

Procedure for Admission of Students Under 18

Under English law, anyone under the age of 18 at the start date of their course is legally considered a child. While the University of Huddersfield does not act *in loco parentis*, it must take all reasonable steps to safeguard the welfare of such students. The following outlines how the University meets this responsibility.

1. Pre-admission process

Applications are processed through standard admission procedures.

Additional requirements for applicants under 18 include:

- Parental/guardian consent
- Undertakings and supporting information
- A possible age-related risk assessment

2. Assessment

Applications are initially assessed solely on academic and programme criteria. Age is not considered at this stage.

A risk assessment will only be conducted once:

- The applicant has met the entry requirements,
- The applicant will be under 18 at the start of their course

3. Provision of information

- The admissions process may take longer for applicants under 18
- Applicants are expected to respond promptly to requests for information
- Full details will be provided in the conditional offer letter

4. Risk assessment

The University adopts a risk -based approach to safeguarding applicants and students under the age of 18. Where appropriate, a formal risk assessment will be undertaken to determine whether the University can fulfil its duty of care.

This assessment may consider, but is not limited to:

- Programme content and mode of delivery
- Study arrangements, including placements or external activities
- Pastoral care and personal tutoring provision
- Accommodation arrangements and suitability

The purpose of the assessment is to ensure appropriate safeguards and support mechanisms are in place. Where the outcome is satisfactory, the University will proceed with the offer of admission.

During the assessment, the University may identify adjustments required to safeguard the applicant's wellbeing. These adjustments may include control measures, which could result in additional conditions being applied to an offer.

Examples of such conditions include:

- Restrictions or amendments to module choices
- Specific accommodation requirements
- Conditions relating to field trips or placements
- Enhanced personal tutor contact
- Mandatory parental or guardian consent

All conditions will be clearly stated in the offer letter.

All safeguarding control measures will cease once the student reaches the age of 18.

In exceptional circumstances, where reasonable adjustments cannot adequately safeguard the applicant's wellbeing, the application will be unsuccessful. The applicant will be informed accordingly.

5. Accommodation

Accommodation for Students at the University of Huddersfield is provided by a range of private providers, including halls providers and private landlords.

A limited number of providers offer accommodation to students aged 17 who will turn 18 during their first year of study and tenancy period.

Accommodation options for students under the age of 17 are extremely limited.

As part of the admissions process, applicants under 18, must confirm that suitable and viable accommodation arrangements are in place. Details of these arrangements will be considered as part of the overall application assessment.

6. Notifications to applicants

Applicants will receive

- A conditional offer letter
- The *Arrangements for the Admission of Applicants under the Age of 18 Years* document

This document outlines the University's approach to applicants under 18 and requests additional information.

As part of the conditional offer, applicants will also receive a consent form (Appendix A). This must be completed and returned by a parent or legal guardian for the application to progress. Failure to submit the completed form will result in the application being withdrawn.

Where concerns are identified through the application or the consent form, a further risk assessment may be required to determine whether the University can fulfil its duty of care. Where applicable, the outcome of this assessment, including any additional conditions, will be communicated to the applicant.

Applicants will be informed of outcomes before making firm or insurance choices.

7. Accepting an offer

To accept a place, applicants must:

- Agree to all conditions of the offer
- Submit a completed parental/guardian consent form

8. Parents/guardians not resident in the UK

Where a parents or guardians is not resident in the UK, the University requires confirmation of a UK based guardian for students under 18.

The appointed guardian must:

- Reside within approximately one hour's travel time of the University
- Be a family member or close family friend
- Confirm their willingness to take on this role

Throughout this document 'parent(s)' should be taken to mean 'parent(s)/carer(s)/guardian(s)'

Failure to provide this information will result in the application being withdrawn.

9. Enrolment and Starting at University

Once enrolled, students under 18 will be contacted by the Wellbeing Team and offered appropriate support.

10. Complaints

Applicants who wish to challenge a decision to reject their application following a risk assessment should contact:

- Home applicants; Student Recruitment Manager by emailing study@hud.ac.uk.
- International applicants, Head of International Office by emailing osadmissions@hud.ac.uk.

Parent Guardian Consent and Additional information Form

UK Resident Guardian

The University requires that students under the age of 18 at the point of enrolment, must have appointed a guardian who resides in the UK.

Your guardian would typically be a family member, or a close friend of the family who has agreed to take on this role, living local to the University campus.

Full Name of UK Guardian	
Relationship to Applicant	
Address of Guardian	
Confirmation that the above named gives consent to be contacted with regards to the student.	
Signature UK Guardian	

Section E Accommodation Arrangements

Accommodation for Students at the University of Huddersfield is provided by a range of private providers including halls providers and private landlords. A limited number of providers offer accommodation to students who are 17 who will become 18 during their first year of study and accommodation tenancy. Accommodation for options students under 17 are very limited.

Under 17s will normally require accommodation:

- in their current UK family home within daily commuting distance of Huddersfield;
- with known family members or friends of family within daily commuting distance of Huddersfield;

Please provide the information regarding accommodation arrangements which will be considered as part of the application.

Detail the arrangements that are made to provide student accommodation whilst they remain under the age of 18?	
Please state the name address and postcode of the accommodation.	
Please state the type of accommodation by placing a tick in the box.	
Residence in current family home	<input type="checkbox"/>
Residence in a family home with extended family members (please detail relationships to other residents)	<input type="checkbox"/>
Residence in student hall of residence in Huddersfield	<input type="checkbox"/>
Residence in private rental accommodation on their own	<input type="checkbox"/>
Residence in a shared private rental accommodation with other students	<input type="checkbox"/>
Residence in private Homestay with registered provider (eg Unipol)	<input type="checkbox"/>
No arrangement is in place	<input type="checkbox"/>
Other arrangement.	<input type="checkbox"/>
Please provide details of any other arrangement.	

What is the current status of the arrangements?	
Select one option that best describes current progress.	
A contract for accommodation is in place with private rental provider	<input type="checkbox"/>
An agreement has been confirmed with a family member or close friends	<input type="checkbox"/>
Accommodation options have been researched, and provider has been identified to accommodate a student who is under 18 (please provide details)	<input type="checkbox"/>
Accommodation options have been researched, and provider has been identified to accommodate a student who is under 17 (please provide details)	<input type="checkbox"/>
No agreement or contract is in place	<input type="checkbox"/>

Throughout this document 'parent(s)' should be taken to mean 'parent(s)/carer(s)/guardian(s)

If your child will be under 18 when they commence their studies and you have not identified accommodation, what actions will you be undertaking to secure suitable accommodation close to the University ?

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Full Name of Parent/Legal Guardian	
Relationship to Applicant	
By signing, you are confirming that this student has a UK based guardian and arrangements are made for their stay in the UK, whilst they are under 18 years old.	
Signature Parent/Legal Guardian	