

**ADMISSION OF STUDENTS UNDER THE AGE OF 18: POLICY AND PROCEDURE**

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**1. POLICY PURPOSE**

- 1.1 Wrexham Glyndwr University may occasionally admit students who are under the age of 18. In most cases this will be a temporary situation as the student will be approaching their eighteenth birthday.<sup>1</sup>
- 1.2 The University treats all of its students as independent and mature individuals. Students who are under the age of 18 years will be treated, as much as possible, in the same way.
- 1.3 The University recognises that the Equality Act 2010 requires it to ensure that it does not unlawfully discriminate against individuals on the basis of age, including individuals who are under 18. However, under UK law, anyone under the age of 18 is considered a child and thus the University has an enhanced duty of care until such students reach the age of 18, even if this period is relatively brief.
- 1.4 This policy and procedure sets out the approach the University will take when processing applications from any individual who will be under 18 years of age at the start of the academic year. 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.

**2. CONTEXT**

- 2.1 Applicants and parent(s)/guardian(s) should consider that the University is an adult environment; students are expected to act as adults and to assume an adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds.

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<sup>1</sup> The University will not admit students under 16 years old.

- 2.2 All applications will initially be considered on the basis of academic merit. If the applicant is not acceptable on academic grounds they will be notified through the appropriate procedure that the application has been rejected.
- 2.3 Applicants under the age of 18 will be:
- offered the same terms, conditions and pricing as those over 18;
  - subject to the University's academic regulations; no special or additional academic support is offered on the grounds of age;
  - required to provide consent from a parent/guardian prior to an unconditional offer being issued. This will consent to their enrolment and participation in student activities and to emergency medical treatment, amongst other things.
  - required to attend an interview with the Academic Registrar (or nominee) prior to an unconditional offer being issued. The purpose of the interview is to assess that the applicant has the required level of maturity to understand their responsibilities as a student, study in an adult environment and understand the extent of the University's duty of care. The Academic Registrar may involve a member of the programme team. Where possible, a parent / guardian or, in the absence of either, an adult nominated by the prospective student should be in attendance.
- 2.4 A copy of this policy and an "Under 18 Consent Form" (Appendix A) will be sent to the applicant and parent(s)/guardian(s) to outline their obligations with the offer. A place on the programme will not be confirmed without a returned, signed "Under 18 Consent Form".

### **3. PARENTAL RESPONSIBILITY**

The University is not able to take on the rights, responsibilities and authority that parents have in relation to a child, and it will not act *in loco parentis* in relation to students who are under the age of 18 years. It is a condition of admission to the University that the parent(s)/guardian(s) of any student who is under the age of 18 years confirms, prior to admission, their acceptance of the arrangements set out in this policy by signing and returning an "Under 18 Consent Form".

### **4. CONTRACTUAL AGREEMENTS**

As a general rule, those under the age of 18 are unable to enter into binding legal contracts. Where contracts are required, for example relating to tuition fees or accommodation, the University requires a parent(s)/guardian(s) to act as guarantor and to honour all obligations under any contracts with the University that the student enters into prior to his or her 18<sup>th</sup> birthday. By signing the "Under 18 Consent Form", the parent(s)/guardian(s) agree to this. Failure to pay debts due to the University could result in withdrawal from studies.

### **5. PARENTAL INVOLVEMENT / DATA PROTECTION**

It is the University's policy to communicate directly with students in all aspects of their studies and not with parent(s)/guardian(s); this approach will also apply to students who are under the age of 18 years. Although those under 18 are regarded as children under UK law, they have the legal right under the Data Protection Act (1998) for information about them not to be disclosed without their explicit consent. This means that the University is not able to give information to parent(s)/guardian(s) regarding the student's progress, results or any other personal circumstance unless the student has given specific consent. However, if the student fails to pay any sums agreed on contract then it might be necessary to disclose this to any guarantor and possibly to a debt collection agency.

**6. EMERGENCY CONTACT / NEXT OF KIN**

Students under 18 will not be able to register on their course unless next of kin and emergency contact information is provided on the "Under 18 Consent Form". For students whose parent(s)/guardian(s) are not in the UK, they must have a UK based Guardian. Emergency contact details will be re-confirmed at enrolment. It is the responsibility of the student and / or the parent(s)/guardian(s) to inform the University immediately if there are changes to any of the emergency contact information provided within the consent form.

**7. HEALTH**

In rare instances, consent for emergency medical treatment may be required before parent(s)/guardian(s) can be contacted. The University therefore requires parent(s)/guardian(s) to give their consent that, in the case of such an emergency, a senior member of the University has permission to act on medical / police advice and do what is in the best interests of the child. By signing the "Under 18 Consent Form", the parent(s)/guardian(s) indicate their consent for the University to act in this way. Parent(s)/guardian(s) are responsible for ensuring that the University has been informed of any special needs or requirements. The person who would normally act on behalf of the university in such a matter would be: Academic Registrar, Head of School, or nominee.

**8. ACADEMIC COURSE CONTENT**

As part of the admission process, the relevant departmental Admissions Tutor will be consulted to ensure that they and the Head of School are satisfied that the content of any academic programme would be appropriate for students under the age of 18. This includes field trips and placements, where these activities would occur at a time during the programme when the student would be less than 18 years old. If any aspect of the course would be inappropriate the application will be rejected. For some programmes it is a requirement of the relevant professional body that students are aged 18 or above when they enrol. Parent(s)/guardian(s) should be aware that teaching staff will not routinely be DBS checked.

**9. FIELD TRIPS**

Courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, by signing the "Under 18 Consent Form" the parent(s)/guardian(s) gives consent for the student to take part in these activities on that basis.

**10. ACCEPTABLE INTERNET USE**

Regardless of age, all students are expected to observe the University's rules about acceptable use of the internet.

**11. STUDENT ACCOMMODATION**

Parent(s)/guardian(s) should recognise that residential accommodation offered by the University is generally intended for the use of students aged 18 and over. The University does not offer a warden or resident supervisor for its halls of residence and will not take any responsibility for students, even those under the age of 18, in terms of their accommodation needs.

**12. STAFF-STUDENT RELATIONSHIPS**

Under the Sexual Offences Act 2003, 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.

**13. CHILD PROTECTION / SAFEGUARDING**

As a matter of law, a person under the age of 18 years is a child. The University has a responsibility to protect those under the age of 18 years from abuse and is obliged to report any suspicions or allegations of abuse to the relevant Children's Social Services department. Any such suspicions or allegations will be reported to the University's appropriate designated person. The University's Safeguarding Policy lists specific members of University staff who have been designated as Child Protection contacts. These staff have specific expertise in order to be able to respond to incidents and advise other members of staff. One of the contacts should be approached in the first instance. The Academic Registrar should also be notified if a child protection referral is to be made to the appropriate authorities. The Safeguarding Policy is available on Glynfo; Vice Chancellors & Executive Office; Policies and Procedures.

**14. NOTIFICATION OF AGE**

It is the responsibility of the applicant to truthfully declare to the University their correct date of birth. As relevant, the Director of Operations, Head of School, Admission Tutor, Programme Leader, Accommodation Manager, Head of Student Services, Students' Union, Immigration Compliance Manager and Student and Programme Centre will be notified, prior to enrolment, of any student who will be under the age of 18 years at the start of the academic year. Teaching and other staff will not routinely be made aware of a student's age.

**15. ALCOHOL AND TOBACCO**

It is an offence for a person under 18 to purchase alcohol or tobacco or for anyone to sell alcohol or tobacco to such a person. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK, including those on the University site. Signs are posted in public areas of Wrexham Glyndŵr University that are licensed premises notifying persons under 18 that they may not purchase alcoholic drinks. By signing the "Under 18 Consent Form" the applicant is acknowledging the legal restrictions around purchasing or consuming age restricted products.

**16. HOLDING OFFICE**

Students who are under the age of 18 are encouraged to join University or Students' Union clubs and societies but are not able to hold office until after their 18<sup>th</sup> birthday (this is because Officers carry legal responsibilities). Participation in certain activities may also be limited.

**17. ADDITIONAL ADVICE FOR OVERSEAS STUDENTS UNDER 18**

Overseas applicants under the age of 18 whose parent(s)/guardian(s) reside outside the UK must provide consent from a parent/guardian to their enrolment **and** identify a UK based guardian on the "Under 18 Consent Form." The UK based guardian may be a relative or friend but their consent should be confirmed before providing the University with their contact details. This is a private arrangement and the University is not able to provide assistance in finding a suitable guardian. There are agencies who will, for a fee, make arrangements. The Association of Educational Guardians for International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation. For information visit: [www.aegisuk.net](http://www.aegisuk.net)

Non EEA nationals will require immigration permission to study in the UK. As part of the visa application process, a child under the age of 18 must provide consent from parent(s)/guardian(s) to show they support the application. The "Under 18 Consent

Form” will need to be completed but in addition for visa purposes, the University will require a letter from parent(s)/guardian(s) to show relationship, consent to the application, the living arrangements in the UK and student’s independent travel to the UK. If one parent or legal guardian has legal custody or sole responsibility, the letter must confirm this and be signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the letter must be signed by both of them.

**18. ENROLMENT – WELFARE INDUCTION**

As part of the enrolment process, students aged under 18 will be required to attend a compulsory welfare induction. The purpose of the welfare induction is to ensure the individual is aware of University regulations and any restrictions placed upon them as a result of their age. Students enrolling on short courses (courses comprised of 40 credits or less), will not be required to attend a welfare induction.

**19. UNIVERSITY PROGRAMMES TAUGHT BY PARTNERS**

Partners should have in place an appropriate policy and procedure, relevant to their educational setting, for the admission of applicants under the age of 18.

**20. RELATED POLICIES**

Admissions Policy  
Safeguarding Policy

**PROCEDURE FOR ADMISSION OF STUDENTS UNDER THE AGE OF 18**

The following outlines the University’s procedure for processing applications from candidates who will be under 18 years of age at the start of the academic year.

1. The Admissions Team will use the application form to identify applicants who will be under 18 years of age at the course start date.
2. The Admissions screen on the Student Data System (“SITS”) will be updated to identify that the applicant will be under 18 years of age when enrolling.
3. Where the applicant satisfies the entry requirements, the Admissions Team will contact the relevant department Admissions Tutor for confirmation that the course content, field trips or placements are appropriate for an individual aged under 18. If the content would be inappropriate the application would be rejected.
4. If a department / school decides that it wishes to offer a place to an applicant who will be under 18 years of age on entry, the Admissions Tutor should confirm by email to the central Admissions Team to process the offer.
5. The Admissions Officer should forward a copy of the UCAS / WGU application form and the approval of the academic Admissions Tutor to the Admissions Manager for information.
6. A conditional offer will be made, including a requirement for both the applicant and the parent(s)/guardian(s) to sign and return a consent form and attend an

interview with the Academic Registrar. The conditional offer will also enclose a copy of this policy. Students enrolling on short courses (courses comprised of 40 credits or less), will not be required to attend an interview with the Academic Registrar.

7. On receipt of the signed consent form, Admissions will update SITS to log receipt, upload the consent form and record the contact details of the parent/guardian. When the applicant firmly accepts the offer, Admissions will contact relevant teams to indicate that a student aged under 18 intends to enrol. Admissions will share the consent form with:
  - Director of Operations
  - Student Support Service
  - Student & Programmes Centre
  - Accommodation Manager
  - Students' Union
  - Relevant Admissions Tutor, Head of School, Programme Leader
  - Immigration Compliance Manager (in respect of non-EEA applicants)
8. Once all other conditions have been met (e.g. academic qualification, pre-entry interview), the offer will become unconditional. Please note, no offer will become unconditional until the signed consent form / interview has been completed.
9. Once the offer is made unconditional, the applicant can be sent an invitation to pre-enrol online when it is appropriate to do so.
10. As part of enrolment, the applicant must attend a face to face enrolment session and a compulsory welfare induction. The purpose of the welfare induction is to ensure the individual is aware of the University regulations and any restrictions placed upon them as a result of their age. Session to be scheduled by Student and Programme Centre as part of the annual induction calendar; delivered by Student Services with possible input from other relevant stakeholders, for example Students' Union. Applicant to be made aware of requirement to attend / date / time / venue via conditional offer letter. Students enrolling on short courses (courses comprised of 40 credits or less), will not be required to attend a welfare induction.
11. Following enrolment, the Student & Programme Centre will liaise with the Accommodation Office and Heads of School to ensure all key parties are aware of any under 18s who have enrolled for their programme. The Student and Programme Centre will cross check the emergency contact details on the signed consent form against SITS.

## **Appendix A – Under 18 Template Letter & Consent form**

Dear

As part of Glyndŵr University's admissions procedure there is a process to identify applicants who will be under the age of 18 when the course starts.

I understand that you have applied for COURSE TITLE starting on DATE. In order to progress your application further please complete and return the enclosed consent form.

Prior to completing the consent form please read the enclosed "*Admission of Students under the Age of 18 Policy & Procedure.*" By signing the consent form, both yourself and your parent / guardian, confirm your acceptance of the arrangements set out in the policy.

The Consent Form will be placed on your student record so that in the event of any of the circumstances listed the University will be able to contact your parent / guardian.

You should also be aware that prior to an unconditional offer being made you must also attend a pre-entry interview with the Academic Registrar to assess your understanding of your responsibilities as a student and the extent of the University's duty of care.

Please note that Glyndŵr University does not, and is not able to, provide a parental role once you enrol prior to your 18th birthday.

If you require further information please contact the Admissions Team via telephone (01978 293439) or email [admissions@glyndwr.ac.uk](mailto:admissions@glyndwr.ac.uk). The enclosed consent form must be returned within 15 working days of the date stated at the top of this letter. Please note that we are unable to consider your application to study at the University further until we have received this completed form.

Please complete the enclosed form and return to:

Admissions Manager  
Glyndŵr University  
Mold Road  
Wrexham  
LL11 2AW

Kind regards,

**Admissions Manager  
Glyndŵr University**

**Appendix A (cont)**

**Consent Form for Applicants under the Age of 18**

The following declaration is to ensure that students aged under 18 have parent / guardian consent to enrol. It also outlines the circumstances where, with the permission of the student, parents can be contacted.

The parent/legal guardian will be contacted should any of the following situations arise:

- Medical Emergency;
- Continual non-attendance without reasonable explanation;
- The non-occupation by a student of their university accommodation for more than 4 weeks;
- Concern that the student is a risk to themselves or others;
- Concern over personal neglect or unexplained physical injury;
- Concern over involvement in criminal activity;
- Any other situation where a senior member of the university deems it necessary to make contact.

Apart from a medical emergency or child protection concern, all reasonable steps will be taken to advise and support the student before a decision is taken to contact the parent or legal guardian or appropriate Social Services department.

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**This section is to be completed by the applicant:**

I hereby confirm that I have read and accept the conditions outlined in the "Admission of Students under the Age of 18 Policy".

Name:	
Date of Birth:	
Student Number:	
Course Applied For:	
Signed:	
Date:	



**This section is to be completed by the parent/guardian of the applicant:**

I hereby confirm that I have read and accept the conditions outlined in the "Admission of Students under the Age of 18 Policy". I accept that the University will not act in *loco parentis* should the above applicant be admitted.

Name:	
Relationship to the applicant:	
Signed:	
Date:	
Address:	
Home Telephone:	
Mobile Telephone:	
Work Telephone:	

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**This section is to be completed by any parent/guardian living outside of the UK only.**

If you live outside of the UK and the applicant is less than 18 years of age, the University requires you to provide the contact details of a legal guardian **based in the UK** who is 18 years or older. Please provide these details below:

Name of legal guardian in the UK:	
UK Guardian's Relationship to Applicant (e.g. guardianship agency, aunt)	
UK Address:	
Home Telephone:	
Mobile Telephone:	
Work Telephone:	

Please return to: Admissions Manager, Glyndŵr University, Mold Road, Wrexham, LL11 2AW