

## Process of Admitting Minors Information for Applicants

### 1. Purpose of this process

Students who have not reached the age of 18 on 1<sup>st</sup> September at the year of entry are legally considered to be 'minors' (i.e. not yet adults) under English law. The University has an 'enhanced duty of care' to these students. This document outlines how the University will meet this obligation.

### 2. The application process

#### 2.1 Initiating the process

The Student System will automatically identify applicants who are under 18 on 1<sup>st</sup> September at the year of entry. We will follow an enhanced procedure for applicants who are under 17 at the point of entry.

#### 2.2 Assessment of application

Applications will be assessed against academic and non-academic selection criteria specific to the course of study applied for. Information on course specific entry requirements can be found on the University website at [www.manchester.ac.uk](http://www.manchester.ac.uk).

Information about the applicant's age is not considered at this stage, and an age- related risk assessment will ONLY be undertaken on applications where the candidate has met the minimum admissions threshold.

#### 2.3 Importance of responding promptly

Applicants are advised that the process of admitting minors may be lengthy due to the level of risk assessment that needs to be undertaken. In order to minimise unnecessary delay, applicants should respond promptly when information is requested from them.

### 3. Risk assessment

#### 3.1 Background information

The University has a separate process for the following groups of applicants:

- 1) Applicants who will be 17 but not yet 18 years old on 1<sup>st</sup> September at the year of entry;
- 2) Applicants who will be under the age of 17 on 1<sup>st</sup> September at the year of entry. The University will undertake a full risk assessment for all applicants in this group.

#### 3.2 Applicants who will be 17 but not yet 18 on 1<sup>st</sup> September at the year of entry

##### 3.2.1 Risk assessment

Applicants are advised that Schools may decide at their discretion to carry out a full risk

assessment on any application from a minor, for example where the content of the proposed programme of study merits it. This may include matters relating to the content and delivery of the programme, study arrangements, personal support and accommodation.

This means that where an applicant has applied for more than one course at the University, some courses may require the risk assessment while others do not. Similarly, where an application has been made for a different course through UCAS Extra or clearing after an unsuccessful application, the risk assessment has to be carried out again for the new course.

### **3.2.2 Formal offer**

If the applicant meets the minimum admissions threshold they will be made an offer. As with other applicants, this is usually subject to conditions that the applicant is expected to meet in order to take up a place on the course. Once an offer has been made the process of admitting a minor will be conducted by the admitting School.

### **3.2.3 Documentation sent to applicants**

Applicants will be sent a document called [Further information for students under 18 on 1st September at the year of entry](#) which outlines the University's approach to students aged under 18.

**3.2.4** We request that this document is shown to the applicant's parent/ guardian as it includes important information that the parent/guardian must be aware of.

## **3.3 Applicants who will be under the age of 17 on 1<sup>st</sup> September at the year of entry**

### **3.3.1 Full risk assessment**

Where the applicant has met the minimum threshold for admission, the admitting School will undertake the risk assessment and determine whether any special arrangements need to be agreed before an offer can be made. The risk assessment will cover matters relating to the content and delivery of the course, study arrangements, personal support and accommodation.

### **3.3.2 Parental consent form and other documentation**

As part of the risk assessment process, the School will send the applicant the following two documents:

- [Further information for students under 18 on 1st September at the year of entry](#) which outlines the University's approach to students aged under 18;
- Parental Consent Form ([Appendix 1](#)). This document lists the responsibilities of the parent or legal guardian until the applicant reaches the age of 18 and requires the parent or legal guardian to consent to these responsibilities and the applicant's attendance on the course.

**3.3.3** To prevent delay in securing a place the applicant will be asked to return a signed parental consent form to the admitting School as soon as possible.

**3.3.4** Once the School has received these documents, the risk assessment will be completed and the documentation will be sent to the University's Admissions Office for a final

check, followed by a final approval by the Director of Compliance and Risk and the Head of Campus life

### **3.4 Outcome of the risk assessment**

- 3.4.1** If the outcome of the risk assessment is satisfactory, the School will proceed with the offer.
- 3.4.2** In some cases the risk assessment may have identified barriers for the applicant to undertake the course. This can be, for example, restrictions over module choice, participation in placements or attending a residential field trip. If any such barriers are found, the admitting School will do their best to put alternative arrangements in place in order to remove the risk and/or manage it effectively.
- 3.4.3** In a rare case where the required adjustments cannot be made to ensure the applicant's duty of care whilst studying at The University of Manchester, the application will be unsuccessful. We will write to the applicant to explain the reasons for this decision.

## **4. Accommodation**

- 4.1** As part of our commitment to ensure appropriate pastoral care is provided for the wellbeing of students who, when starting university are under the age of 18, we have specific halls deemed suitable to accommodate you. You can read our [Under 18s Policy for Residential Accommodation](#) or contact us for further information: [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk).

## **5. Applicants requiring a visa to enter or remain in the UK**

- 5.1** International students applying from outside the EEA/EU, and who are younger than 18 on the day the visa is applied for, will be considered to be a minor. This means that specific visa requirements will apply.
- 5.2** More information about the requirements in obtaining a visa is available through the UK Visas and Immigration website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> (under 'Study in the UK').

## **6. Parents/Guardians not resident in the UK**

- 6.1** Where parents/guardians are not resident in the UK it is necessary to appoint a UK based guardian for a student under 17 on 1<sup>st</sup> September at the year of entry. The guardianship has to be provided until the end of the academic year during which the applicant will have their 17<sup>th</sup> birthday.
- 6.2** It may be necessary to appoint a UK-based guardian for a student under 18 on 1<sup>st</sup> of September at the year of entry where the content of the proposed programme of study merits it (see point 3.2.1 in this document).

**6.3** For applicants under 16 on 1<sup>st</sup> September at the year of entry, we expect that either a parent or their appointed guardian will accompany and care for the student until they reach 16 and are old enough to apply for University accommodation. These applicants are required to have a UK-based guardian until the end of the academic year during which they have their 17<sup>th</sup> birthday (as stated above in 6.1).

## **7. Support for all students**

Like all students, applicants younger than 18 on 1<sup>st</sup> of September at the year of entry will be provided with information about the wide-ranging sources of support available as a student of the University. All students living in University of Manchester Halls of Residence have access to a pastoral support team who can assist with any difficulties they may encounter.

We will also ensure that arrangements for the supervision, academic adviser etc. of the student meet the requirements of the [Safeguarding Children policy 2018](#).

## **8. Appeals against the decision**

Applicants have the right to appeal against a decision leading to an unsuccessful application provided that there are valid grounds for an appeal, or make a complaint against the service provided during the admissions process.

In these instances applicants are advised to refer to the University's Appeals and Complaints Procedure for Applicants which is available on the University website at <http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/>.

**Parent/Guardian Consent to the Admission of  
Students aged under 17 on 1<sup>st</sup> September at year of entry**

Applicant name	
UCAS number	
Date of birth	

**Responsibilities of the University**

- The University shall make such special provision for the student by reason of the student’s age as is reasonably necessary, but shall not have parental responsibility.
- The University shall allocate, through its Accommodation Office, suitable residential accommodation for the student where it has been determined that University accommodation is appropriate and has been requested. University accommodation is only available to students who will be 16 on 1 September in the year of entry. These students will be accommodated in single sex halls of residence usually unlicensed.
- Students who are under 16 on 1 September in the year of entry are not eligible for University accommodation. It expected for these students that a parent will either accompany the student to Manchester or appoint a guardian to take care of the student until they reach 18 or are old enough to apply for University accommodation. The Accommodation Office will help parents or guardians to find suitable accommodation for families in Manchester.
- The University shall ensure that the member of staff who will act as academic advisor has been DBS checked.

**Responsibilities of the Parent or Legal Guardian**

If the above named applicant takes up a place of study at The University of Manchester in **September 2020**, I, the undersigned parent or guardian:

- Have read *Further Information for Students under 18*
- Agree to any non-academic conditions of the offer of a place as determined by The University of Manchester in the course of assessing the student’s application.
- Understand that the University shall **NOT** have parental responsibility and shall **NOT** be liable for any acts or omissions by the student.
- Agree that I shall remain primarily responsible for the student’s personal supervision and welfare. For this purpose,
- Understand that I shall be responsible for ensuring that the University’s rules and regulations are adhered to by the student.
- Agree to act as guarantor for the tuition and accommodation fees incurred by the student together with any other sums owed to the University until the student attains 18 years of age. (On the student attaining the age of 18, the guarantee shall cease to have effect for any future debts.)
- Consent to the student undertaking the programme of study and participating in such extra curricular activities as the student shall determine.
- Agree that The University of Manchester, if the student is unable to consent and if it is not possible to contact a parent/guardian in the event of an emergency, may authorise emergency medical treatment, acting on medical advice in the best interests of the student.

## APPENDIX 1

- Accept that the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, for example about a student's academic progress, to a parent or anyone else without the consent of the student.
- Understand that this agreement shall remain in force until the eighteenth birthday of the student.

Name (please print)			
Relationship to applicant			
Parent/guardian contact details			
Please indicate what the applicant's accommodation arrangements will be	<input type="checkbox"/> <b>University accommodation</b> <input type="checkbox"/> <b>Living with parent</b> <input type="checkbox"/> <b>Living with UK based guardian</b> <input type="checkbox"/> <b>Other (please give details) .....</b> ..... .....		
Does the applicant require a visa to study in the UK? If so, under what Tier will the application be made?			
<b>Signed</b>		<b>Date</b>	

**Parent/legal guardians not resident in the UK – Appointment of a UK-based guardian**

Applicant name			
Name of internationally based parent / guardian			
<b>I authorise the person named below to act as guardian for my son/daughter whilst in the UK and until the end of the academic year during which she/he has turned 17. If the University has a need to contact a parent/legal guardian, the UK based guardian will be contacted first.</b>			
Guardian name			

Document control box	
Policy / Procedure title:	Process of Admitting Minors
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Version:	4
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Next review date:	July 2021
Related Statutes, Ordinances, General Regulations:	Ordinance XVI The Admissions and Registration of Students
Equality Relevance outcome:	High
Related policies:	Student Recruitment, Selection and Admissions Policy
Related guidance and or Codes of practice:	n/a
Related information:	n/a
Policy owner:	Director for Student Admissions, Administration and Business Improvement (Sarah Beer)
Lead contact:	Linda Shahin Student Admissions Officer Division of Student Admissions, Administration and Business Improvement The University of Manchester Oxford Road Manchester