list only) abbreviated mitigating circumstances or reason for low attendance.

All information provided to the panel will display a title detailing what is being shown, where the data has come from (i.e. from which system/database) and the date of extraction.

The above information will be available 1 working day prior to the meeting. The Admissions team will additionally provide any information specially requested by the Chair.

Decision making

The panel will take into consideration the following factors when determining actions:

- Overall level of attendance to date,
- Achievement on the programme to date (including whether applicants are capable of completion in the given time or are receiving coaching),
- Mitigating circumstances justifying low and non-attendance,
- Any other relevant information relating to individual cases.

Outcomes

The decisions, of the panel will usually include the following (these may be applicable to individuals or to groups as appropriate):

- Implementation of additional support for committed students struggling with their attendance, including coaching or one-to-one support or catch-up sessions.
- The setting of conditions for continuance and the date(s) by which these must be met,
- Withdrawal of access to funding,
- Suspension from the College,
- Deregistration with the awarding body

Outcomes will again be decided by the majority vote of the quorum.

5. Following Panel Meetings

Minutes will be normally taken by the College's Quality Assurance Manager. These will be reviewed and confirmed by the Chair and the quorum members.

Upon confirmation of the agreed actions the Admissions team will ensure that the decisions of the Panel are reflected on all affected student records within the student database. Members of College staff responsible for the keeping external databases (i.e. Pearson, SLC portal) up to date will likewise ensure changes in student status are carried over in a timely fashion to ensure data held on platforms is consistent.

6. General Rules

Each member of the quorum has equal voting rights; In the event voting members are deadlocked, the Chair will make a final decision. A panel can be held as long as at least two voting members are present.

If any named member of the panel is unable to attend a scheduled meeting they have the right to nominate a voting member in their stead, with the approval of the Chair.

The information provided to the Admissions and Attendance Panel will subsequently be used in the generation of statistical management information reports to the Senior Management Team.

7. Data Protection

Panel members will routinely be in receipt of potentially sensitive information regarding students' or applicants' personal or medical circumstances to enable it to make sound and informed judgments on individual cases. This information will be treated as controlled information in accordance with the *Data Protection Act (1998)* and shared only in the strictest confidence as per the guidance set out in the College's *Information Sharing Procedure* and *Data Protection Policy*. Such information will be kept securely in the College's archives for up to 1 year following the departure of the student from the College, after which it will be securely erased from the system.

Student or applicant information provided to Panel members is not under any circumstances to be shared externally to the committee without redaction or removal of sensitive information with the exception of where this information is provided to the Principal or VP.

8. Review

These terms of reference will be reviewed annually by the Chief Operating Officer. Any substantial revision or amendments to it will be reviewed and ratified by the College's Senior Management Team in close consultation with relevant stakeholders.

APPENDIX 1: Sub-groups supporting the AAP

The operation of the AAP is aided by the activities of the following sub-groups:

Admissions (Operational) Stakeholder Meetings

Regular strategic meetings are held during programme intake phases to ensure that there is a shared understanding of operational procedures relating to student recruitment and application vetting amongst all stakeholders responsible for their delivery. These meetings are intended to facilitate the smooth and efficient processing of applications through to enrolment and directly involve stakeholders representing each stage of the student recruitment and enrolment journey.

Core Membership:

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| • Director of Business Transformation (GUS): | <i>S. Azimova – Chairing</i> |
| • Head of Strategic Operations and Growth (GUS) | <i>D. Muirhead</i> |
| • Director / Deputy Director of Admissions (GUS) | <i>M. Kaletova / A. Hards</i> |
| • Vice Principal and Chief Operating Officer (SPC) | <i>K. v. Mierlo</i> |

Additional members relevant to discussions are requested to attend as required.

Attendance Action Team (AAT)

The AAT convenes on a regular basis to propose, and where appropriate execute, initiatives that support and enhance the learning experience of students, in particular those at academic risk as identified by the AAP. The work initiated by the AAT will be instrumental in assuring that students are enabled to succeed in and progress from their courses; it will be responsible for championing the 'participation' component of the College's commitments to widening access and participation.

Core Membership:

- | | |
|--|--------------------------------|
| • Vice Principal and Chief Operating Officer (SPC) | <i>K. v. Mierlo – Chairing</i> |
| • Vice Principal Teaching Excellence and Student Success | <i>R. Brazier</i> |
| • Lecturer, DALE | <i>TBC</i> |
| • Academic Learning Coach | <i>N. Akomeah</i> |

The AAT will additionally seek student membership from the College's Student Council to ensure the collective student voice is present at these meetings. This participation will be on a rotational basis to ensure it is not onerous on any one student.

Additional members relevant to discussions are requested to attend as required.

Document Information

Document owner(s)*:	Klaas van Mierlo; Vice Principal / COO (Chair of Admissions and Attendance Panel)
Date of next review:	September 2018
Document Status:	IN USE
Dissemination:	To be shared amongst all members of the Panel and made available on request from the Quality Assurance office

**The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the College.*

Version History

Version / Date	1.0	
Original author(s):	Amol Gurung	
Reviewed by:	Senior Management Team	---
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Version	1.1	
Revised by:	Klaas Mierlo; Vice Principal	
Revision summary:	<i>Inclusion of attendance monitoring functions, other revisions to general content. Change of title.</i>	
Approved by:	N/A	N/A
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Version	2.0	
Revised by:	N. Cardy; PM Internal Audit and Processes Dept.	
Revision summary:	<i>Substantial revision of content and structure, differentiation of ToRs for admissions and attendance monitoring functions. General Reformatting.</i>	
Approved by:	N/A	N/A
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Version	2.1	
Revised by:	Klaas van Mierlo COO	
Revision summary:	<i>Review and minor clarifications. Additional review by Registrar and Dir. Student Services. Final version for approval compiled by N. Cardy</i>	
Approved by:	Academic Board	25/09/2017
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Version	2.2	
Revised by:	N. Cardy; PM Internal Audit and Processes Dept.	
Revision summary:	<i>Review following conclusion of OCT/NOV '17 intake. Additional rules added under section 4.1. Appendix added describing additional groups supporting the AAP.</i>	
Approved by:	Admissions and Attendance Panel	28/11/2017
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Version	2.3	
Revised by:	N. Cardy; PM Internal Audit and Processes Dept.	
Revision summary:	<i>Substantive revision to section 4 regarding the way Panel reviews cases. Amendment to Appendix 1: AAT descriptive statement and members. Additional of Appendix 2: Applicant Vetting Procedure.</i>	
Approved by:	Admissions and Attendance Panel	05/05/2017

Version

Revised by:

Revision summary:

Approved by:

Version

Revised by:

Revision summary:

Approved by:

Version

Revised by:

Revision summary:

Approved by:

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