

Admissions Statement Policy and Procedure 2025/26

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1.0 The Policy

1.1 Admissions Statement

The core purpose for City of Portsmouth College is to embrace student learning and success and deliver programmes which inspire, engage and challenge our students and enable them to unlock their full potential.

We aim to be the main entry point to learning and achievement within the locality and to make a major contribution to the economic health, wealth and community life of the region.

City of Portsmouth College aims to provide a curriculum which enables our students to become valuable members of their communities, regardless of age, disability, ethnic origin, gender, marital status, medical condition, religious belief or sexual orientation.

City of Portsmouth College is fully committed to considering applications from prospective students in a consistent manner and without prejudice. The College will ensure effective support provision is in place to allow prospective students to make an informed decision on their choice of programme.

This policy is underpinned by the [College's Strategic Plan](#) which details our commitment to value the diversity of our students, staff and the communities we are part of. The College will seek to enhance the self-esteem of all those it serves and to provide a learning and working environment in which each individual is encouraged to fulfil their potential.

We are clear that correct placement onto an appropriate course of study is an absolute prerequisite for student success. Whilst we aim to offer provision to all applicants, we recognise that for some students the College, its courses or facilities, may not be appropriate. In these cases we will give impartial advice about provision at other colleges, training providers and educational institutions.

1.2 Scope

1.2.1 Conditions for Admission to the College

City of Portsmouth College has two general conditions for admission of students to the College:

- The ability of a student to benefit from, and succeed in, one of the programmes of study that the College offers.
- The proven understanding and willingness of a student to adopt a responsive attitude to all of their college commitments.

1.2.2 Monitoring and Review

The College recognises the need for regular monitoring and review of its practices and procedures. This includes adhering to relevant external quality assurance legislation in relation to Further and Higher Education, such as (but not limited to) the statutory and regulatory requirements as laid down by the Further and Higher Education Act 1992, the Association of Colleges and the Quality Assurance Agency for Higher Education.

The college Senior Management Team is responsible for ensuring that the necessary action is taken arising from these reviews in order to implement any required improvements.

Additionally, any changes in the institutional mission and external factors, including changing

patterns in the applicant market, will be taken into consideration in the review process.

1.3 Roles and Responsibilities

This policy and procedure are reviewed by the College's Senior Management Team on an annual basis. The Senior Management Team is responsible for ensuring that the Admissions Statement policy and procedure is disseminated to all staff involved in the recruitment, selection and admission decision-making process and that they are trained and adequately supported to do their job throughout the year should any queries arise in relation to interpreting this procedure.

For clarity, a member of staff responsible for reviewing applications, conducting interviews and for making admission decisions are referred to in this document as Course Tutors; however as this procedure encompasses both further education and higher education admissions processes, the role of Course Tutor may also be known as Admissions Tutor or any other member of the academic staff body involved in the decision-making process.

1.4 Commitment

Prospective students will be provided with clear, consistent and accurate information from which to base their decisions. This will include:

- course entry criteria, content, indicative work commitment and methods of assessment;
- entry target qualifications;
- enrolment, awarding body registrations, tuition, examination and any other financial charges associated with a course which a student will have to bear during the course;
- details of grants, loans, subsidies and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees;
- details of the learning support and assistance which is available to students with specific learning requirements.
- opportunities to attend course interviews and open days to meet with course tutors and guidance staff.
- opportunities to receive impartial advice from college staff.
- regular updates on the progress of an individual application.
- where a college course is oversubscribed and the prospective student is placed on a waiting list, they will be updated as to progress (waiting lists are ordered by firstly the acceptance of an offer, and then for any remaining students who failed to confirm their offer, it is by the date the application was made after the learners who accepted offers).
- all applications will be considered consistently, impartially and fully by the relevant subject Course Tutor (please see section 2 above, Roles and Responsibilities).

2.0 The Procedure

2.1 Course Application Process

Applicants are provided with the opportunity to supply information about themselves that is relevant to their application and the proposed course of study via their initial application. This process provides applicants with the opportunity to detail any disability and/or additional support requirements they may have. Details of the College's responsibilities under the General Data Protection Regulation (GDPR) and students' rights and obligations etc. are detailed in the College's application form.

All applications will be considered consistently, impartially and fully by the relevant Course Tutor.

An applicant can expect:

- an acknowledgement or invitation to interview dispatched within 5 working days of receipt of the application, aside from during main enrolment activities (October and November) where the timescale is within 10 working days. In exceptional circumstances we will write to the prospective student within the timescales provided above to advise when they are likely to hear further (part time evening applicants are not usually interviewed);
- opportunities to discuss any disability or additional support requirements with a suitably qualified Student Adviser;
- an offer of a place on an appropriate course within 5 working days of an interview, aside from during main enrolment activities (October and November) where the timescale is within 10 working days. In exceptional circumstances we will write to the prospective student within the timescales provided above to advise when they are likely to hear further (if an interview is relevant). Where references or further assessments are required from a third party (such as in relation to a person's support needs) and these are not available at the time of the interview, offers may be delayed;
- clear, transparent and informative joining instructions at least 4 weeks before the beginning of a course for applicants who have applied more than 6 weeks prior to the commencement of the course;
- an interview (where relevant and appropriate) which is informative for the College and the potential student. It should provide the opportunity of exploring the applicant's reasons for application, career plans and other factors which may influence the applicant's suitability for the course.

2.1.1 Information, Advice and Guidance

All potential learners are entitled to impartial and accurate information from the College on a full range of learning opportunities that are available to them. This includes Academic and vocational routes in learning in colleges, universities and the workplace.

The College will provide information on:

- The courses offered and the qualifications that they lead to
- Entry grades or other entry criteria
- The structure of the course
- On which campus the course will be held
- An indication of the times and number of days on which the course takes place
- Teaching and learning facilities including workshops, study centres and other resources
- Teaching, exam and assessment requirements
- Work experience expectations

- Support available for those students with disabilities and/or medical conditions
- Approximate cost of studying and financial help available, including Learning Loans, childcare and bursary

2.2 Offers of a Place on a Course

An offer of a place on a course may be conditional or unconditional. If the offer is conditional, the conditions will be clear in writing to the applicant. Even if an offer of a place is made, the delivery of the programme is still subject to sufficient actual enrolments being made.

In the event that a programme becomes oversubscribed, the College will explore increasing the number of groups available or, where possible, offer a suitable alternative programme.

An offer may be withdrawn if the applicant does not accept it by any deadline stipulated in the offer letter. The College will withdraw an offer if a student submits false or misleading information that was instrumental in securing the offer of a place.

Where an applicant is not given an offer of a place, they can request a clear explanation of the reasons and be referred to an adviser.

2.2.1 Reasons for Not Offering the Place

The following reasons will apply when not offering a student a place on a course:

- The applicant is clearly unable to meet the minimum entry requirements for the course.
- The applicant has provided false or misleading information.
- The applicant has not met the required attendance and participation targets set by the college/course on their existing course (including Maths and English aims) that demonstrates an ability to successfully progress to, and achieve a higher level.
- The applicant does not have the right to stay and study in the UK.
- Following a full investigation (including Disclosure and Barring Service checks where appropriate e.g. teaching, nursing, childcare, health studies) the applicant is found to be unsuitable to work with any relevant groups.
- Judged against the entry requirements of the programme, the applicant is unlikely, in the opinion of the College, to be able to succeed in, or benefit from, attending the programme. (A decision of this nature would, in appropriate cases, be made following a full meeting of, and discussion by, the Admissions and Review Panel).
- If the College has reason to believe that the applicant's presence is likely to endanger other students and/or staff in the college (a decision of this nature would only be made following a full meeting and discussion by the Admissions and Review Panel).
- The provision of the necessary facilities and support would place an unjustifiable demand upon college resources.
- The applicant has previously been excluded from City of Portsmouth College.
- The applicant has outstanding tuition fee debt to the College.
- The applicant has previously enrolled with the College, withdrew and did not complete.
- The course is full and the college does not have sufficient resources to expand the number of groups
- Selection criteria can apply where spaces are limited on popular courses
- Insufficient numbers have applied for a course and it is necessary for the College to close or cancel the course. The college will endeavour to inform applicants as soon as they are aware that a course is full or cancelled via email. The College will endeavour to find a suitable alternative programme or signpost them to the Careers Team for further Advice and Guidance.

- Providing false information on their application/enrolment form (for example failure to disclose any current/active criminal convictions, investigations, cautions, etc. Refer to Student Criminal Conviction Declaration & Risk Assessment Policy and Procedure) which may affect their offer of a place at college.

2.3 Admissions Appeals Procedure

We recognise applicants may wish to ask why their application has not been successful or believe they have cause to appeal a decision. Due to the level of competition for places there will inevitably be occasions where an applicant is disappointed with our decision.

This section outlines the procedure that City of Portsmouth College follows to handle appeals in relation to Admissions.

Applicants will not be discriminated against in any further application should they make an admissions appeal. All admission appeals received from applicants are recorded confidentially and monitored as appropriate by the College's Academic Management Board. Whilst following this procedure, information may need to be shared with other persons or organisations, which will be managed in accordance with the General Data Protection Regulation UK (UK GDPR) 2021.

If an applicant presents new information, relevant to their application, which was unavailable at the time the decision was taken by the Course Tutor not to offer them a place, then the application may be reviewed. Such information should be submitted via email to the Admission and Enrolment Manager.

The Admission Appeals Procedure cannot be used where our decision resulted from:

- A failure on the applicant's part to fulfil academic requirements;
- A failure on the applicant's part to fulfil non-academic requirements (for example an unsatisfactory DBS Enhanced Disclosure or an unsatisfactory health check);
- A reference from a third party, such as a provider of a work or training placement which forms an integral part of the course to which the applicant has applied.
- The applicant does not have the right to stay and study in the UK.
- A reference from a previous place of study.
- No appropriate funding being in place.
- Providing false information on their application/enrolment form.

2.3.1 Admissions Appeals

An admissions appeal is defined as a request for a formal review of the outcome of an admissions decision.

An admissions appeal:

- Must not be from third party or anonymous sources.
- Should be raised via the college appeals procedure outlining the nature and detail of the appeal.

The college will review the appeal and confirm whether the appeal has been rejected or upheld. Applicants should note that if the appeal has been rejected on academic grounds, they cannot appeal the decision.

2.3.2 Submitting an Appeal

Once an appeal is submitted, the college will contact the applicant within 5 working days to acknowledge the receipt of the admissions appeal, confirm who will be dealing with the investigation

and when the applicant can expect to hear back from the Admissions and Enrolment Manager. Investigations are undertaken and normally completed within 15 working days of the receipt of the admissions appeal. If it is not possible to complete the investigation within 15 working days, the applicant will be contacted by the college giving the reasons why and if possible, a date when the investigation is expected to be completed by.

In certain circumstances further information may be requested in order that a decision can be reached and which may result in extending the timeframe outlined above.

2.3.4 Decisions Concerning Criminal Convictions

In the case where a decision to reject an applicant is made in relation to a criminal conviction, an applicant who is dissatisfied with the outcome of a Criminal Conviction Panel may appeal against the decision to the VP Student Experience & Designated Safeguarding Lead via email. The appeal must be made within 10 working days of the decision being made. The VP Student Experience & DSL shall respond in writing within a further 10 working days of receipt of the appeal.

2.3.5 Decisions Concerning Disabilities or Special Educational Needs

In the case where the College has not been able to offer a place to an applicant following an assessment of support needs, a formal route exists whereby an applicant can apply to the VP Foundations and Adult Learning in writing for a review on the grounds of procedural irregularity, prejudice or bias, or extenuating circumstances. Following this review the decision of the VP Foundations and Adult Learning is final.

2.4 Admissions Complaints Procedure

An appeal would normally be the first route to follow as detailed above. However, following an appeal, if unhappy with the outcome of the appeal, it is then possible to submit a complaint.

A complaint should be raised using the Feedback [Compliments & Complaints Procedure] detailed [here](#) outlining the nature and detail of the complaint.

Please refer to the policy linked above for further information on making a complaint to the college.

2.5 Course Closure

The College reserves the right to close courses which are not deemed financially viable. In such instances, the applicants will be offered impartial advice and guidance on suitable alternative provision either within the College or with alternative providers.