NWSLC

NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

Admissions Policy 2026/2029(v2)

North Warwickshire and South Leicestershire College

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Document History

Version Number	Amended By	Date of Revision	General Revision Description
V1	VPQ	5.10.23	Dates, titles and general formatting updates, the inclusion of reference to the Equality Analysis, and data protection impact assessments. Para 3.2ix - regarding the taking of every possible step to ensure that no prospective student or applicant is treated unfavourably.
V2	VPSSS VPHEA	29.06.26	Change in Policy Title to NWSLC Admissions Policy from HE and FE Admissions Policy. Changes to job roles to reflect College structures. Addition of information on face coverings, age eligibility for programmes. Review and change of information on applicants with an Education and health care plan to ensure we reference and meet the guidance set out in the SEND Code of Practice. Change in policy structure - Consolidation of core content relevant to all provision types, with a designated section for HE specific admissions information.

NWSLC Admissions Policy(v2) 2026/2029

1. Scope

1.1 This Policy covers all full-time and part-time Further Education and Higher Education programmes delivered by North Warwickshire and South Leicestershire College

2. Purpose

2.1 This Policy provides the framework for admissions practice across the College and is intended to provide guidance to College staff, applicants, parents/carers, teachers and any other interested parties regarding the College's procedures for admitting students.

2.2 The Policy supports the College's strategic goals relating to recruitment and sets out:

i. principles for assessing suitability and eligibility;

ii. conditions under which offers may be made;

iii. arrangements for enrolment;

iv. rights of appeal and complaint; and

v. commitments to equality, fairness and transparency

2.3 The Policy reflects relevant equality and data protection legislation and should be read alongside the Fees Policy, Equality and Diversity Policy and other associated College policies.

2.4 Additional Higher Education admissions requirements are detailed in Section 21.

3. Good Practice Principles

3.1 The College is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants.

3.2 The College aims to recruit students who have the potential to meet the demands of and benefit from their chosen programme and is committed to widening participation and access to education.

3.3 The College will:

i. provide free, impartial information, advice and guidance;

ii. recruit students to programmes that best suit their qualifications, experience, interests and aspirations;

iii. provide regular opportunities through Open Events and recruitment activities for applicants to explore College provision;

iv. make reasonable arrangements to support applicants with disabilities throughout the admissions process; and

v. ensure admissions decisions are made consistently and fairly.

3.4 The goal is to provide all potential students with the opportunity to study the programme/course of their choice providing they meet the entry criteria as outlined in college publications.

3.5 Where demand exceeds available places, admissions decisions will be made fairly and in accordance with the College's commitment to widening participation and equality of opportunity.

3.6 Applicants who meet the entry criteria for a programme/course, but to whom The College are unable to offer a guaranteed place will be kept informed of the status of their application and provided with appropriate advice and guidance about other available programme/courses at the College.

3.7 The College will take every possible step to ensure that no prospective student or applicant is treated unfavourably on the grounds of race, colour, nationality, ethnic origin, gender, gender identity, marital status, family responsibilities, disability, age, sexuality, political or religious beliefs, social class, trade union activity, being an ex-offender or any other unreasonable grounds.

4. Entry Criteria and Selection Process

A. Roles and Responsibilities

A.1. The College operates a centralised admissions service through the Customer Journey Team working collaboratively with Curriculum Areas.

A.2 The Customer Journey Team is responsible for ensuring any necessary access arrangements are made to assist potential students with a disability at interview and if required assist applicants to complete their applications.

A.3 Curriculum areas are responsible for setting entry requirements and assessment criteria.

A.4 The College is responsible for ensuring all admissions staff apply this Policy consistently.

B. Entry Criteria

B.1. The College publishes entry requirements for all programmes through College publications and the College website.

B.2 Entry requirements may be determined by:

i. awarding organisations;
ii. professional bodies;
iii. legislation;
iv. funding regulations;
v. College curriculum requirements.

B.3. Applicants may be required to provide evidence including:

i. qualifications;
ii. examination results;
iii. portfolios;
iv. records of achievement;
v. references;
vi. evidence of relevant experience.

B.4. The College welcomes applications from individuals with previous academic credit through Recognition of Prior Learning arrangements and from those able to demonstrate equivalent knowledge, skills and experience. This is subject to meeting the requirement of the College's Recognition of Prior Learning process.

B.5. Applicants should meet the published entry criteria for the programme/course they have applied for. These may include examination results and qualifications, portfolios of work, records of achievement or evidence of previous relevant experience.

B.6. Applicants will be invited to Interviews and Taster Events as required.

B.7. Applicants may also be required to demonstrate that they are able and prepared to dedicate the necessary time to successfully achieve the programme/course of study.

b.8. Prior to enrolment applicants will be asked to provide original documents relating to qualifications, which may be copied and included in the applicants' file. Failure to provide original documents may result in the withdrawal of a place on a programme/course.

b.9. Every care is taken to ensure that the information contained in College publications (both paper and on-line) is accurate at the time of publication. However, in response to changing circumstances, the College reserves the right to cancel, change the entry criteria for, or alter the content of any programme/course. Where this is necessary, applicants will be advised at the earliest opportunity.

b.10. Qualification entry criteria are determined by the awarding organisation and the College. The authorisation of the relevant Vice Principal must be given in order to cancel, change the entry criteria for, or alter the content of, any programme/course.

C. Age Eligibility

The College offers programmes for learners at different stages of education, training and employment. As a result, some courses are designed for specific age groups to reflect funding eligibility, curriculum design, the learning environment and the intended student experience.

For example, the College offers provision for learners aged 14–16 who remain of compulsory school age, 16–18 study programmes (including learners aged 19–24 with an Education, Health and Care Plan (EHCP) where funding permits), and adult learning programmes for learners aged 19 years and over. Some courses may also have a minimum age requirement specified by an awarding organisation, professional body or legislation.

These age eligibility requirements help ensure that learners are enrolled on programmes that are appropriate to their stage of learning and funding entitlement, enabling the College to provide the curriculum, pastoral support, enrichment opportunities and wider student experience intended for each learner group.

Where an applicant does not meet the age requirements for a particular funding stream, the College will provide information, advice and guidance to support them in identifying an appropriate alternative course wherever possible.

5. Assessment and Selection

5.1 The College is firmly committed to fair and equal consideration of all applications. Each application is considered on an individual basis against the assessment criteria for each course that are set by the awarding body. Assessment is based on the information provided by the applicant on the application form.

5.2 Applicants to courses will be invited to attend an interview, audition or portfolio review as part of the selection process.

5.3 The College may also require references, portfolio of prior work, a performance audition or other information in order to assess the applicant's suitability. Following the interview process, applicants will either be rejected or made an offer in writing of a place on the course of study.

5.4 Once offered a place the Customer Journey Team will keep in touch with potential students through emails, text, letter and postcard with invitations to College events (e.g. Summer taster days, diagnostic assessments and enrolment information).

5.5 The College reserves the right to withdraw an offer at any time if additional information affecting the decision becomes available.

5.6 Where an applicant has met the entry criteria for a programme/course at the time of interview and there are sufficient places remaining on the course, an unconditional offer may be made. The unconditional offer is subject to the timely completion of the enrolment process.

5.7 Where an applicant has demonstrated at interview that they are unlikely to have met the entry criteria for a programme/course by the enrolment period, an unconditional offer on a lower level course which provides progression on to the original programme/course applied for, may be made, subject to the availability of places.

5.8 Where an applicant has demonstrated at interview that they are likely to have met the entry criteria for a course by the enrolment period and there are sufficient places remaining on the programme/course, a conditional offer may be made. The conditional offer is subject to the achievement of the entry criteria and to the timely completion of the enrolment process. Applicants will be informed, in writing, of the conditions they will have to satisfy before they will be accepted onto the course.

5.9 Where an applicant is likely to meet the entry criteria for a course but there is possibility that there will be a greater number of appropriate applicants for the course than available places, then an offer 'subject to availability' may be made. When this happens the College makes offers based on the date of application. Such an offer means that The College is currently unable to guarantee a place on the course and the applicant is on the waiting list. The waiting list will be prioritised by date of application.

5.10 Where applicants are unsuccessful in their application to attend a course of study the College will aim to provide advice and guidance on alternative courses of study.

5.11 The College reserves the right to reject applicants who meet the entry criteria for a programme/course of study on grounds relating to:

i. limited availability of places on a programme/course of study;

ii. previous disciplinary action under the College Disciplinary Procedures;

iii. the safe and effective management of the College;

iv. the general interests of the wider community of students and staff;

v. inability to immediately meet student support requirements;

vi. has previously attended College and not completed without good reason;

vii. has outstanding debt with the College;

viii. refused permission for the College to take up references;

ix. has serious concerns highlighted on a DBS check.

This list is not definitive.

6. Document Verification

6.1 Applicants may be asked to provide original documents and evidence in support of their application.

6.2 The College reserves the right to verify qualifications and other admissions information supplied by applicants.

6.3 Where fraudulent or misleading information is identified, the College reserves the right to:

i. reject an application;

ii. withdraw an offer;

iii. terminate enrolment;

iv. revoke an award where appropriate.

7. Communication with Applicants

7.1 The College will communicate with applicants using:

i. email;

ii. telephone;

iii. SMS;

iv. Letters

v. admissions systems and portals where applicable.

7.2 Applicants are responsible for ensuring their contact details remain current.

7.3 The College will normally communicate directly with applicants unless written consent has been provided authorising a third party to act on their behalf.

7.4 The College will keep the applicant informed of the status of their offer during the year. In the majority of cases applicants with offers 'subject to availability' will be able to enrol on the course due to other applicants withdrawing or failing to achieve the entry criteria. Where no place becomes available The College will endeavour to find a place on a suitable alternative course.

7.5 In order for the College to provide maximum opportunity for applicants, and to effectively and fairly manage the application process, applicants will be required to respond to communication requesting confirmation that they still intend to take up the offer of a place on a course of study. If an applicant does not positively respond to such a request within the prescribed time scale then the offer may be changed at the discretion of the College.

7.6 All potential students will be informed of joining instructions including dates and times by letter, postcard or appropriate means of communication. Students have the opportunity to change their course choice providing they meet the entry criteria and they have a successful interview.

7.7 All course related fees are payable on enrolment or by instalments as agreed with the Enrolment Team. The Customer Journey Team are responsible for ensuring that applicants are aware of the financial support available and that all applicants invited to enrol are sent relevant information prior to the start of their course.

7.8 Initial Advice and Guidance Advisors and Additional Support Advisors will be available during enrolment to help and advice potential learners with any queries.

8. Applicants with Support Needs, Disabilities and Other Specific Groups

8.1 The College encourages applicants with a disability or long-term health condition to disclose information about their condition as early as possible in the application process to ensure that necessary information regarding support arrangements can be provided before they arrive at the College. The College is unable to accept responsibility for any delays in providing student support and reasonable adjustments if an applicant does not disclose this information at the point of application.

8.2 In some instances, students may be advised that they are unable to participate on their programme if they have not disclosed and if the College is at the point at which consideration for adjustment is not practicable.

8.3 Applicants with an EHCP should inform their local authority of their preferred placement and share relevant information with the College at the earliest opportunity. Placement is determined through the statutory consultation process led by the local authority, in line with the SEND Code of Practice (2015).

8.4 Where consulted, the College will assess whether it can meet the applicant's needs, taking into account the EHCP, required support, reasonable adjustments, and available provision.

8.5 The College will agree to be named where it can meet need effectively and without negatively impacting the efficient education of others or the effective use of resources. Where this is not the case, including where capacity and allocated funding are exceeded, the College may not be able to offer a place, in line with statutory guidance.

8.6 Early engagement is encouraged to support transition planning. Where the College is named, an appropriate support and transition plan will be developed.

8.7 Applications from students disclosing a disability or long-term health condition are assessed using the standard entry criteria for the applicant's chosen course and decisions are based purely on these criteria.

8.8 All applicants will have access to the College's learning support arrangements should they require it during or following the application procedure.

https://www.gov.uk/disabled-students-allowance-dsa/how-to-claim

9. Face Coverings for Reasons of Faith, Culture or Personal Belief

9.1 As part of the admissions and enrolment process, all students are required to provide a photograph for their college identification (ID) card. The photograph must clearly show the student's full face to enable the college to verify identity and support safeguarding, security, attendance monitoring, and access to facilities and services.

9.2 The College recognises that some students may wear clothing that covers the face for reasons of faith, culture, or personal belief. In such cases, appropriate arrangements will be made to ensure that identity verification is carried out in a respectful, dignified, and sensitive manner.

9.3 Where a student wears a face covering that obscures the face (such as a niqab), the following arrangements will be offered:

i. Two photographs will be taken: one with the face covering and one without.

ii. Photographs will be taken in a private setting.

iii. The student may request that the process is carried out by a female member of staff, where reasonably practicable.

iv. The student will only be asked to briefly remove their face covering for the purpose of taking the photograph or confirming identity.

v. The photograph taken without the face covering will be stored securely, with access restricted to authorised staff, and used solely for identification and safeguarding purposes in accordance with data protection requirements.

vi. The student will be issued with an ID badge displaying the image with the face covering.

vii. Students are not required to remove a face covering during their studies or while on campus, except where it is necessary to verify identity (for example, during examinations or when accessing secure areas). In these instances, verification will take place in a private location with an authorised member of the college safeguarding team.

viii. These arrangements enable the College to meet its safeguarding and security responsibilities while respecting the rights, dignity, and religious freedoms of students, in accordance with the Equality Act 2010 and relevant data protection legislation.

ix. Students who wish to discuss these arrangements in advance of enrolment are encouraged to contact the Admissions Team or Student Services so that appropriate support can be put in place.

10. Mitigating Circumstances

10.1 The College recognises that applicants may experience circumstances that impact educational achievement. Such circumstances may include:

i. serious illness;

ii. bereavement;

iii. family difficulties;

iv. significant educational disruption.

10.2 Applications may be considered individually where appropriate evidence is provided.

10.3 The College will assess all applications on an individual basis and where evidence of the impact of these circumstances is provided in the academic reference or in a separate letter from a teacher, careers adviser, medical practitioner or other relevant professional, this may be taken into account as part of the decision making process. It must be evident that the student is capable of completing their chosen course and the College's decision in these cases remains final.

10.4 The responsible departmental leader or their nominated deputy can authorise entry onto a programme/course of study if an applicant has not fulfilled all the entry criteria for a programme/course of study.

10.5 The criteria for mitigating circumstances are determined by either the awarding body or by the College where there are no criteria identified by the awarding body

10.6 In this case applicants will be interviewed by the departmental leader or their nominated deputy, who will determine the application of mitigating circumstances criteria to the ability, circumstances and experience of the applicant. Applicants seeking entry will be expected to demonstrate that they have a commitment to succeed. They will be required to participate fully in any additional learning support which is considered necessary to achieve the qualification.

10.7 Where an applicant has previously been excluded from the College, the application must be referred to the Vice Principal. In addition, the student must provide written references from an employer or the head of any institution with which the student has enrolled in the interim period and from the parent or guardian, or a person of sound professional standing. Documentation must be provided to the Vice Principal before a decision on entry will be made.

11. Criminal Convictions

11.1 Applicants should declare any unspent and relevant criminal convictions at the point of application to the College. This is to ensure that the College can undertake the required risk analysis to protect the College community. Whilst the College would not seek to further penalise an ex-offender or any other applicant, the College has a duty of care to staff and students to undertake such investigation, prior to the admittance of students.

11.2 Under UCAS regulations the responsibility to disclose a relevant unspent conviction rests with the applicant. Certain courses within the College require a DBS check to be carried out and a decision to be made based on the criminal record as to suitability to be on the course. If an applicant is deemed to be unsuitable the College can reject their offer and this decision is final.

11.3 For these courses applicants must declare *any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'. Please ensure you read the Rehabilitation of Offenders Act, as the following link:* http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

Applicants should also refer to the filtering guidelines to determine if they need to declare as follows: https://www.gov.uk/government/news/disclosure-and-barring-service-filtering

11.4 **Please note:** the College is not in a position to advise what you should/should not disclose in detail. Applicants who do not declare a criminal conviction and are admitted without the required investigation procedure may have their enrolment rescinded and/or be subject to College disciplinary procedures. This decision is final.

12. Previously Excluded Students

12.1 Where an applicant has previously been excluded from the College, the application must be referred to the Vice Principal.

12.2 The applicant must provide written references from an employer or the head of any institution with which the student has enrolled in the interim period and from the parent or guardian, or a person of sound professional standing. These must be provided to the Vice Principal before a decision confirming admission can be made.

13. Fee Payment

13.1 Information concerning fee payment and eligibility for fee remission and/or bursary support can be found on the College website at www.nwslc.ac.uk or from the Customer Journey Team.

13.2 Students are responsible for meeting financial obligations associated with their programme of study.

14. Changes to Courses

14.1 The College aims to provide all advertised programmes. However, circumstances may arise where programmes, entry requirements or course content require amendment or withdrawal.

14.2 Applicants will be informed at the earliest opportunity and alternative options considered where available.

15. Feedback to Unsuccessful Applicants

15.1 The College will provide feedback on request to applicants who have not been offered a place. If an applicant is not eligible for a place on their chosen course, but meets the entry criteria for a similar one, they will automatically be considered for this. All applicants who are offered an alternative course in this way will receive a specific communication from the College explaining this.

15.2 Applicants who have received an unsuccessful decision are able to request feedback at any time during the admissions year in which they are applying; however the College encourages applicants to request this feedback as soon as possible as it may help with any future applications that the applicant wishes to submit. All feedback will be given in writing via email. Due to Data Protection constraints, feedback requests can only be accepted from the applicant or their nominated individual.

16. Appeals

16.1 Where an application to attend a programme/course of study has been rejected for any reason, the applicant may appeal in writing.

16.2 Grounds for appeal are either where the applicant:

i. disagrees with a decision made in accordance with the Admissions Policy; or

ii. believes the Admissions Policy has not been applied correctly in the processing of their application.

16.3 All appeals will be assessed by the Head of Department responsible for the delivery of the programme/course, in consultation with the Vice Principal and the decision reported to the Deputy Principal.

16.4 Where the Head of Department is unable to assess the appeal for any reason, including involvement in the original decision, the Deputy Principal may either assess the appeal in conjunction with the Vice Principal or appoint another person to do so.

16.5 Appeals will only be upheld in circumstances where additional information which was not known at the time of the rejection is now available, or in circumstances where the Admissions Policy was not applied, and the incorrect application of the Policy led to the rejection of the application.

16.6 Appellants will be notified in writing within 3 working days of receipt of their appeal and notified of the decision of the appeal in 21 working days. The appellant may be required to provide additional information in order to assess the merits of the appeal.

17. Complaints

17.1 Applicants have the right to make a complaint if they are dissatisfied with the service they have received from the College or if they feel that there have been serious procedural errors in the processing of their application. The College has a formal Complaints Policy available at https://www.nwslc.ac.uk/corporation-documents/policies/

17.2 A complaint must be submitted within the timescale described within the Policy.

18. Higher Education Specific Admissions Arrangements

18.1 The following provisions apply only to Higher Education applicants.

21.a Regulatory Framework

HE admissions are informed by:

i. UCAS requirements;

ii. Supporting Professionalism in Admissions (SPA) guidance;

iii. Competition and Markets Authority guidance.

21.b Application Routes

Applications may be submitted through UCAS or directly to the College.

The College observes all rules and procedures laid down by UCAS when processing applications and will endeavour to process them efficiently.

21.c Assessment and Selection

The College is committed to ensuring that all offer conditions, entry requirements, programme information and associated costs are communicated clearly, accurately and in a timely manner to enable applicants to make informed decisions

The College has clearly documented minimum standard entry requirements for all higher education programmes. These minimum entry requirements are published on the College website and in the College prospectus.

The College is firmly committed to fair and equal consideration of all applications received directly to the College and by the UCAS deadline in each admissions cycle.

These criteria are set by the awarding body. Should anybody require a copy of these entry requirements in a different format, they can do so by contacting the College Customer Journey Team.

The College is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. Assessment of qualifications is carried out by experienced customer service staff.

Each application is considered on an individual basis against the assessment criteria for each course that are set by the awarding body. Assessment is based on the information provided by the applicant on the application form.

HE applicants may be invited to:

i. interview;

ii. audition;

iii. portfolio review.

iv. Applications are assessed individually against awarding body requirements and published entry criteria.

An adequate proficiency in English must be demonstrated and may be assessed during the induction phase of a course.

The College welcomes applications from those with previous academic credit, provided that it is clear that individual applicants have fulfilled some of the progression and assessment requirements of the course concerned by means other than attendance, and that they will be able, by completing the remaining requirements to fulfil the intended learning outcomes of the course and attain the standards required for a particular award. This is subject to meeting the requirement of the College's Recognition of Prior Learning process.

The College also welcomes applications from those who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen course. Applicants will be required to demonstrate evidence of motivation, potential, knowledge and ability to study the course of their choice, and the College must be satisfied that an applicant's work or life experience is equivalent to the qualifications that other applicants will be studying.

Applicants will be able to view the College's decision, including any conditions that may be attached to an offer, online using the UCAS Track facility or, for applications directly to the College, will receive written notification.

Direct applicants are responsible for providing their results to the College prior to the start date of their course. Applicants who meet the conditions of the offer that they have received via UCAS Track will have their offer amended to unconditional provided that their results are received before the deadline. The College is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements. The College does not require applicants to return a UCAS Final Reply decision, unless they are choosing NOT to take up their place here.

If at Confirmation an applicant does not meet the offer conditions that were made to them but meets those for a similar course at the College, they will automatically be considered for this. All applicants who are offered an alternative course in this way will receive a specific communication from the College explaining this, which will clearly state what steps they need to take to accept or decline this alternative offer.

If an applicant does not meet the offer conditions made to them, and cannot be offered an alternative course, an Unsuccessful decision will be sent to UCAS. Applicants will be able to see this decision on UCAS Track.

Once offered a place the Customer Journey Team will keep in touch with potential students through emails, text, letter and postcard with invitations to College events (e.g. pre-course information sessions, diagnostic assessments and enrolment information).

21d. Similarity Detection and Fraud

As part of the UCAS application process all personal statements are passed through similarity detection software to check for similarities to statements submitted by other applicants or statements available online or in other guidance material. On submission of an application through UCAS, applicants are asked to declare that the personal statement hasn't been copied or provided from another source, including artificial intelligence software.

UCAS operates a dedicated Verification Team tasked with the prevention and detection of fraud in applications and similarity in personal statements. If UCAS anti-plagiarism software detects elements of a personal statement that are similar to others they will notify both the College and the applicant if there are reasonable grounds to suspect plagiarism.

If documents are confirmed to be fraudulent or plagiarised, UCAS will cancel the application. The College reserves the right to cancel an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information.

21.e Widening Participation and Contextual Data

The College is committed to widening access and participation and aims to encourage and support a diverse student population. The College reviews and publishes an Access and Participation statement on an annual basis and uses the contextual available data for reporting purposes to monitor the impact of access and participation activity, however this data is not used when considering individual applications. Applications to all courses are assessed using the standard entry criteria for each course and decisions are based purely on these criteria.

21.f. Disabled Students' Allowance (DSA)

Disabled Students Allowance (DSA) is extra support funded by the government to cover any additional study-related costs that higher education students may incur because of a mental health condition, long term illness or any other disability.

DSA applications should be completed as early as possible during the application process and before the start of a course to ensure that appropriate support and reasonable adjustments can be put in place. Applications can be made via https://www.gov.uk/disabled-students-allowance-dsa/how-to-claim

NWSLC can support applicants with the completion of DSA applications, however the application itself is processed by a selected DSA Assessment Centre which is independent from the college.

Applicants are asked to indicate on their application and enrolment form that they have a learning difficulty and/or disability and/or health problem and where relevant are encouraged to share their DSA Needs Assessment Report with the College as soon as this is received.

Students who have previously received support via an Education, Health and Care Plan should be aware that a move to Higher Education will cause the EHCP to cease. It is therefore important to seek support through DSA.

There may be exceptional circumstances where an individual may be unable to undertake a course due to a physical, mental or learning disability. However, these will be assessed on an individual basis and, where possible, all reasonable adjustments will be made by the College.

The College is committed to supporting groups of students from a diverse range of backgrounds through the application process and in their transition to Further and Higher Education. There is specific support in place for those in Care and Care Leavers, which covers recruitment, admission, and ongoing support for this group of learners once they are enrolled. This includes specific, individual support for learners and support groups.

The College has comprehensive Safeguarding practice and process in place to ensure that all requirements of relevant legislation are met.

21.g Fee Status

Applicants are required to provide information necessary to determine tuition fee status, which will be assessed in accordance with relevant government guidance.

Higher Education: applicants are required to give information about their nationality and residential status as part of their UCAS application. The College will use this information to decide whether applicants are entitled to 'Home' tuition fees. If the College considers an applicant's fee status to be unclear from the information provided, a fee status questionnaire will be sent to the applicant via email. Applicants who fail to complete and return the questionnaire together with all the supporting documentation required by the given deadline will be sent an unsuccessful decision via UCAS Track. All fee status classification decisions will be made in line with Home Office guidance.

On accepting an offer on a higher education programme applicants accept responsibility for payment of all fees associated to the programme. This includes;

i. Tuition Fees as set out in the Tuition Price Policy

ii. Programme specific costs such as fees associated to your registration with a professional, statutory or regulatory body.

Any additional costs that may be incurred for example, the cost of field trips, textbooks, printing costs, course materials, placement fees and associated travel costs. Information on additional costs which may be applicable to your programme will be outlined at interview and detailed within the relevant Programme Specification.

21.h. Deferred Entry

The College recognises that some Higher Education applicants may wish to defer entry to their chosen programme until the following academic year.

Applicants who wish to defer entry should indicate this at the point of application or notify the College in writing as soon as possible after receiving an offer. Requests for deferred entry will be considered on an individual basis and are subject to the availability of places on the programme in the intended year of entry.

The College will normally permit deferral of entry for one academic year. Applicants may be asked to provide further information regarding the reasons for their request and to confirm their intention to take up their place prior to enrolment.

Where a request for deferred entry is approved, the College will confirm in writing whether:

i. the place has been reserved for the following academic year;

ii. any conditions attached to the offer remain applicable;

iii. any additional requirements need to be met before enrolment.

The College reserves the right to review deferred offers where there have been significant changes to:

i. programme content;

ii. entry requirements;

iii. accreditation or awarding body requirements;

iv. tuition fees; or

v. regulatory requirements.

Where a programme is no longer available or has undergone a material change, applicants will be informed promptly and offered appropriate advice regarding alternative programmes where available.

Applicants should be aware that tuition fees and any associated programme cost applicable at the point of enrolment will apply to deferred entrants. The College cannot guarantee that fees, funding arrangements or financial support will remain unchanged between the original application year and the deferred year of entry.

Where an applicant does not enrol in the agreed deferred-entry year and has not contacted the College to make alternative arrangements, the offer may be withdrawn, and a new application may be required.

21.i Higher Education Appeals

HE applicants have the right to appeal admission decisions where they believe:

i. discriminatory treatment has occurred;

ii. admissions procedures have not been followed correctly;

relevant information unavailable at the point of application should be considered.

Applicants have the right to make a formal appeal against an unsuccessful decision. Applicants should have received feedback from the College before submitting an appeal. Appeals must be based on one of the following criteria:

i. The applicant believes that they have received discriminatory treatment compared to other applicants for the same course with the same entry prerequisites.

ii. The applicant believes that the College has not adhered to its own stated procedures for the processing of UCAS applications.

The applicant has additional information to provide to the College which was unavailable at the point of application. (If this information was available at the point of application but was not included on the UCAS application form, this will not be accepted as sufficient grounds for appeal. If additional information is provided at a time when the course applied for is already full, the College is under no obligation to re-consider the application.)

Applicants have no right of appeal on academic grounds and there is no right of appeal against the professional judgement of those making a decision on an application. Any appeals that are not based on one of the specific criteria listed above will be automatically unsuccessful.

Appeals must be made in writing through the College website and as described within the Complaints Policy available on the College website. An appeal should be submitted within 10 working days of the College's decision being sent to the applicant via UCAS Track, or by email to those making direct applications to the College.

19. Monitoring and Review

19.1 This Policy is the responsibility of the Vice Principal for Student Services and Support and Vice Principal for HE and Adult Programmes. The policy will be reviewed on a three-year cycle or sooner where changes to legislation, regulation or College requirements necessitate review.

20. Equality Analysis

20.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;

ii. advance equality of opportunity between people of different groups;

iii. foster good relations between people from different groups.

20.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision-making process and will demonstrate how this has been undertaken.

20.3 Where necessary a full equality impact assessment will be undertaken.

21. Data Protection Impact Assessment

21.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action

21.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.