

## 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. Those 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. Parent(s)/guardian(s) should also ensure the young person is able to live independently in this environment.

#### 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) or under 18 by last date of enrolment at Keele (UK applicants only)** 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 and Director of Student Support and Success.
- 2.2 Any who meet or surpass the agreed threshold of acceptable risk (overall positive number) will then be sent to the Academic Lead to complete a school risk assessment (see Appendix 2).
- 2.3 Any who clearly fall below the agreed threshold of acceptable risk (Appendix 1) will be contacted to ask for more information (Appendix 4). The applicant will then be risk assessed again with this additional information. If the outcome is positive, then the process in 2.2 should then be followed.
- 2.4 Where the risk assessment outcome is still negative then this application should be referred to Associate Director of Admissions and Enquiries by the initial assessor, together 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 School Academic Lead or nominee for advice.

- 2.5 Once the Academic Lead has completed the School Risk Assessment and approved their offer of a place. The applicant's parent(s)/guardian(s) 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 that University Accommodation will only be provided to students who turn 18 within the first semester) and to ensure parental consent (and UK guardianship where applicable) (Appendix 3 for details of letter content). Where the School does not approve the risk assessment, this will be referred to Associate Director of Admissions and Enquiries for further consideration.
- 2.6 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. These applicants (only applies to UK applicants) should be referred to the Associate Director of Admissions and Enquiries.

### **Parental Consent**

- 2.7 Once the parental consent, copies of 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).
- 2.8 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).
- 2.9 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.
- 2.10 If the parent writes to deny consent, then a copy of letter will be stored with the application and a reject decision will be input. The applicant can re-apply once they reach 18 years of age.

### **Post Offer**

- 2.11 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:
1. Heads of Faculty Operations (who will circulate to relevant Heads of Schools, Faculty Operations Managers)
  2. Director of Student Support and Success, (University Safeguarding Lead)
  3. Head of Student Wellbeing (who will circulate to Student Experience and Support Managers)
  4. Head of Residence Life Managers (Day and Night)
  5. General Manager - Catering Retail and Bars
  6. Student Accommodation Manager
  7. Head of Student Records and Awards
  8. Head of Campus Safety (who will circulate to Estates and Campus Services)

An updated list must be sent again following enrolment.

## Appeal Process

- 2.12 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 Global Student Recruitment and Admissions.
- 2.13 An appeal must be received in writing within 14 days of the decision being communicated to the applicant.
- 2.14 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](mailto: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
- University Safeguarding Procedure
- University Safeguarding Policy

## 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

<b>Document Name</b>	Admissions Under 18 Procedure
<b>Owner</b>	Deputy Director of GSRA
<b>Version Number</b>	2.3
<b>Equality Analysis Form Submission Date</b>	15/05/25
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<b>Approved By</b>	UEC
<b>Date of Commencement</b>	1 June 2025
<b>Date of Last Review</b>	1 July 2024
<b>Date for Next Review</b>	
<b>Related University Policy Documents</b>	<ul style="list-style-type: none"> <li>• Under 18 Admissions Policy</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> <li>• University Safeguarding Procedure</li> <li>• University Safeguarding Policy</li> </ul>
<i>For Office Use – Keywords for search function</i>	

## Appendix 1

### Risk Assessment Criteria for Applicants Classed as Minors

Prior to scoring the application, please check for the following:

Has there been any support, health or care information disclosed?	If yes, please refer to Deputy Director of GSRA
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If no, please score the application form as below:

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 and sent to the School Academic Lead for a School risk assessment (where a UK applicant turns 18 by last date of enrolment, in their year of entry, then this is part of the process will not be required)

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)	
	<b>Level of Risk score</b>
	<b>Minus Duration of Risk (-1 for every complete month)</b>
	<b>Total Risk Liability</b>

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

## Appendix 2

### School/College Risk assessment for under 18 Applicants

Name of Applicant:	
DoB:	
Student Number:	
Course Applied for:	

Please complete the following:

	Yes/ No	Details	Mitigations	Residual Risk (RAG rated: Red=High, Amber =Medium, Green=Low (if any are RAG rated amber or red please refer to Deputy Director of GSRA*)
Are there any PSRB requirements that would either stop or limit their ability to study? (please note this may mean they cannot be accepted on to the programme)				
Does the course have laboratory work? If yes please add in notes what Health & Safety precautions are in place for an under 18 and that appropriate Health and Safety Risk assessments are in place along with training.				
Will the course require physical contact with others? If yes, what alternative arrangements will be put in place for the student to complete this aspect of the course?				
Are there any risks around over 18 content on the course? If yes, what alternative arrangements will be put in place for the student to complete				

this aspect of the course?				
Does the course have fieldtrips? Is there a requirement for overnight stays? Are there health and safety considerations?				
Does your course have compulsory placements (as required by the professional body)? If yes does your placement providers accept Under 18s?				

What safeguarding measures will be in place for 1:1 meetings? (Please see the staff guidance <a href="#">Safeguarding - Keele University</a> )	
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I confirm that the School/College has mitigations in place and therefore approve the admission of this U18 applicant. <i>If unsure, please refer to the Deputy Director of GSRA who will liaise with the Director of Student Services or Head of Student Wellbeing</i>	Yes/No
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*\*A decision will be made in liaison with the Director of Student Support and Success or nominee*

Signed:

Position

### Appendix 3

Keele Student number: 00000

Date

The Parents or Guardians of [name]

Address

Address

Dear Parents or Guardians of [name]

We are delighted that your child (as named above) has applied to Keele University. We note that (name) will be under 18 years of age at the start of their course. It is therefore necessary that you both (if applicable) provide us with written consent as the parent(s)/guardian(s)\* of (name). 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. Therefore, any medical, health care or social care needs cannot be provided by the University. If the University becomes aware of any care needs, these will be referred to either the parent, guardian, social care or other appropriate external organisation.
- University Accommodation will only be provided to students who turn 18 by the 31 December of their first year. 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 (if applicable) 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 will not be able to proceed with your child's application for this cycle.

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

Admissions and Enquiries Team

Keele University,

Staffordshire, ST5 5BG,

W: [www.keele.ac.uk](http://www.keele.ac.uk)

\* Parents or Guardians with parental responsibility

Student number: [number]

### 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 (if applicable) parents/guardians need to sign this form and provide their passports and birth certificate or legal documentation to evidence the relationship.

#### Parents/Guardians\*

If [name] is successful in their application and chooses to study at Keele University, I/We 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. This means any medical, health care or social care needs cannot be provided by the University. If the University becomes aware of any care needs, these will be referred to either the parent, guardian, social care or other appropriate external organisation.

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

- I/We 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/We give my consent to (name) applying to Keele University to study full time on the University premises.

I/We give my consent to the arrangements for my child's travel to, reception, living and care in the UK.

Signed (Parent/Guardian 1): \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian\* - please delete as appropriate)

Print parent/guardian name: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Work Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

*Where Parent/Guardian 1 has sole responsibility for the above child (name) please ignore the requirement for the second signature.*

I have sole responsibility for name. Yes/No (please circle)

Signed (Parent/Guardian 2): \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian\* - please delete as appropriate)

Print parent/guardian name: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Work

Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

I/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 (name) whilst in the UK will be (if applicable)

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

I/We, as the consenting parent(s) or guardian(s)\*, have informed the above-named guardian of their responsibility.

Signed:

(Parent 1)

(Parent 2) (if applicable)

Date:

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

\* Parents or Guardians with parental responsibility

## Appendix 4

### 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