

UNDER 18 ADMISSIONS PROCEDURE

1. INTRODUCTION

Keele University strives to be a place where learning, living and working is a positive experience for all. The University operates an admissions policy, which ensures equality of opportunity to all applicants who have the potential and motivation to succeed regardless of background. Occasionally the University admits students that are under 18 years of age. In the majority of cases these students will turn 18 within the first academic year. Applicants who are under 18 and their parent(s)/guardian(s) should be aware that they are applying to study in an adult environment and there may be a small number of limitations placed upon them at the University while they are under 18.

1.1 Purpose

This procedure supports the Keele Under 18 Admissions Policy and sets out the approach the University will take when processing applications from individuals who will be under 18 years of age on entry. It outlines to prospective students, parent(s)/guardian(s) and staff the additional conditions and safeguards that must have formal agreement prior to admission. Any specific arrangements to support and safeguard the welfare of such students cease to apply at the age of 18.

1.2 Scope

This procedure applies to all applicants of Keele University that will be under the age of 18 on entry. The procedure is for the use of applicants, their parent(s)/guardian(s) and staff and those who are considering making an application to the University. The procedure ceases to apply once the student has reached the age of 18.

2. PROCEDURE

- 2.1 When the Admissions Department receives a form, the date of birth is checked. If the applicant will be **under 18 by 1 August (International applicants only, if UK need to be 18 by time of arrival at Keele)** and qualifies for an offer, then an initial risk assessment must be completed. (Appendix 1). Applicants that are 16 or below (at time of enrolment), must be referred to the Deputy Director of GSRA.
- 2.2 Any who meet or surpass the agreed threshold of acceptable risk (overall positive number) will be written to at their home address in order to explain the University's position (e.g. does not accept an in loco parentis responsibility for children) and to ensure parental consent (and UK guardianship where applicable) (Appendix 2 for details of letter content).
- 2.3 Any who clearly fall below the agreed threshold of acceptable risk will be contacted to ask for more information (Appendix 3). The applicant will then be risk assessed again with this additional information.
- 2.4 Where the risk assessment outcome is still negative then this application should be referred to Associate Director of Admissions and Enquiries with a copy of the risk assessment used, indicating which criteria the applicant did not meet, along with a recommendation to offer a deferred place. Applicants applying for courses where

there are compulsory placements, off campus activities etc. will require special consideration and may need to be referred to the Academic Lead or nominee for advice.

- 2.5 The University recognises that not all UK students under the age of 18 have a parent or guardian. If the student is living independently and can evidence this and can evidence their independent living status the University will normally not require parental consent. These applicants (only applies to UK applicants) should be referred to the Associate Director of Admissions and Enquiries.

Parental Consent

- 2.6 Once the parental consent, applicant's birth certificate and parent/guardian passports have been received, the application can be processed in the normal way (all 4 documents must be electronically stored on SCIMS via e:Vision).
- 2.7 The applicant will be given 28 days to provide a completed parental consent form and relevant documents. If an applicant does not respond by this date, they will be sent 2 further reminders by the Admissions team. If the information is still not received after the final deadline, the applicant will be made a deferred offer (where applicable).
- 2.8 In cases where external deadlines take precedence, the Associate Director of Admissions and Enquiries, or nominee, should reconsider the application for a deferred offer in the interim, with a view to restoring the original entry date if parental consent is subsequently received and if external deadlines permit.
- 2.9 If the parent writes to deny consent, then a copy of letter will be stored with application and a reject decision will be input. The applicant can re-apply once they reach 18 years of age.

Post Offer

- 2.10 In August each year following confirmation, the Associate Director of Admissions and Enquiries will create a list of applicants who will be under the age of 18 at the time of enrolment and who are holding unconditional firm offers and circulate this list to the following staff:
- Heads of Faculty Operations (who will circulate to relevant Heads of Schools, School Managers),
 - Director of Student Support and Success, (University Safeguarding Lead),
 - Head of Student Wellbeing
 - Head of Residence Life
 - General Manager - Catering Retail and Bars
 - Student Accommodation Manager,
 - Head of Student Records.

An updated list must be sent again following enrolment.

Appeal Process

- 2.11 If an applicant wishes to appeal against the decision made by the Associate Director of Admissions and Enquiries (normally to defer their place) this appeal must be made in writing to the Deputy Director of GSRA.

2.12 An appeal must be received in writing within 14 days of the decision being communicated to the applicant.

2.13 The decision reached by Deputy Director of GSRA is final and there is no further right of appeal.

3. ROLES AND RESPONSIBILITIES

3.1 This procedure applies to all applicants as outlined in section 1.2

3.2 The Deputy Director of Global Student Recruitment and Admissions and the Associate Director of Admissions and Enquiries are responsible for ensuring that the University has sufficient policies, guidance and training available in order to provide a fair and transparent Admissions process and complies with the appropriate external legislation.

3.3 The University Executive Committee is responsible for reviewing and monitoring the procedure. Any questions regarding the procedure should be addressed to the Deputy Director of Global Student Recruitment and Admissions, Jo Ladwa, at j.l.ladwa@keele.ac.uk

4. RELATED POLICIES AND PROCEDURES

The Under 18 Admissions Procedure is underpinned by a number of policies and processes designed to ensure fairness and transparency within its admissions process.

These include:

- Under 18 Admissions Policy
- University Admissions Policy
- Applicants who disclose a Criminal Conviction
- Fitness to Practise Code of Practice
- Admissions Interview Policy
- Complaints and Appeals Policy
- Records Management Policy
- University Regulations
- Student Terms and Conditions
- Student Protection Plan

5. REVIEW, APPROVAL & PUBLICATION

5.1 Review Consultees: This Procedure will be reviewed and agreed by the University Executive Committee before final approval.

5.2 Publication: This Procedure will be published on the website under the Policy Zone. The University's Admissions web pages will maintain prominent links to this Procedure as appropriate on both external and internal facing pages.

6. DOCUMENT CONTROL INFORMATION

Document Name	Admissions Under 18 Procedure
Owner	Deputy Director of GSRA
Version Number	2.1
Equality Analysis Form Submission Date	
Approval Date	
Approved By	Director (Minor edits)
Date of Commencement	1 July 2024
Date of Last Review	December 2018
Date for Next Review	December 2027
Related University Policy Documents	<ul style="list-style-type: none"> • Under 18 Admissions Policy • University Admissions Policy • Applicants who disclose a Criminal Conviction • Fitness to Practise Code of Practice • Admissions Interview Policy • Complaints and Appeals Policy • Records Management Policy • University Regulations • Student Terms and Conditions • Student Protection Plan
<i>For Office Use – Keywords for search function</i>	

Appendix 1

Risk Assessment Criteria for Applicants Classed as Minors

Based on the application, score the evidence for the criteria below to assess the whether the applicant can be considered a responsible and aware minor and therefore one deemed to be at a lesser risk within the University environment.

The score must be on a scale of 0 – 5 where 0 is no evidence and 5 reflects a substantial volume or in-depth experience.

Additional points (up to a maximum of 3) may be awarded based on volume or depth of evidence in any listed category.

The total score of the assessed evidence indicates the level of perceived risk (the higher the score the lower the risk) and must then be weighted against the duration of risk indicated by the number of months after commencing the course the student would remain a minor.

If the Total Risk Liability (Level of Risk minus the Duration of Risk) is a positive score, then it should be considered acceptable. If the score is negative, the application must be referred to the Head of Admissions indicating which criteria the applicant did not meet.

Evidence	Score
Employment / work experience	
Time spent away from home	
Recommendation for study from academic referee	
Extra-curricular activities	
Familiarity with Staffordshire area (e.g. home address/school/activities are within north Staffordshire)	
Positions of responsibility and trust (e.g. positions held in school/work/voluntary organisations/societies)	
	Level of Risk score
	Minus Duration of Risk (-1 for every complete month)
	Total Risk Liability

If score is a minus figure, please send as a query to Associate Director of Admissions and Enquiries or Director of GSRA.

Copy of letter to Parents/Guardian

Keele Student number: 00000
xxx 2024

The Parents or Guardians of: xxxx
Home address

Dear Parents or Guardians of: xxxx

We are delighted that your child (as named above) has applied to Keele University. We note that xxxx will be under 18 years of age at the start of their course. It is therefore necessary that you both provide us with written consent as the parents/guardian* of xxx. Please acknowledge the expectations and requirements listed below that are expected of them whilst they are studying at Keele and under the age of 18.

United Kingdom law defines people under the age of 18 years as children. Although Universities are not specifically covered under legislation, the University recognises that it has special duties of care towards children. In order for us to fulfil this duty of care we would like to inform you of the following:

- The University is not in 'loco parentis'. This means that the University will not act in a parental capacity towards your child.
- Students are not supervised in accommodation on a daily basis.
- Keele University campus catering facilities include several bars that are licensed. Please advise your child that they will be breaking the law should they consume or purchase alcohol whilst under the age of 18.
- As a minor under UK law, your child cannot enter into a contract and this not only affects their application, but also any subsequent enrolment and membership of the University, payment of fees or residence. Where contracts are required, the University requires parents or guardians to act as guarantors and to honour all obligations under any contracts with the University that the student enters into prior to their 18th birthday. By signing the enclosed pro-forma, you agree to this. Failure to pay debts due to the University could result in studies being suspended.
- As a minor, your child is not allowed to hold office, for example, they may not be secretary or treasurer to a club or other students' association.
- For data protection reasons, the University will correspond with your child not you.

I would therefore be grateful if you could both sign the attached form, confirming your permission for your child to attend the course and providing us with your preferred means of emergency contact. Additionally, we will need you to provide scanned copies of your passports and child's birth certificate or legal documentation to evidence the relationship between you and your child. Please note English law requires any minor studying in the UK to have a parent or legal guardian* resident within the UK for the duration of those studies. Therefore, if you are not currently resident or intend to leave the UK before your child reaches the age of 18, please also provide details of a nominated guardian on the attached form.

Please return the completed form by [DATE]. If for any reason consent is not given, then I very much regret to inform you that we would not be able to proceed with your child's application.

You may find it useful to look at our webpages which provide further information about support for students entering the University aged under 18 - <http://www.keele.ac.uk/studentgroups/under18students/>

If you are unsure about the details of any part of this letter, please do not hesitate to contact us.

Yours sincerely

Keele University Admissions and Enquiries Team

Keele University,
Staffordshire, ST5 5BG,
United Kingdom W: www.keele.ac.uk Keele

** Parents or Guardians with parental responsibility*

Student number: 07014922

Parental Consent Declaration Form

The University requires that students under the age of 18 years who apply for a place on a university programme must have the permission of their parents or legal guardians* to attend the programme.

Please note that both parents/guardians need to sign this form and provide their passports and applicant's birth certificate or legal documentation to evidence the relationship.

Parents/Guardians*

If xxx is successful in their application and chooses to study at Keele University, I hereby agree to the following:

- that the University cannot act 'in loco parentis' (in place of the parent) at any stage of the attendance on the programme of study, either on or off campus;

- I give my permission for my child (as named above) to sign whatever contracts are necessary for induction into the University;

- where contracts are required, I confirm that I will act as a guarantor and will honour all obligations under any contracts with the University that my child (as named above) enters into prior to their 18th birthday;

- I give permission for relevant University departments/services to be made aware of my child's details and age on enrolment (including Student Union).

- I give my consent that my child to complete a period on placement away from the university as a standard part of their studies, if applicable;

- I give my consent to xxx applying to Keele University to study full time on the University premises.

Signed (Parent/Guardian 1):

Date:

(Parent/guardian* - please delete as appropriate)

Print parent/guardian name:

Address:

Home/Work Telephone:

Mobile Telephone:

Signed (Parent/Guardian 2):

Date:

(Parent/guardian* - please delete as appropriate)

Print parent/guardian name:

Address:

Home/Work Telephone:

Mobile Telephone:

We would like the University to communicate with the contact nominated below in an emergency situation:

Name:

Contact Address:

Home/Work Telephone:

Mobile Telephone:

Declaration of legal guardianship in UK where signatory above is not currently resident or intend to leave the UK before your child reaches the age of 18.

The legal guardian for xxx whilst in the UK will be (if applicable)

Full Name:

Address:

Telephone:

We, as the consenting parents or guardians*, have informed the above-named guardian of their responsibility.

Signed:

(Parent 1)

(Parent 2)

Date:

Please return to Andy Fidler, Head of Admissions and Enquiries, [admissions@keele.ac.uk](mailto:admissions@ Keele.ac.uk) by [DATE].

* Parents or Guardians with parental responsibility

Appendix 3

Further information email

Copy of email

Keele Student number: *Student Number*

Dear First Name,

Thank you for your application to study at Keele University.

In order that we may consider your application further, please can you answer the following questions -

Have you undertaken any employment or work experience? If so, please provide details.
Have you spent any time away from home e.g. holidays with friends/school colleagues, or travelling?

Do you undertake any extracurricular activities e.g. school clubs or sports teams?

Do you hold any positions of responsibility and trust e.g. positions held in school/work/voluntary organisations/societies? If so, please provide details.

Please upload the answers to the above questions to the Applicant Portal [here](#). The Admissions team will receive a notification of your uploaded documents and will then continue to process your application.

Details about how to log onto the Applicant Portal can be found on our [Applicant Portal webpage](#).

We will be unable to consider your application further until this information is received. Please respond by Date + 7 Days ensuring that you quote your full name and Keele Student number on all correspondence.

Yours sincerely
Admissions Team