

Higher Education Admissions (including Appeals)

1. Introduction

- 1.1. This procedure will ensure fair, transparent and appropriate student admission and the maintenance of adequate admission records for all full-time and part-time Higher Education applications.
- 1.2. This procedure covers all Office for Students (OFS) direct funded courses.

2. Responsibilities

- 2.1. The Head of Higher Education Faculty has responsibility for the oversight and review, as necessary, of this procedure. The Head of Higher Education Faculty will also review any decline decisions.
- 2.2. Admissions staff are responsible for providing the formal contact point between the College and applicants, providing necessary information and maintaining appropriate records.
- 2.3. Programme Leaders have responsibility for the oversight of offers made and deciding whether any applications referred to them are accepted or rejected. They will advise applicants of potential eligibility to apply for accreditation of prior learning (Certificated or experiential)
- 2.4. The Deputy Principal will hear any appeals against application decisions.

3. Method – Student Enquiry and Application

- 3.1. Following any enquiries from potential students, further information may be supplied by either Admissions or the Programme Leader as appropriate dependent on the nature of the query. For part-time and top-up applications a copy of the internal Bishop Burton College Application Form will be included in any response.
- 3.2. Admissions check the UCAS web-link daily, download any new UCAS forms and save electronically within the appropriate Teams folder. Bishop Burton College Application Forms are also saved electronically in the same way upon receipt.
- 3.3. Admissions will then record the application details on the College student records system.
- 3.4. Admissions will store and maintain entry requirements for every course. Admissions will then check each application to confirm whether it meets the entry requirements for the course and annotate the form appropriately.

- 3.5. If the application meets the entry requirements and there are no additional factors to consider such as nationality, interview requirement or assessment, Admissions will make the offer decision on UCAS and annotate the application form to confirm the decision.
- 3.6. If the application does not meet the entry requirements or there are additional factors to consider, Admissions will refer the application to the Programme Leader to follow up and make a decision.
- 3.7. If the applicant discloses a criminal record, Admissions will forward this information to the Programme Leader. The Programme Leader will interview the applicant as appropriate and produce an individual risk assessment. This risk assessment will be agreed with and signed by the applicant, Programme Leader and Curriculum and Learning Manager. The Director of Campus and Residential Services will be made aware of each case.
- 3.8. The Programme Leader will give consideration to the full details of the application and may contact the applicant by telephone or request an interview or assessment, as appropriate. The Programme Leader will then annotate the form to confirm the decision and inform Admissions this has been done.
- 3.9. Where an applicant may qualify for advanced entry due to prior certificated or experiential learning the programme leader will advise, support and assess the application as per college procedure for accrediting prior learning.
- 3.10. If the applicant discloses a disability, the Head of Student Experience and the Study Skills Coordinator will be informed in order that early contact can be made prior to enrolment to ensure any access arrangements can be made.

4. Method – Informing the Applicant of the Decision

- 4.1. Where Admissions are able to make an offer decision they will proceed in the following way:
 - Email the applicant to confirm the offer.
 - Update the UCAS web-link for UCAS applications.
 - Invite the applicant to an HE Post Offer event, or equivalent.
- 4.2. For decisions made by the Programme Leader, once informed Admissions will proceed in one of the following ways:
 - Email the applicant to confirm the offer, update the UCAS web-link as appropriate and invite the applicant to a relevant Open Event.or
 - Write to the applicant to confirm that their application has been unsuccessful.

5. Method – Appeals

- 5.1. Any applicant wishing to appeal against the outcome of an application should request an appeal via Admissions. The Deputy Principal will review all appeals and make a final

decision on the application outcome. Admissions will then write to the applicant to inform them of the final decision.

6. Method – Records

6.1. Admissions will update the offer details on the College student records system and maintain all documentation until applicants have enrolled.

7. Method – Timescales

7.1. Applicants should receive notification from the College of the outcome of their application within 10 working days of receipt of the application. This will include contacting applicants to confirm receipt of the application where further information or investigation is needed.

8. International applications

8.1. International applications will be dealt with as per the Academic Admissions Higher Education document

8.2. A confirmation of Acceptance for Studies (CAS) form will be issued once we have confirmation of the applicants' status and they have provided all the relevant documentation

8.3. Admissions will keep a record of all correspondence/documents within the student file

9. RELATED DOCUMENTS

Bishop Burton College Application Form

Internal Acceptance / Offer Form

UK Quality Code for Higher Education: Advice and Guidance. Admissions, Recruitment and Widening Access

Procedure for Accreditation of Prior Learning (HE) OP_1.323

Accreditation of Prior Learning Form CQD24

HE Interview Form CQD39

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