

## **UNDER 18 ADMISSIONS POLICY**

### **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.

The University acknowledges anyone under 18 years of age is, as a matter of law defined as a child; and it recognises that it has an enhanced duty towards children. This policy outlines the key principles and responsibilities for each party to ensure that the student's additional needs in relation to support and wellbeing are met.

#### **1.1. Purpose**

This policy sets out the approach the University will take when processing applications from any individual 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 policy applies to all applicants of Keele University that will be under the age of 18 on entry. The policy 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 policy ceases to apply once the student has reached the age of 18.

### **2. POLICY**

The University has a duty of care for all its students and staff, however this duty is enhanced for students who are classed as 'minors'. This policy outlines the key principles.

#### **2.1. THE KEY PRINCIPLES:**

- The University will not act in loco parentis (undertaking parental responsibility) and will not take on those responsibilities from the parent or guardian.
- International students and UK students (whose parents live overseas) will require a guardian based within the UK. Where an international student is unable to provide a UK guardian, guardianships accredited by AEGIS can be arranged.
- 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 their independent living status the University will normally not require parental consent.
- The University does not normally consider applications from any applicant under the age of 17. All successful applicants are expected to evidence academic maturity in their application.

- Normally, those under the age of 18 years are unable to enter into legal contracts. Where contracts are required, e.g. tuition fees or accommodation, the University requires a parent/guardian to act as guarantor and to honour all obligations under any contracts, with the University, that the student enters into prior to their 18th birthday.
- The University is obliged to adhere to any external age requirement stated by either a relevant professional body or compulsory external placement.
- The University is not obliged to carry out criminal records checks for its staff, including those who are assigned as personal tutors and members of staff or students working within University Residences.

### **3. ROLES AND RESPONSIBILITIES**

- 3.1. This policy applies to all applicants as outlined in section 1.2
- 3.2. 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 policy. Any questions regarding the policy should be addressed to the Deputy Director of Global Student Recruitment and Admissions, Jo Ladwa, at [j.l.ladwa@keele.ac.uk](mailto:j.l.ladwa@keele.ac.uk)

### **4. RELATED POLICIES AND PROCEDURES**

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

These include:

- Under 18 Admissions Procedure
- 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 Policy will be reviewed and agreed by the University Executive Committee before final approval.
- 5.2. Publication: This Policy will be published on the website under the Policy Zone. The University's Admissions web pages will maintain prominent links to this Policy as appropriate on both external and internal facing pages.

## 6. DOCUMENT CONTROL INFORMATION

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