

Royal Northern College of Music

Admittance of Applicants (16-18 years of age)

Procedure

Department: Academic Services

**Document owner: Academic
Registrar**

**Approval Committee: Safeguarding
Committee**

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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Introduction

- 1.1 The Royal Northern College of Music (RNCM) is committed to providing a safe, inclusive, and enriching environment for the education and training of musicians. RNCM's higher education and training is provided as part of what is an essentially adult environment and its programmes of study and research require independent and self-directed learning. RNCM does not act "in loco parentis" (that is, in the place of a parent) in respect of any students on its degree programmes.
- 1.2 RNCM may from time to time admit to its degree programmes students who are over the age of 16 but have yet to attain the age of 18 at the point of registration. This Procedure outlines requirements and responsibilities associated with the admission and support of such individuals. This Procedure does not apply to applicants or students who are under the age of 16 on admittance.
- 1.3 RNCM will undertake a risk assessment as part of the process of deciding whether to admit to one of its higher education programmes an individual who will have yet to attain the age of 18 upon registration. The general admission process will remain the same as any other applicant, with the following additional considerations.

2. Scope

- 2.1 This Procedure applies to all individuals who will be at least 16 but under the age of 18 on admittance to an RNCM degree programme.

3. Admission Requirements

- 3.1 The procedure that RNCM will adopt in considering and determining applications from under 18 years olds to its degree programmes is set out within our Academic Regulations and Admissions procedures. In particular, **the following requirements apply:**
 - Applicants must meet the same academic and musical entry requirements as all other candidates.
 - A parental or legal guardian consent form must be submitted as part of the application process (see Appendix 1).
 - Our standard Terms and Conditions apply in full, this includes data collection and compliance with GDPR legislation.

4. Risk Assessment

- 4.1 RNCM's Designated Safeguarding Lead (DSL) [or nominee] will undertake a Safeguarding Risk Assessment as part of the process of deciding whether to admit to one of its degree programmes an individual who is under the age of 18. The risk assessment will be undertaken in liaison with the relevant Head of School and with the Head of Undergraduate Programmes and/or Graduate School [or their nominee/s] and will be completed before any final offer is made.
- 4.2 Risk Assessments will be approved by Executive Committee if the applicant has their 18th Birthday before 31st December in the year of admittance. Risk assessments for applicants who have their 18th birthday after 31st December in the year of admittance will be approved by Executive Committee, the approval of which will then be reported to members of the Audit and Risk Committee, which reports to the Board of Governors.

- 4.3 The applicant and their parents/ guardians will be fully involved with development of the Risk Assessment. It is a collaborative document, which will be continuously reviewed, post admittance.
- 4.4 A Risk Assessment may identify specific course, support or other related action or requirement which will apply to an applicant's admission to and/or registration on an RNCM programme and will be formally articulated in any admittance offer.
- 4.5 The Risk Assessment will remain in force until the student reaches 18 and is separate from the Personal Learning Plan, if appropriate, where a student has also disclosed a disability and/ or learning support need.

5. Safeguarding and Welfare

- 5.1 RNCM does not act "in loco parentis" (that is, in the place of a parent) in respect of students on its degree programmes. **The following safeguarding and welfare considerations will apply, to a registered student who has yet to attain the age of 18:**
- 5.2 RNCM will assign the student a named 'Child Protection Liaison Officer (CPLO)', a role defined by the Safeguarding Policy, who will be a point of contact for the student and provide guidance and support in connection with the operation of the risk assessment and who will meet with them weekly, whilst they are under 18.
- 5.3 Degree programmes may involve compulsory or optional activities. The RNCM will risk assess core activities as appropriate, but it may not be possible for a 16-17 year old to undertake all co and extracurricular activities.
- 5.4 As part of the Assessment of Risk, the RNCM will also consider the appropriateness of course content and may limit access to events and areas of the building.
- 5.5 Once the student reaches 18, the Risk Assessment will be withdrawn and support arrangements will be applied, in accordance with the RNCM Terms and Conditions.

6. Student Conduct

- 6.1 Students who are under the age of 18 are required to adhere to the same code of conduct and policies and procedures, as all students at the RNCM.

7. Holding Office

- 7.1 Students who are 16-17 years of age are not able to hold office, within the Students' Union, until their 18th birthday (this is because Officers carry legal responsibilities). Their participation in certain Student Union activities may also be limited.

8. Accommodation

- 8.1 The RNCM does not provide student accommodation but students are able to apply for accommodation managed by Unite Students. Alternatively, students may wish to arrange their own private accommodation.
- 8.2 The Sir Charles Groves Hall (SCGH) does accept students from the age of 16 who are registered on a fulltime programme of study. This is private accommodation and the extent to which we can mitigate risk in private halls is limited.

9. Parental/Guardian Responsibilities

- 9.1 Parents/guardians should ensure that students are aware of their responsibilities and the independent nature of higher education study.
- 9.2 They must provide emergency contact details and remain available for communication regarding their child's welfare.

10. Emergency Procedures

- 10.1 In the event of an emergency, the designated emergency contacts will be notified as soon as possible.

11. Review and Compliance

- 11.1 This Procedure will be reviewed annually to ensure it remains in line with legal and educational best practices.
- 11.2 Non-compliance with this Procedure may result in reconsideration of a student's offer of admittance. A breach of safeguarding procedures or non-compliance with the Safeguarding Risk Assessment, may result in disciplinary procedures.

For further information or queries, please contact the RNCM Designated Safeguarding Lead or Admissions Office [admissions@rncm.ac.uk].

12. Related Policies/ documents

- Safeguarding Policy
- Child Protection Procedure
- Code of Conduct (Working with Under 18s)

Appendix 1: Parental Consent Form for a Student 16 - 18 Years on Entry

I understand and accept that:

- The RNCM does not act “in loco parentis” (in the place of a parent) or accept parental responsibility for my child.
- We agree to comply with the mitigations within the Risk Assessment and will support our child to also comply, noting that this is a ‘living document’ and will evolve as a result of discussion with all parties.
- The RNCM is an adult environment, the studies may contain content and topics of discussion, which are adult in nature.
- The RNCM will not chaperone my child [unless specifically mentioned in the approved Risk Assessment].
- The RNCM’s internet and email services are provided on the principle of unrestricted access and while studying at RNCM, my child will be subject to the rules, regulations and policies of the College in full.
- By virtue of this form, I agree that I have made reasonable enquiries into the contents of the course that my child is undertaking.
- We understand that the Charles Grove Halls are a private Halls, owned by ‘Unite’ and as such, our ability to mitigate risk in halls, is restricted.

Name of Student		
Student Date of Birth (DD/MM/YYYY)		
Name of Parent or Guardian		
Relationship to Student		

I declare that I have read and accept the above conditions.

Parent or Guardian contact email		
Parent or Guardian contact phone		
Signature of Parent or Guardian (handwritten signature required)		
Date		

Please return the completed form to the RNCM Admissions Office: Return of this form is a condition of offer for students who will be under 18 on entry to the College.