

ACADEMIC ADMISSIONS HIGHER EDUCATION

1. Policy Statement

- 1.1. This policy applies to all applicants for higher education programmes at Bishop Burton College for which validating institutions grant devolved admissions.

2. Definitions

Applicant

Anyone who has completed an application for a place on a higher education programme at the College.

Underrepresented Group

Those students identified as underrepresented in higher education and therefore a focus for access strategies as outlined within the College approved and published Access and Participation Plan (<https://www.bishopburton.ac.uk/about-us/policies-and-reports>).

3. Aim

- 3.1. To provide a transparent process, which evidences fairness, reliability and inclusivity to ensure that all applicants and potential applicants are treated fairly and consistently and are accepted for programmes based on their ability to meet the required standards for the programme.

4. Objectives

- 4.1. To operate and monitor an effective admission process
- 4.2. To provide advice and guidance by suitably qualified admissions and academic staff to inform the potential applicants decisions.
- 4.3. To provide accurate, reliable information during recruitment and widening participation activities.
- 4.4. To have in place a robust and consistent Risk Assessment Process to plan support for students.
- 4.5. To provide clear communication throughout the enquiry, application, post offer and pre-enrolment process
- 4.6. To have a clear procedure in place which also outlines how admissions appeals and complaints can be made.
- 4.7. To review and evaluate annually the student experience prior to programme entry.
- 4.8. To support the implementation of the policy through an appropriate operating procedure.

5. Entry Criteria

The College entry criteria is published in the partner validation documents and in the College prospectus and website. Standard entry requirements are

2025-26 Onwards

- HNC/HE Certificate 48 UCAS points C/4 English Language or equivalent
- FD 72 UCAS points + GCSE C/4 English Language or equivalences
- BSc 96 UCAS points+ GCSE C/4 English Language or equivalences
- MSc 2:2 in a relevant degree subject
- Life experience of mature students will be taken into account when considering applications. The successful completion of an entry task may be required when considering applications without the required formal entry qualifications.
- Advanced entry may be possible due to prior experience or certificated learning, applicants will be invited to complete the recognition of prior learning approval process.

In order to provide effective information and guidance for non-standard entry, students may be invited for interview. In such cases, a telephone interview may be arranged if attendance would be problematic. Some programmes may require subject specific competencies where there is a practical application such as riding proficiency for programmes including equitation, this information is clear on all programme marketing materials.

Contextual Offers

Fair access to Higher Education is hugely important to the University Centre Bishop Burton (UCBB). It enables social mobility and helps to improve opportunities and life-chances for individuals and their communities. UCBB acknowledges that many students have barriers that make it more difficult for them to access Higher Education. As a result, we aim for our application and recruitment processes to be as accessible as possible. This reflects the commitments the University Centre Bishop Burton has made in its [Access and Participation Plan \(APP\)](#)

When reviewing an application, consideration is given to the context in which applicants have achieved their academic qualifications. If candidates meet certain eligibility criteria, we may make an offer which is lower than our typical entry requirements. This is called a contextual offer.

Overall, contextualized offers in Higher Education aim to provide personalized experiences, information, and opportunities to prospective students, ensuring that their specific needs and preferences are taken into account throughout their academic journey and beyond.

Contextual offers are only available to UCAS applicants that are classed as 'Home' for fee purposes.

Contextual offers available for programmes validated by the University of Hull and awarded by Pearson's

'Home' students will be able to get a contextual offer if they meet one or more of the following measures:

- **Reside in an area with a low number of young people progressing to higher education.**

This is based on the areas of the UK that have the lowest proportions of young people entering Higher Education and is calculated based on the postcode used on a UCAS application.

- **A carer**

This applies to individuals who have a commitment to providing care (unpaid) to a family member or friend. This may be short-term or long-term care.

- **They have parenting responsibilities**

This relates to providing care or being responsible for, a child aged 17 or under.

Parenting responsibilities is defined as:

- A biological parent
- Stepparent
- Adoptive or legal parent
- Legally appointed guardian
- Foster carer
- Providing kinship or other parental care to the child of a family member
- **Care experienced.**

Care experience is defined as individuals who have spent time:

- Living with foster carers under local authority care
- In residential care
- Looked after at home under a supervision order
- In kinship care
- **From a military family**

Where one or both parents have served in the UK Armed Forces, a contextual offer will be made

- **Are, or have been, eligible for free school meals**
- **Aged over 21 by the start date**
- **Have a disability.**

If a student declares one or more of any disability types on their UCAS application, a contextual offer will be applied.

- **Are estranged from their family**

- **Other relevant circumstances not listed**

Other relevant circumstances could include refugees, asylum seeker, and members of the Gypsy Traveller, Roma, Showmen or Boater communities. It could also include medical issues that would not come under the term disability.

Contextual offers available for programmes validated by the University of Lincoln

A contextual offer will be made to any applicants living in a quintile 1 or 2 area, as identified using the Office for Students postcode look up: [Search by postcode - Office for Students](#)

All contextual offers will be applied by the Admissions team. Information about the opportunities to obtain a contextual offer will be advertised on the Bishop Burton website, using identical text to the University of Hull where relevant. Applicants will be informed of their contextual offer as part of the offer letter sent with the terms and conditions and durable PDF.

International Students

Must meet all entry requirements as detailed and in addition:

If first language is not English, or a Tier 4 student visa to study is required and GCSE grade C English or equivalent is not held, English language proficiency level such as International English Language Testing System (IELTS) 6.0 overall (with a minimum 5.5 in each skill) will need evidencing.

Applicants must also provide details necessary for the College to arrange a Confirmation Acceptance of Studies (CAS) (full details can be found on the College website - <https://www.bishopburton.ac.uk/international-students>). Limited places are available.

6. Implementation

- 6.1. The Assistant Principal Higher Education is responsible for ensuring that the applications and interview procedures are implemented appropriately and in line with this policy and accompanying operating procedure.
- 6.2. A member of the Life Skills team will contact students disclosing any additional support needs at application.
- 6.3. Assistant Principal Higher Education will work with HE Academic Leads to ensure that Programme Leaders are suitably trained and clear on their responsibilities as admissions tutors.
- 6.4. A member of the College Executive Team will hear admission appeals.

7. Appeals

- 7.1. Students may appeal against decisions made as part of this Policy.
- 7.2. Appeals will only be considered where the Policy has not been followed correctly.
- 7.3. Appeals should be made in writing to the Assistant Principal Higher Education within 7 working days of the date of the decision. The grounds for the appeal should be clearly set out.
- 7.4. An appeal hearing will be arranged within 10 working days of receipt of the appeal. Notification of the outcome of the appeal will be communicated within 5 working days unless there are exceptional circumstances.

7.5. If you are not satisfied with the outcome of the appeal process you can contact the Office of the Independent Adjudicator and the Office for Students. More information can be found here: <https://www.officeforstudents.org.uk/for-students/ofs-and-students/complaints/complaints-about-a-university-or-college/>

8. Method of Monitoring

8.1. Student induction survey on their pre-entry experience

8.2. Review of student characteristics data for admissions at EDI Policy & Procedures Group meeting.

This policy will be monitored through the College's regular audit arrangements in line with the schedule in place from time to time

Authorship: Assistant Principal Higher Education

Date: June 2024

Next review Date: June 2026

Reviewing Officers:

Director of MIS

This document is available in a variety of formats. Student Services or main reception will supply guidance on the range

Policy Approval

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| Approval By Corporation |
| Date: 9 July 2024 |