

Procedure for withdraw, reject or defer application under section 10.0 of the UWE admissions policy where there are concerns related to Health and Safety or other barriers

The University is dedicated to upholding equality of opportunity for disabled students. As part of this commitment, the University believes that admissions processes should be as equitable as possible for all applicants. All applications from candidates who have disclosed as disabled will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential. Whilst the provisions of the Equality Act 2010 normally make it illegal to reject an application on the grounds of disability there are three instances in which a university may withdraw, defer or reject an application if they have the entry criteria necessary and these are:

- overriding health and safety concerns;
- barriers resulting from professional requirements;
- necessary reasonable adjustments cannot be made.

The procedure outlined below is only applicable in exceptional circumstances as above.

(taken from section 10 of the UWE admissions policy)

Introduction/how we come to know an applicant is disabled

1. Applicants are encouraged but not obliged to disclose as disabled via UCAS. Applicants are able to disclose after this direct to UWE to this while they are still applicants
2. All applicants onto a professional course including Health Care and Teaching ([view a full list via MyUWE](#)) are obliged to complete a Health at Work Questionnaire
3. Applicants may disclose through other routes, for example direct to Admissions, to teaching team or direct to Student and Academic Services.

Identification and notification of a concern

4. At any point after application and before enrolment, concerns regarding:
 - a. Overriding health and safety concerns
 - b. Barriers resulting from professional requirements
 - c. Necessary reasonable adjustments cannot be made (taken from Admissions Policy)may be identified, by Admissions, by teaching team or by Student and Academic Services.
5. The identifying team will alert Head of Recruitment and Admissions of the concern and a decision should be made as to which team(s) should investigate the concern and who should be involved. A request to investigate will be sent by Head of Recruitment and Admissions to investigating team.
6. Where the applicant is disabled, including has an Specific learning difficulty such as dyslexia, mental health condition, long term health condition or other impairment, Disability Service need to be consulted and involved if not already.

7. Head of Recruitment and Admissions will write to the applicant to explain that a concern has been raised, identifying which point from Admissions Policy above, and that this will be explored and they will be invited to a meeting to discuss in due course.
8. The investigating team will work collaboratively (including with the applicant, Faculty, Disability Service, Wellbeing Service, Safeguarding Team, Complex Case Panel, Occupational Health Provider, healthcare trust, school, external services, as appropriate and relevant) to produce a written report. The report will provide information relevant to:
 - a. UWE Bristol's ability to provide an environment that is safe for the applicant and safe for others;
 - b. Reasonable adjustments that would be required and
 - c. Any concerns for practice in the case of a professional course.

The report will **not** make a suggestion around next steps i.e., WD, defer, reject or no action. Sensitive data will be uploaded to a secure and confidential University SharePoint site, accessed by only relevant senior members of staff.

Decision

9. A Panel will convene to consider the report and make a decision as to whether the applicant's offer or application needs to be withdrawn, rejected or deferred or can stand. The report will be shared with Panel members and the applicant at least 2 weeks prior to the Panel meeting. The Panel will occur in 3 steps:
 - a. Pre-meeting: Panel meet to consider initial thoughts and what questions they would need to pose to the applicant to gain a thorough understanding.
 - b. Meeting with applicant: Panel meet with applicant
 - c. Post-meeting: Panel decide whether the offer or application needs to be withdrawn, rejected or deferred or can stand.

The Panel will consist of:

1. Director of Future Students, Communications and Marketing or nominee
2. Associate Head of Department or Head of Department and relevant Programme Leader/Admissions tutor also representing any trust or school where the application is for a professional course.
3. Representative from trust or school – optional
4. Head of Disability Service or Wellbeing Service or SAS Representative

Notification of outcome

10. The Head of Recruitment and Admissions will communicate any decision made to the applicant in writing following the Panel.
11. Where the decision is taken to offer an alternative programme of study or to withdraw or defer the offer of a place, applicants may seek a review of the decision by writing to the Head of Complaints and Appeals.