

# Accommodation Policy

*Integrity • Supportiveness*

### **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 Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *Accommodation Policy* was reviewed and approved by the Board of Governors in July 2020.

Equality Impact Assessment	Conducted:
Originator: Residential Support Manager	Located: College intranet
	College website
Date of next scheduled review:	May (for July) 2023

# **Accommodation Policy**

*Integrity, Supportiveness*

## **Contents**

- 1. Accommodation Availability**
- 2. Accommodation Processes and Procedures**
- 3. Accommodation Allocation – Further Education**
- 4. Accommodation Allocation – Higher Education**
- 5. Supplementary Information**

# Accommodation Policy

Sparsholt College Hampshire (incorporation Andover College and University Centre Sparsholt, known as 'the College') has accommodation for approximately 400 students on site in a range of options from 'full board' to 'self-catering' together with an additional 40 rooms at the University of Winchester, Burma Road Halls. This accommodation is available to students studying on Further Education & Higher 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 Further Education students of 16-18 years conforms to and 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. The College does not normally provide accommodation for those above the age of 25 on campus.

Higher Education students studying at Degree level may also be offered accommodation within the halls of residence leased by the College from the University of Winchester.

## 1. Accommodation availability

- 1.1 The College welcomes all applications for accommodation and will seek to meet demand, with priority given to applications for those students who do not live on one of the College's recognised travel routes.
- 1.2 Given the importance of safeguarding our 16-18 year old students, the College reserves the right to allocate accommodation based on a number of factors, for example, age, home location, complexity of medical or non-medical needs and the ability to live independently.

## 2. Accommodation Processes and Procedures

- 2.1 Students who require accommodation must complete an application form, which should be completed accurately and comprehensively. Early 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 priority will be given to those who live at the furthest distance from the College.
- 2.2 In order to be considered for an accommodation place, the online registration form will need to be returned with a £150 tenancy deposit, which is returned if an accommodation place is not allocated. The tenancy deposit is returned in full or in part at the end of a period of residency, once the residential team have formally signed off that a room has been returned in the same state of cleanliness and repair that it was in upon occupancy.

### **3. Accommodation allocation – Further Education**

- 3.1 The allocation of accommodation for Further Education students will commence during the Summer term. Applications received after this 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.
- 3.2 All students who are progressing and wish to remain in residency should complete a new online registration form by the beginning of the summer term. Failure to complete this form might result in accommodation being unavailable because of competing demand. Progressing students are welcome to apply for college accommodation provided that their conduct throughout their current year has been of an appropriate standard.

### **4. Accommodation allocation – Higher Education**

- 4.1 The allocation of accommodation for Higher Education students will commence during the Summer term, and applicants will have their accommodation place confirmed as soon as possible. Applications are welcomed at any time until the start of the academic year, but early application is encouraged.
- 4.2 All students who are progressing and wish to remain in residency must complete a new online registration form by the beginning of the summer term. Failure to complete this form might result in accommodation not being provided given the competition for rooms. Progressing students are welcome to apply for college accommodation provided that their conduct throughout their current year has been of an appropriate standard.

### **5. Supplementary information**

- 5.1 Any queries in relation to the allocation of accommodation should be directed initially to the Accommodation 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.
- 5.2 The College will review references and maintains the right to withhold an offer of a place if there are sufficient concerns about the past or current 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.
- 5.3 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 and the Residential Student Handbook. The agreements are issued on confirmation of an accommodation place.
- 5.4 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.

## Meal Cards

- 5.5 For students aged under 18 as of 31<sup>st</sup> August, and for those over 18 in Standard accommodation, it is a requirement that a meal package of 10 or 15 meals a week is purchased.
- 5.6 Parents of 16-18 year old students are able to check meal card spend on-line at <https://www.upay.co.uk/AffiliateInfo>. The College recommends that parents check weekly and, should they have any concerns that their son/daughter is not eating a healthy, balanced diet, they should contact the Residential Support Manager who can assist in monitoring the student.
- 5.7 Students over the age of 18 who chose to live in Self-Catering Accommodation can also purchase an annual meal card package by notifying the Accommodation team.
- 5.8 If a student requires more meals than one of the standard meal card packages, parents can top up meal cards with cash on line at <https://www.upay.co.uk/AffiliateInfo>.
- 5.9 It is not possible to refund any money left on meal cards as in line with our safeguarding responsibilities, our catering company will make provision for all meals.