



**University Admissions Policy:
Under 18 students**

September 2018

Undergraduate admissions policy for applicants under the age of 18

INTRODUCTION

We encourage applications from suitable students, irrespective of age. There is no formal stage in the application process where age will be a factor in the academic assessment. However the following outlines the policy on the admission and treatment of students who will be considered minors when they commence.

GENERAL PRINCIPLES

1. The University community and campus is predominantly an adult environment.
2. It is important that individuals under the age of 18 and their parents/ guardians understand principle 1.
3. Students 18 years and older, are responsible for their own well-being, supported within the safeguards set by the institution.
4. The institution does not take on the rights and responsibilities of parents/guardians in relation to under 18s.
5. The institution does not act in *loco parentis*¹ in relation to students who are under the age of 18.
6. Regardless of age, the Institution expects all students to assume adult levels of responsibility.
7. Regardless of age, the institution expects all students to have the necessary skills to study and live independently, without supervision, and to conduct themselves at all times as responsible members of the Institution community, to comply with the Institution's rules and to respect the rights of others.
8. Whilst the Institution provides academic and pastoral support for students, it does not normally provide any special support or supervision for students under the age of 18; other than that which is outlined in this policy document.
9. An applicant who is offered a place by the Institution will, on acceptance of that offer, enter into a legal contract through the Competition Markets Authority (CMA). Further information can be found here: www.city.ac.uk/terms
10. Individuals under the age of 18 do not require the consent of their parents/guardians to enter into the student contract.

¹ In the case of a person under the age of 18, the University will not take on the functions or legal responsibilities associated with that person's parent or parents whether on campus or off-campus.

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11. Notwithstanding that the Institution does not accept any responsibility to act in loco parentis for students under the age of 18, it is committed to seeking to take reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study, learn and live.
12. The Institution remains mindful of its duty of care to all its students and its other legal obligations including those arising under the Equality Act 2010 and the Data Protection Act 1998.
13. The Institution does not normally provide any specific support services or facilities for students under the age of 18. It will normally, however, identify a named member of staff in the student's academic School who will have responsibility as the personal tutor for all students under 18 in the School; and take reasonable steps to ensure that students under the age of 18 meet with their personal tutor on a regular basis
14. The institution is committed to ensuring that it has arrangements in place, across the breadth of its activities, which allow it to carry out its functions in a manner which safeguards and promotes the welfare of children and vulnerable adults whether or not they are registered students at the Institution. These arrangements include processes for the safe recruitment and selection by the Institution of individuals to work with children and vulnerable adults.

ENSURING APPLICANTS COMPLY WITH THE ABOVE GUIDELINES

15. If an applicant will be under the age of 18 at the point of starting their studies, the institution will write to the applicant to seek a response from their parent or guardian before a decision on the application can be finalised.
16. Where such applicants and their parent(s) are domiciled in the UK, the institution will ask the parent or guardian to confirm that they will act as the nominated contact responsible for the applicant's well-being, until they turn 18.
17. Where such applicants are domiciled internationally, the institution will ask for written confirmation that someone over the age of 18 is willing to act as their UK based guardian. We refer to this nominated individual as having responsibility in *loco parentis*.
18. A *loco parentis* should be somebody responsible, who can act promptly and effectively on any relevant situation that could impact on a student's well-being.
19. The institution is not responsible for vetting the suitability of a *loco parentis*.
20. If the applicant is unable to provide a UK based *loco parentis*, we are unable to allow the student to progress in their application and an offer will not be made.

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21. No applicant under the age of 18 will be admitted by the University unless either Acknowledgment Form (outlined in point 16 and 17) has been signed and returned to the Admissions Office.
22. During the main cycle (October – June) this Acknowledgement Form must be signed and returned within four weeks of receipt.
23. During Clearing (July-September) this Acknowledgement Form must be signed and returned within five working days.
24. Upon successful receipt of the Acknowledgement Form, the Admissions Office will liaise with the relevant Department within the University to ensure that the student is assigned a Personal Tutor who has been DBS approved.
25. Each School within the University will have a Safeguarding Officer who has been DBS approved and this individual is responsible for all Safeguarding matters within that School.

ADDITIONAL CONSIDERATIONS

26. Please note that where applicants are under the age of 18 and wish to stay in University approved accommodation, the applicant will need to be 18 years old by the end of that calendar year.
27. Please note that where applicants are enrolling on courses with some form of mandatory professional placement, the applicant will be responsible for ensuring their right to work.

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