

## 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 relevant Admission's team.

### **3.2.3 Documentation sent to applicant's Parent/Guardian**

Once an offer has been made, applicants will be asked to provide contact details for their Parent or Guardian. The Parent/Guardian will then be asked to confirm that they have read and understood the Further information for students under 18 on 1st September at the year of entry document which outlines the University's approach to students aged under 18. Applicants will not be able to register until this confirmation has been received.

## **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**

Before an offer can be made, applicants will be asked to provide contact details for their parent or guardian. The parent/guardian will then be sent the following documents to complete and return as soon as possible:

- 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 - 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.
- For applicants whose parent/guardian live outside the UK, the name and contact details of an appointed UK guardian must also be provided. (See section 6 for further details).

**3.3.3** 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. An offer cannot be processed for applicants under the age of 17 until both Guardian Consent has been obtained and a risk assessment has been approved.

#### **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/>.

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