

Admissions Interview Procedure for Applicants who are Under 16 Years Old on Entry

For applicants who are under 16 years old on entry, Faculties/King's Foundations are required to arrange an interview with the applicant and their Parent(s) or Legal Guardian(s), before their application can be processed.

The aim of these interviews are:

- i. to ensure these applicants understand and agree that by enrolling at the university they will be entering an adult learning environment and explicitly that the university does not act in loco parentis;
- ii. to assess that the applicant has the appropriate academic maturity for their chosen course of study;
- iii. to confirm the applicant understands the declarations on the agreement to study form;
- iv. to identify any issues that need to be highlighted in a risk assessment for each under 16 applicant before they enrol.

Procedure

Once the applicant receives an offer, the King's Admissions Office sends the applicant specific under 16 guidance via [King's Apply](#). The applicant is also sent an "Agreement to Study form" via King's Apply. The applicant and their parent/guardian is asked to read and sign this form and return it to admissions via King's Apply.

The relevant Faculty/King's Foundations is also notified of the under 16 offer holder by Admissions and is asked to organise a meeting (either in person or via Skype). The following should be present:

- i. Applicant and Parent or Guardian;
- ii. Representative from Student Support and Wellbeing Services;
- iii. Faculty / King's Foundation Staff.

During the meeting the points outlined above in "aims of the interview", should be discussed.

Following the meeting, Admissions are provided with the outcome to relay to the applicant via King's Apply. This can either be:

- a. Progress with the offer for entry in the concurrent admissions cycle;
- b. Defer entry to the following admissions cycle.