

Admission Policy – Study Programme & Traineeship

1. Overview and mission statement

1.1 OMG Education (OMG, institution) is an institution for 16-24 year-olds specialising in the creative industries. Our curriculum is specialised and offers subjects that provide links to the creative sector. Students will study their chosen creative specialism as well as Maths or English (dependent on entry grades) and Well-being to support personal development. The institution will have strong links with industry that will help ensure young people have the skills, experience and knowledge to progress in their chosen careers. We are an institution that seeks to engage students that have an interest and aptitude in creative subjects and may not have had access to excellent specialist teaching and equipment thus far in this phase of their education.

2. Admission Criteria

2.1 OMG's admissions policy will be clear, fair and transparent.

2.2 OMG operates as its own admissions authority. Our Admissions Policy is published on our website at <https://www.omgeducation.co.uk/policies>, and the agreed admissions arrangements for any year will be published on our website by 30 September of the preceding year. This information will include how many places will be offered in that year, the minimum academic requirements for entry, and how places will be allocated if the institution is oversubscribed. It will also include details of how the institution will operate its waiting list.

3. Prospective learners age

3.1 Applications will be accepted for entry in September 2023 from students born between **1 September 1999** and **31 August 2007**.

4. Minimum Entry Requirements

4.1 Applicants must be between the ages of 16-24 on 31 August 2023.

5. Application Process

5.1 Students or parents/guardians may obtain courses information in any of the following ways:

- by phone, by written request or by visiting the institution
- by visiting our website at <https://www.omgeducation.co.uk/>

5.2 We strongly recommend visiting the institution during an open day before applying. This will enable applicants to understand the way in which the institution works but it is not a requirement for admission.

5.3 Applicants should contact the admissions office to complete an application form. Applicants will need to complete a separate form for each course they are interested in.

5.4 All applicants who meet the minimum entry requirements will be interviewed for their chosen

programme and will be required to take part in workshops and/or auditions. The purpose of workshops and auditions is to establish the applicant's aptitude and talent for their chosen area of study.

5.5 The institution will admit students who are able to demonstrate:

- Aptitude and talent for their chosen specialism
- A clear commitment and a real determination to study, practice and succeed

5.6 These criteria will be scored and assessed by experienced institution staff using a combination of the following sources of information. The criteria for assessment will be available on request if an applicant wishes to view them:

- Rigorous interview
- Assessment at workshop/audition
- Portfolio of work (physical or electronic)
- References from school or college tutors
- Curriculum vitae

5.7 OMG will admit any pupils with a statement of special educational needs whose statement names OMG and who meet the minimum entry requirements.

5.8 Once all applicants have been interviewed and assessed, the admissions team will meet to discuss the candidates and award places. Decisions to offer a place will be based on eligibility, aptitude and potential.

5.9 Successful applicants will be informed via an offer letter detailing any conditions (for example, achievement of grades to meet eligibility criteria).

5.10 In the event of over-subscription, candidates not chosen will be placed on a reserve list and informed of their place on the list in order to enable them to evaluate their options.

5.11 Unsuccessful applicants will also be informed via letter or email. Brief feedback will be provided on request to unsuccessful candidates.

5.12 Applicants offered a place must formally accept the offer within 14 days of the date of the letter, or the offer may be withdrawn.

5.13 OMG reserves the right to withdraw an offer of a place where information received from a third party who works with the applicant or a disclosure is made that leads the institution to believe that the student may be a risk to others or requires specialist intervention or an environment that will better meet the needs of the young person. Third parties include:

- Previous school/college
- Youth offending officer
- Social worker/key worker
- Police officer

6. Oversubscription criteria

6.1 In the event of a course being over-subscribed by learners of equal ability and potential, places will be allocated on the basis of the following criteria:

- Looked after children or formerly looked after children who met the minimum entry requirements
- In receipt of income support in their own right
- Current or former learner at OMG
- Distance from the institution measured by a straight line measured from the front door of the applicant's home to the main gate of the centre

6.2 The final criteria (distance) will always be utilised in the event of a tie-breaker. In the case of flats or multiple occupancies, the measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly, and this process will be overseen by someone independent of the centre.

7. Waiting list

7.1 It may be that some applicants do not receive their predicted grades or decide not to attend OMG for whatever reason. We will therefore establish a waiting list, with applicants prioritised in line with our oversubscription criteria.

7.2 Applicants' places will be held on the waiting list until such time as they are offered a place or request in writing to be removed from the waiting list.

8. Admissions appeals

8.1 The objectives of the admissions appeals procedure are to ensure that:

- a) applicants are able to have concerns about the admissions process heard
- b) the OMG's admissions appeals procedures are clear
- c) throughout the process of admissions, the proper procedures are followed

8.2 We recommend that applicants obtain proof of postage when sending an appeal letter as the OMG cannot be held responsible for receipt. Date-stamped envelopes will not be considered proof of postage. We will not accept requests for appeals via email or telephone.

9. Appeals procedure

9.1 If an applicant is not offered a place after the review and the applicant believes that this is because the admissions procedure has not been properly and fairly applied, they may appeal in writing to the Director. Letters must be addressed to the Director at the institution's postal address.

9.2 This letter must refer to the admissions criteria and should detail the reasons for the appeal. Appeals must be received in writing within 20 days of the date of the review decision letter.

9.3 OMG will write acknowledging receipt of the appeal. If the Director is not satisfied that the appeal is made on an allowable basis (i.e. failure by the institution to follow its published admissions procedure), the letter will say this, and there will be no further consideration of the matter.

9.4 If the appeal is allowable, the Director will decide whether to:

- a) uphold the original decision to refuse a place, or
- b) refer the application back to be considered afresh.

9.5 The decision of the Director is final and will be communicated in writing within 20 days of the appeal.

10. Late applications

10.1 Applications received after the deadline will only be considered should places remain after the consideration of all applications received on or before the deadline. If, following consideration of all applicants, the institution is oversubscribed, applicants may request that they be placed on the OMG's waiting list.

11. Equality and diversity

11.1 OMG, in operating admission arrangements, will do everything it reasonably can to enable every student to perform at their best, and in making acceptance, decisions will not discriminate between students on the grounds of gender, disability, faith, ethnicity, or sexual preference provided they meet the criteria for entry.

11.2 OMG will work with the local authority to provide education to students who cannot attend due to medical conditions and students who are returning to education. Re-integration plans will be implemented as required.

APPENDIX A: PROGRESSION FOR LEARNERS

OMG will designate learners to courses that stretch and challenge them and are appropriate to meet their needs. It is essential that learners have extensive Initial Assessment activities to identify the correct programme of study for them from their start date.

All students must undertake an Initial Assessment at the interview to gather their English and Maths abilities and use this information in unison with their Accreditation of Prior Learning to make a judgement as to which programme of study they will be enrolled on.

Students requiring support will be evaluated at an interview by the Admissions Lead at OMG in order to support their application and enrolment on a programme that meets their needs identifying whether any class or discreet sessions are required for that learner.

Upon completion of a course, all learners will have a progression interview with their tutor and careers officer with a view to determining the next best step for the learner. OMG will support every learner to secure their next step with any organisation that meets the needs of the learner, whether it be internally or externally.

Recruiting with Integrity

It is vital that OMG staff recruit with integrity onto vocational qualifications. OMG will ensure that learners have the correct information and advice on qualifications they may wish to follow and that the qualifications will meet their needs.

The recruitment process should include the centre assessing each potential learner and making justifiable and professional judgments about the learner's potential to successfully complete the assessment and achieve the qualification, checking the learning outcomes and assessment criteria of mandatory units as well as selecting the most appropriate route of optional units, where applicable.

Such assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the assessment.

Where the recruitment process identifies that the learner may not be able to demonstrate attainment and thus gain achievement in all parts of the assessment for the selected qualification, this must be communicated clearly to the learner. A learner may still decide to proceed with studying a particular qualification and not be entered for all or part of the assessment.

The centre should ensure that learners are aware of:

- the range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all required assessment
- any restrictions on progression routes to the learner as a result of not achieving certain outcomes