

Accommodation Policy

Integrity, Supportiveness



With excellence in
Environmental and Land Based Training

Recognising the best organisations
for training and development solutions

Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire, incorporating Andover College

The *Accommodation Policy* was reviewed and reconfirmed by the College in June 2013.

Equality Impact Assessment	Conducted:
Originator: Residential Support Manager	Located: College intranet
	College website
Date of next scheduled review:	<i>April 2016</i>

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Accommodation Policy

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Sparsholt College has accommodation for approximately 400 students on site in a range of options from 'full board' to 'self-catering'. This accommodation is available to students studying on Further Education programmes, subject to criteria outlined within this policy. The College Halls of Residence are only allocated to students aged 16 and over. All accommodation for students of 16-18 years is inspected against the Ofsted framework and social care standards.

The College is committed to allocating accommodation to students irrespective of disability, race or gender. However, all applications are considered on the basis that the individual is capable of independent living.

For the 2013-14 academic year onwards, Higher Education students studying at Degree level will be offered accommodation within the University of Winchester halls of residence.

Accommodation availability

The College welcomes all applications for accommodation and will seek to meet demand, with priority given to applications received by the end of March and those students who do not live on one of the College's recognised travel routes.

Accommodation Processes and Procedures

Accommodation application forms are sent to all students as part of a registration pack, which is sent out following interview and the offer of a course place. It is helpful if students who require accommodation return their application forms as soon as is possible. Prompt receipt of applications will enable the College to ensure that requests are met in as timely a way as possible. Applicants who live on a College travel route remain eligible for College accommodation, subject to availability, but with priority given to those who live at the furthest distance from the College.

In order to be assessed for an accommodation place, the application form must be returned with a £100 deposit, which is returned if an accommodation place is not allocated.

Accommodation allocation – Further Education

The allocation of accommodation for Further Education students will commence at the end of March. Applications received after the end of March will be processed as soon as possible, usually within three weeks. Early application is advisable to secure a room in halls, although applications are accepted until the start of term in September.

Accommodation allocation – Higher Education

The allocation of accommodation for Higher Education students will commence in March, and applicants will have their accommodation place confirmed as soon as possible, usually within three weeks. Applications are welcomed at any time until the start of the academic year, but early application is encouraged. Higher Education students will be offered accommodation in the halls of residence at the University of Winchester.

Supplementary Information

Any queries in relation to the allocation of accommodation should be directed initially to the Residential Support Co-ordinator at Sparsholt College. Any special circumstances which should be taken into consideration should be included with the application. Where concerns arise through medical or welfare issues about the ability of an individual to cope with campus life, an individual assessment will be made, and where possible, support arrangements will be put in place. If it is decided that the best interests of an applicant would not be served by allocating a residential place, then the College will liaise with those involved to identify alternatives.

The College will review references and maintains the right to withhold an offer of a place if there are sufficient concerns about the past behaviour of any individual. The College requires all students who have a criminal record to disclose any convictions on their registration form. Please note that disclosure of a criminal record will not necessarily bar an individual from accommodation, however failure to disclose a criminal record will result in the removal of accommodation.

All students are expected to occupy their accommodation for the full duration of the academic year, and must comply with the terms and conditions of the FE and HE Halls of Residence Agreements. The agreements are issued on confirmation of an accommodation place.

Those applicants who are not initially successful in securing a room will automatically be placed on a waiting list in order of priority and application date. The College also has a contacts list for lodging providers in the locality if the Halls of Residence are full.