



TITLE		REF [as per register]	VERSION
Residential Student Accommodation Policy		ACC001	1.0
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Corporation		19 <sup>th</sup> April 2023	19 <sup>th</sup> April 2025
LEAD PERSON	Accommodation Manager		
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## RESIDENTIAL STUDENT ACCOMMODATION POLICY

### Policy Statement

A clear statement of a colleges Residential Principles and Practices is required by the National Minimum Care Standards for the Accommodation of Residential Students Under the Age of 18 in Further Education Colleges and is subject to Inspection by OFSTED. This policy also states the principles and practices that apply to the admission of students to residential accommodation at Activate Learning. It outlines the conditions of occupancy, the criteria for room allocation and the process for room allocation.

- The standards are not applicable as such to the welfare of students aged 18 or over but may affect provision for those over 18 sharing the same accommodation or facilities as students under 18.
- Whether any students under 18 are accommodated other than in college-owned and run premises and, if so the nature of and the extent to which the college inspects and monitors such other accommodation arranged by or for the college – this is the case with our students on the ACE rugby programme that stay at Harcourt Hill, Oxford Brookes.
- The nature, extent and limitations of the college's supervision and monitoring students under 18, specifically including evenings, at night and weekends.
- College supports the needs of students with protected characteristics.
- Students must be capable of independent living.
- All students must comply with the Student Code of Conduct which is contained in the Resident Student Handbook.

### Purpose

To provide clarity for staff and students surrounding the conditions of a residential place in halls at Merrist Wood and Harcourt Hill.

### Scope

This policy applies to all Activate Learning Students wishing to reside in halls, that are applying for a Level 2 course or above, in both further and higher education, and who live at least 15 miles from the college. Those applying for the ACE rugby programme must meet the criteria set out by the Rugby department.

### Responsibilities

- The Accommodation Manager must ensure that the Accommodation team including the residential wardens follow the guidance laid out in this policy.
- The Safeguarding team will work closely with the Accommodation team to communicate any concerns they have regarding residential students and vice versa.
- Residential students are 'badged' on Promonitor, this enables the faculty team to ensure residential students attend classes and that any concerns ie attendance are raised and followed up with the Accommodation Team.
- Students living in Accommodation are capable of independent living and are responsible for their behaviour in halls and at college.

### Commitment Statement

Activate Learning has residential provision at Merrist Wood and Harcourt Hill that is rented off Oxford Brookes University.

- Merrist Wood Campus: Merrist Wood Campus is based in Guildford and accommodation fees are

based on a single room with shared facilities.

- Harcourt Hill – Oxford Brookes University: Activate Learning currently rents Halls of Residence from Oxford Brookes to accommodate the students on the ACE rugby programme. Halls are based at Harcourt Hill, Oxford, fees are based on a single room with ensuite facilities.
- The accommodation at Merrist Wood and Harcourt Hill is designed for students who are capable of independent living.
- The accommodation at Merrist Wood and Harcourt Hill provide term time only accommodation (Merrist Wood students over 18 and on a 7-night contract can stay for half terms). Students must have a permanent address that they can return to during holiday times and weekends.
- Occupancy during term time is for Activate Learning students on a full-time study program Level 2 and above and those on a short full-time course.
- Students in halls of residence at Merrist Wood and Harcourt Hill under the age of 18 must return home for the weekend on Friday by 8pm and may return to halls of residence on Sunday after 6pm.
- All residential students will adhere to the student code of conduct relating to positive behavior within halls of residence and their licence to occupy which clearly sets out the conditions of occupancy as agreed between the residential student (and their parent / guardian if under 18 years old, or under 25 years old with an EHCP) and the Activate Learning Group.
- Parents / Students are expected to sign a licence to Occupy before moving into halls, should students decide to leave or are asked to leave before the licence to occupy ends, they are responsible for the remainder of the fees.
- Students / Parents are asked to sign a Healthcare plan so the Accommodation Team can support the students and signpost them for support where needed.
- Acting in accordance with our Safeguarding and Child Protection Policy, keeping the safety of students and staff is of primary concern. We will not admit into halls, an individual if they pose too great a risk to other students' safety or themselves, acting with information from within the organisation and partner agencies.
- Ask all applicants to declare any previous criminal convictions and if necessary, carry out a risk assessment to see if the level of risk can be managed.