



TITLE		REF	VERSION
Admissions Procedure – Residential Student Accommodation		ACC003	3
DEPARTMENT	Accommodation		
DATE	27 th January 2026	REVIEW DATE	4 th April 2027

Procedure for Admissions for Activate Learning Residential Students

1. Procedure Statement

This procedure is for students and staff and applies to all residential accommodation. Activate Learning has residential provision for approximately 100 students in our Halls of Residence at our Merrist Wood College campus in Surrey and approximately 80 students at Harcourt Hill – Oxford Brookes campus in Oxfordshire.

2. Application

FE and HE students at Merrist Wood or Guildford College may apply for residential accommodation once they have been offered a conditional place on a full-time L2 or above study programme (including those on a short full-time course).

Students who have been offered a place on the Activate Rugby Academy and have been made a conditional offer onto a course of study at City of Oxford College may apply for residential accommodation.

Accommodation may be offered to other students at the discretion of the Group Director of Residential Accommodation where spaces are available.

All applicants must be at least 16 years old on taking up a place in halls of residence.

3. Interview

All applicants will be invited to an interview and in-person tour of accommodation with the Accommodation Team. Students under 18 years old must be accompanied by a parent or carer.

The interview will cover the student’s individual needs including dietary, religious, cultural, physical and mental health, medical, hobbies, interests, criminal convictions, welfare and support needs and ensures the team is prepared to support the student.

Where a student has specific needs, the Accommodation Team will initiate a Personal Risk Assessment (PRA) to determine the support network and any reasonable adjustments that are necessary before the student is able to move in and live independently. This will also identify if a Personal Emergency Evacuation Plan (PEEP) is needed. The Accommodation Team will work alongside relevant College support services and parents and carers, and endeavour to make suitable arrangements for residential students who require further support.

4. Offer

The Accommodation Manager will offer places in halls of residence providing they are satisfied that the student is able to live independently within the support framework that is available within the residential setting. Places will be allocated in date order of receipt of their application, in the order set out below, beginning each October for the following year.

Merrist Wood College

1. 1st year and returning UK students under 18 years on 1st September (if live more than 15 miles away and not on a bus route).

2. Returning UK students over 18 on 1st September (FE & HE) - (if live more than 15 miles away and not on a bus route).
3. Contracted apprenticeship groups (out of local area).

Harcourt Hill Oxford

1. Rugby academy students under 18 years on 1st September if live more than 15 miles away
2. Rugby academy students under 18 years on 1st September who live within 15 miles

A waiting list will be compiled should halls become oversubscribed with priority given in date order as stipulated above. Allocation of rooms will depend on availability of appropriate rooms for the student eg single sex flats/blocks for under 18 students.

Applicants who fail to disclose a medical condition or support need prior to an offer of a place being made or are found not capable of independent living, may have their place withdrawn.

Applicants will receive confirmation of a place in writing and be required to submit a booking form and pay a booking fee to secure their place.

Applicants who are declined a place have the right to appeal against the decision. This should be made, in writing to the Group Director of Residential Accommodation within two weeks of being notified. An acknowledgement of the appeal will be sent within five working days and the outcome will be put in writing within ten working days.

5. Fitness to Study and Reside

Where a student is unable to demonstrate that they are capable of independent living without causing unreasonable disruption, risk to others or posing a risk to themselves or their support needs extending well beyond what can reasonably be expected of Activate Learning or where unreasonable demands are being made of staff or others, they will be required to vacate halls of residence. This will be managed through the Fitness to Study and Reside Procedure.

6. Conditions of Occupation

Halls of residence provide term time only accommodation and students must have a permanent home address or friends or family they can return to during holiday times. The halls of residence are closed during the Christmas, Easter and summer vacation and students will need to make alternative arrangements if they need to stay in the area.

Students under the age of 18 must return home for the weekend on a Friday by 8pm and may return to halls of residence on a Sunday after 6pm.

All residential students will adhere to the student code of conduct relating to positive behaviour within halls of residence and their license to occupy which clearly sets out the conditions for 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 College Group.

Where a student in residential accommodation identifies as transgender or gender questioning, suitable sleeping accommodation and living arrangements are made, which provide appropriate privacy for all students. As far as possible, transgender or gender-questioning students should be able to sleep in accommodation appropriate to their gender identity. However, the Equality Act 2010 does permit certain exceptions from the prohibition on discrimination against trans people in relation to communal accommodation. The exception allows communal accommodation to be restricted to one sex only for privacy reasons, as long as the accommodation is managed as fairly as possible for both males and females.

7. Administration

Students will be required to provide further information in preparation for moving into halls of residence. Students will also be required to sign a Licence to Occupy that provides full terms and conditions and this must be countersigned by a parent or carer.

The fee payer will be required to submit a direct debit mandate, pay a damages deposit and the first month's accommodation charges at least 2 weeks prior to moving into halls of residence.

8. Induction

At the start of the new academic year, Connect 2 Residential week will provide new students with a comprehensive induction including general rules in halls, code of conduct, how to make a complaint, where to access help, internet safety (keeping safe online), safeguarding and Prevent.

Students will be required to complete Activate Learning Online (ALO) training specific to living in halls of residence.

9. Finances

Students are required to pay residence fees for the **whole** academic year or the end date of their course, whichever is shorter. Credit cannot be given for meals not taken. Harcourt Hill students requiring accommodation beyond May half term will need to pay separately for those additional weeks.

If a student leaves the Halls of Residence before their contract expires or are required to leave following disciplinary action, they *will* be liable for all Halls of Residence fees until such time as the college re-lets the place. The college will make every effort to re-let the place; however, this may not always be possible. ***The college cannot guarantee a specific room all year.***

For student eligibility for financial support, please see Activate Learning policies: FE student financial support policy, Admissions Policy, fees, funding, and bursary information.

References

The Health and Safety at Work etc Act 1974

The Equality Act 2010

Keeping Children Safe in Education 2024

Further Education Residential Accommodation: National Minimum Standards 2018

Licence to Occupy Residential Accommodation

Appendices

This procedure should be read in conjunction with the following Activate Learning Policies.

- [Information Security and Data Protection Policy](#)
- [Equality and Diversity Policy](#)
- [Student behaviour and disciplinary policy](#)
- [Fitness to study/reside procedure](#)
- [Admissions Policy](#)
- [Health, Safety and Environment Policy](#)
- [Safeguarding and Child Protection Policy](#)
- [Student Health and Wellbeing Policy](#)
- [Student conduct and behaviour procedure in accommodation.](#)