

Admission of Students Aged Under 18 Policy

# Key Details

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| **POLICY TITLE** | Admission of Students Aged Under 18 |
| **DATE APPROVED** | 09.03.2022 |
| **APPROVING BODY** | Academic Board |
| **VERSION** | 3.2 |
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| **NEXT REVIEW DATE** | 2024/25 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | Proceed with no major change |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | * Safeguarding Policy: Protection of Children and Adults at Risk (2019) * Admissions Policy * Equality, Diversity and Inclusion Policy |
| **IMPLEMENTATION DATE** | Immediate |
| **POLICY OWNER (JOB TITLE)** | Head of Compliance |
| **UNIT / SERVICE** | Secretariat |
| **CONTACT EMAIL** | safeguarding@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | January 2008 | First version |
| 2.0 | October 2013 | Second version |
| 3.0 | March 2022 | Third version |
| 3.1 | 09.03.2022 | Minor revisions following feedback at Academic Board |
| 3.2 | 07.11.2023 | Update to Parental Consent Form |

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg /** This document is also available in Welsh

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# Introduction

## **Purpose**

### The University’s students are normally aged over 18 years. However, on occasion, the University does admit students who are under the age of 18 at the start of their programme of study.

### The University does not discriminate on any grounds and recognises that the Equality Act 2010 requires it to ensure that it does not unlawfully discriminate against people on the basis of age. There is no formal stage in the application process where age will be a factor in the academic assessment of suitability for admission.

### The University also recognises that anyone aged under 18 years is legally a child and that students under 18 may have different needs in relation to their support and wellbeing.

### The purpose of this policy is to outline the arrangements that the University will put in place to support the admission of students aged under 18 years.

## **Scope**

### This policy applies to all applicants to the University’s programmes based at its Cardiff campuses who will be aged under 18 at the time their programme commences.

### This policy does not apply to partner institutions who have their own agreed admission arrangements.

### Any arrangements put in place to support a student who is under 18 will cease to apply when they reach their reach 18th birthday.

# General Principles

## The University community and campus is an adult environment and students are expected to assume adult levels of responsibility. It is important that individuals who are under the age of 18 and their parents / guardians understand this principle prior to admission and that they commit to this by signing the *Parental Consent Form* (see Annex 1)

## The University does not take on the rights and responsibilities of parents or guardians in relation to students under the age of 18.

## The University treats all its students as independent mature individuals. Students who are under 18 will be treated in the same way.

## The nature of the University environment means that students under 18 years of age will come into unsupervised contact with a wide variety of people who are 18 years or older during the course of their academic studies and as a routine part of the student experience. This includes contact with staff and fellow students.

## 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 Cardiff Met community, to comply with all the University’s policies and regulations, and to respect the rights of others.

## Whilst the University provides academic and pastoral support for students, it does not normally provide any special support or supervision for students under 18 years beyond those outlined in this policy document at section 8 and 9.

# International Students

## International students who are under the age of 18 (and British students whose parents live overseas) will require a guardian to be appointed in the UK, accessible to the University should the need arise. Where international students do not have the appropriate contacts in the UK to take on this role, guardianships accredited by [AEGIS](https://aegisuk.net/) must be arranged.

## The details of the guardian must be provided to the University in the *Parental Consent Form* (see Annex 1) and their informed consent for the role must be obtained. Acting as a guardian involves carrying out the tasks and responsibilities of the parents(s), including being responsible for the student’s wellbeing and being able to act promptly and effectively in any given situation until the student turns 18.

## International applicants aged under 18 who meet the academic entry requirements will be made an offer of admission conditional upon receipt of confirmation that they have adequate guardianship arrangements in the UK.

## Under the terms of the University’s Student Sponsor License the University can only act as an immigration sponsor for students who are 16 or over at the start of their programme of study. The University cannot admit any students requiring a student visa unless they will be 16 years of age or older at the start of their programme.

# University Life

## The Student Experience:

### Student life at Cardiff Metropolitan University is primarily focussed on individuals over the age of 18 years. The University environment provides peer groups of mixed adults (men and women), none of whom will be required undertake criminal records checks. This will be the case when participating in learning and social activity on and off campus. Participation in social activity is therefore at the discretion of the individual student as the University is not able to take any additional responsibility for a student who is under the age of 18 in relation to such activities.

## Student Accommodation:

### University accommodation is intended for the use of adults and special arrangements cannot be made for students under the age of 18 years. However, when available, a place will be offered to applicants under 18s in an alcohol-free flat, usually at Plas Gwyn campus.

### Students and their parents/guardians are advised that they will be living with other students, who will normally be aged 18 years and older, and that the University does not provide supervision.

### All students, regardless of age, are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds.

### Any place offered in University accommodation to a student under the age of 18 will be offered on the understanding that they will be able to adapt to living away from home and to be responsible for themselves in all practical and personal matters.

## Field Trips:

### Some programmes of study may involve field trips or similar away from the University campus. Subject to the University’s normal responsibilities under health and safety legislation, the University is not able to take any additional responsibility for a student who is under 18 in relation to such activities. Unless indicated otherwise, by signing the *Parental Consent Form*, parents give consent for their child to take part in such activities on this basis.

## Alcohol:

### It is illegal for alcohol to be sold to or bought by students who are under the age of 18. The University will take reasonable steps to seek to ensure that the law is not broken in licensed premises under its control, and requires the Students’ Union to do the same, but expects students to abide by the law and cannot be expected to supervise individuals in this respect.

## IT Resources and Internet Access:

### Internet access at the University is not restricted by parental controls or filters. Students under the age of 18 will be allowed the same level of access as all other users and are required to observe the [IT Acceptable Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/it-acceptable-use-policy.docx) like all other users of IT resources.

# Students’ Union

## Students who are under the age of 18 are encouraged to join University or Students’ Union clubs and societies, however they are not permitted to hold office and it is the responsibility of the student not to take on such duties.

# Relationship with Parents and Guardians

## University will directly work with the student and not the parent. It is the University’s usual policy that it deals with students and not with parents/guardians. This approach will also apply to students who are under the age of 18 years. The University will therefore correspond with students, not parents/guardians, unless in an emergency.

# Data Protection

## The University will always have a clear and lawful basis under UK GDPR to process the data of its students, and students under 18 years of age are considered to be capable of providing that consent. Parental consent will therefore not be sought.

## It is the University's policy that, in accordance with data protection principles, it deals directly with students and not through a third party, including in respect of reporting on academic progress. This approach applies equally to students who are under 18. All correspondence will be made with the student directly and not with their parent/guardian unless there is an emergency that is deemed a threat to the student’s vital interest (see section 11).

## Further details on the University’s approach to data protection is outlined in its [Data Protection Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/data-protection-policy.docx)

# Procedures

## Applicants under the age of 18 should apply for admission to the University in the usual way. In accordance with age equality legislation, an applicant’s age will not have a bearing on admission.

## A copy of this Policy and the Parental Consent Form will be sent to the applicant and the parent/guardian during the admissions process. If an offer of admission is made, it will be conditional upon receipt of a completed and signed Parental Consent Form and adequate guardianship arrangements being in place. Should this not be received, the University reserves the right not to process the application further.

## The Admissions team will notify Accommodation Services (if the applicant wishes to live in University Accommodation) and the Academic School that an offer has been made to an applicant who will be aged under 18 at the time of programme commencement.

## If appropriate and possible, Accommodation Services will take into account the student’s age when allocating accommodation as outlined in section 4.2.

## The Academic School will make any necessary special arrangements for support of the student of their programme of study, to include the allocation of an appropriate Personal Tutor. Further information about personal tutoring is available in the University’s [Personal Tutoring Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/personal-tutoring-policy.docx).

# Roles and Responsibilities

## *Academic Schools* are responsible for ensuring that each student under 18 is allocated a named member of staff to have responsibility as the Personal Tutor, and that this staff member has had an Enhanced DBS check and is familiar with the University’s [Safeguarding Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/safeguarding-policy-and-procedure-2019.docx). The School will also take reasonable steps ensure that students under the age of 18 meet with their Personal Tutor at least twice per term (to drop to once per term once the student turns 18) and to recognise the additional work undertaken by these Personal Tutors.

## *Personal Tutors* are responsible for ensuring that they have regular engagement with students who are under 18, with meetings scheduled at least twice per term to ensure that the student is engaging positively with their programme of study and that there are no welfare concerns.

## *Parents / Guardians* are required to sign up to the terms of this Policy and to provide the assurances outlined in the *Parental Consent Form*. If any changes are made to the guardianship arrangements outlined in the *Parental Consent Form*, Parents are required to inform the University without delay. Any nominated guardians are required to respond promptly to any contact made by the University as this will relate to concerns regards the student’s health and wellbeing.

## *The Student* is expected to have the necessary skills to study and live independently and to conduct themselves as responsible members of the University community. They are required to attend the meetings arranged for them and to seek support from their Personal Tutor or Student Services if they are struggling.

## *The UK and International Admissions Offices* are responsible for making under 18 applicants and their parents aware of this policy and for notifying colleagues of the admission of students aged under 18 as outlined in section 8.

## *Student Services* provide an extensive range of services to students regardless of age, including mental health support, advice on money, disability, learning support and career planning. All advisers who work 1:1 with students are required to complete an Enhanced DBS check as a condition of employment, and also receive regular supervision and refresher training on boundaries and professional conduct.

## The *University’s Safeguarding Lead* is responsible for the development of this policy and procedure, its regular review, the provision of advice thereon, and for the management of child protection concerns.

# Child Protection

## As a matter of law in Wales, a person under the age of 18 is a child. The University does not have statutory safeguarding duties but has a [Safeguarding Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/safeguarding-policy-and-procedure-2019.docx) and will report any suspicions or allegations of abuse of children to the appropriate Local Authority as outlined in its Policy.

## Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under 18 years. The University will report any such allegations made to the Police and take appropriate internal action.

# Emergencies

## The University has a duty of care to all its students and staff. Emergency contact details must be provided to the University before a student registers and these details must be kept up to date. For students under 18s it is expected that the emergency contact will normally be the guardian as outlined in the Parental Consent Form.

## The University will use the emergency contact for under 18s where the University deems that there are risks faced by the student that are a threat to their vital interests, for example if they have dealings with the police and/or there are serious health concerns, including when medical treatment is required. The University would only make a decision on the student’s behalf in such situations where it was impossible or impractical to get in touch with the nominated contact in the time available.

# Related Policies and Procedures

## This Policy should be read in conjunction with the following policies and procedures:

## Safeguarding Policy: Protection of Children and Adults at Risk

## Admissions Policy

## Equality, Diversity and Inclusion Policy

## Personal Tutoring Policy

## Copies of these policies can be found on the University’s [Policy Hub](https://www.cardiffmet.ac.uk/about/policyhub/Pages/default.aspx).

# Review and Approval

## This Policy will be reviewed at least every three years by the University’s Safeguarding Lead in consultation with academic colleagues and colleagues in relevant professional services.

## The relevant approval authority is Academic Board

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Under 18s |   
Parental Consent Form

# Annex 1 – Under 18s Parental Consent Form

# **THIS FORM IS TO BE SIGNED BY THE APPLICANT AND THE APPLICANT'S PARENT/LEGAL GUARDIAN FOLLOWING CONSIDERATION OF THE TERMS OF THE UNIVERSITY'S** [**UNDER 18s POLICY**](https://www.cardiffmet.ac.uk/about/policyhub/Documents/admission-of-students-under-18.docx)

## **THIS DOCUMENT IS FORMED OF FIVE PAGES**

## **PLEASE PRINT, SIGN (WITH THIRD-PARTY WITNESS), AND RETURN THIS DOCUMENT VIA EMAIL TO THE ADMISSIONS TEAM**

## [ASKADMISSIONS@CARDIFFMET.AC.UK](mailto:ASKADMISSIONS@CARDIFFMET.AC.UK)

# **SECTION ONE – APPLICANT DETAILS**

# Applicant name:

## Insert the applicant’s full legal name using CAPITAL LETTERS

# Applicant date of birth:

## Insert the applicant’s date of birth in the format DD – MM – YYYY (e.g. 04 – 11 – 2010)

# Applicant student number:

# Applicant signature:

## In signing this form, I understand my responsibilities as a student aged under 18 at Cardiff Metropolitan University.

# **SECTION TWO – INTERNATIONAL APPLICANTS ONLY**

# **UK GUARDIAN DETAILS**

# UK-based Guardian name:

## Insert the UK Guardian’s full legal name using ALL CAPS

# UK-based Guardian address:

## Insert the UK Guardian full address using ALL CAPS

# UK-based Guardian telephone number including area code:

## Daytime:

## Evening:

## Mobile:

# UK-based Guardian email address:

## Insert the UK-based Guardian email address in ALL CAPS

# UK-based Guardian relationship to student:

## Insert relationship in ALL CAPS (e.g. FAMILY FRIEND, UNCLE, AEGIS GUARDIAN)

# **SECTION THREE – SIGNATURE OF PARENT/LEGAL GUARDIAN**

## **The signing of this form should be witnessed by a third party who is of no relation to the applicant or the parent.**

# If the applicant named above takes up a place to study at Cardiff Metropolitan University, I, the undersigned parent/Legal Guardian:

## Understand that the University is an adult environment and accept the information provided in the Cardiff Metropolitan University Policy on the Admission of Students Under 18.

## Consent to the applicant name above undertaking the programme of study applied for, including any field trips or placements, and participating in such extracurricular activities as the student shall determine.

## Consent to medical treatment or first aid being administered if required when playing sport.

## Understand that, in accordance with UK General Data Protection Regulation (UK GDPR), the University is not in a position to give any information about students, including those under the age of eighteen, to any person, including their parent(s), without the specific written consent of that student.

## Accept liability for any debts incurred by the above-named to the University.

## Understand that this consent shall remain in force until the eighteenth birthday of the student.

## Confirm that the person named below is a nominated guardian for the student until their eighteenth birthday, that they are based in the UK, and that they understand that they will be contacted by the University in an emergency and required to act promptly should it be needed.

# Parent/ Legal Guardian signature

## NAME (in ALL CAPS)

## SIGNATURE

## DATE (in the form DD – MM – YYYY, e.g. 22 – 06 – 2022)

# Witness signature

## (THIRD PARTY / NOT A RELATIVE)

## NAME

## SIGNATURE

## DATE

## PROFESSION / ORGANISATION