

STUDENT RELATED POLICY: HIGHER EDUCATION ADMISSIONS

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Deputy Principal Reviewed by: Assistant Principal: Student Experience, Head of Marketing & Admissions, HE Quality Manager	
Date of next review	August 2026

This policy and procedure is subject to The Equality Act 2010 which recognises the following as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation, and Disability

1. Document Control

1.1. Document Details

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1.2. Revision History

Version	Date	Author	Comments
1.0	Feb 2020	Dawn Telford / Vicki Locke	Definitive Release
2.0	Feb 2022	Dawn Telford / Vicki Locke	Definitive Release
3.0	Oct 2025	Paula Morley / Cary Edwards	Amendment to point 1.1 to include UK Quality Code of HE Key Practices. Amendments to 2.7, 2.8, 2.9, 3.1.2, 3.1.7, 4.3, 4.6 and 4.7. Appendix added.

1.3. Distribution

Name	Email	Organisation
All Staff	SharePoint Upload	Boston College

1. **POLICY STATEMENT**

- 1.1. Boston College is committed to valuing diversity, and to promoting and implementing equality of opportunity in all its activities. This commitment underpins the College Higher Education admissions policy set out below.

The UK Quality Code of Higher Education 2024 advises that 'Providers operate recruitment, selection and admissions processes that are transparent, fair and inclusive.' As part of this Boston College should 'maintain and publish accurate, relevant and accessible information about their provision, enabling students to make informed choices about their studies and future aspirations.'

The UK Quality Code of Higher Education 2024 identifies several Key Practices:

- a) Policies and procedures for application, recruitment, selection and admission to programmes are reliable, fair, transparent and accessible, including processes for the recognition of prior learning. Similar and proportionate arrangements are in place for modules and other units of study
- b) Providers offer information that supports prospective students, and their advisors for recruitment and widening access purposes, in making informed decisions. Providers meet their legal and regulatory obligations in relation to the information presented about themselves and their provision or any changes they make to programmes and modules
- c) Staff, student representatives and external partners engaged in the delivery of recruitment, selection, admissions and widening access processes are appropriately trained and resourced.
- d) All teams involved in the application, selection and admissions processes ensure information about the applicant journey is consistent and clear. Specific elements of the selection process are clearly defined and any programme or module changes that can impact decision making are communicated swiftly and consistently to enable all parties to exercise informed choice.

The process of gaining admission to Higher Education College courses will be clearly structured to allow ease of access for students onto courses appropriate to their needs.

Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices.

Whilst we aim to offer provision for all applicants, we recognise that for some students, the College, its courses or facilities will not be the most appropriate option. In these cases, we will endeavour to provide accurate information and impartial advice and guidance on alternative provision.

Currently Boston College has two application routes for Undergraduate courses. Students have the option to apply direct to Boston College, if the College is their only choice for HE study. If a student is applying to multiple HE courses at multiple centres they will apply via the UCAS portal. Post-Graduate and part-time courses

are not listed on UCAS, and therefore applicants for these courses should apply directly to the College. See Appendix for a flowchart of this process.

1.2. This policy will be reviewed annually.

2. TO ENSURE THAT PROSPECTIVE STUDENTS MAKE INFORMED CHOICES, THE COLLEGE WILL PROVIDE: -

2.1. Clear, consistent and accurate information on: -

2.1.1 Course entry criteria, content, workload and methods of assessment.

2.1.1 Course target qualifications and awarding bodies.

2.1.2 Previous students' destinations.

2.1.3 Student support services.

2.1.4 Registration, tuition and examination fees and any other financial charges associated with a course.

2.1.5 Bursaries, grants, loans, subsidies, fee remissions and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees.

2.2 Opportunities to visit the College and meet with specialist tutors and guidance staff.

2.3 Opportunities to receive impartial advice and guidance from a dedicated team of qualified IAG Specialists, including signposting to any available financial support.

2.4 Direct Application forms which: -

2.4.1 Provide applicants with an opportunity to supply personal information that is relevant to their application.

2.4.2 Provide applicants with the opportunity to reveal learning support needs and disabilities and encourages them to provide full information about their needs.

2.4.3 Include clear and consistent instructions on how to complete the form.

2.4.4 Include clear statements about the Consent to Process requirement under the Data Protection Act 2018.

2.5 Clear and impartial information, advice, and guidance through Student Services.

2.6 If a course is cancelled or significantly changed, the College will advise all current applicants of the cancellation or change 3 months before the start of the course, and provide impartial information, advice, and guidance on alternative provision.

2.7 If a student is applying via UCAS Boston College will offer support to the student in terms of completing their application, including their personal statement.

2.8 Applicants applying via UCAS will have their applications responded to in-line with UCAS guidance.

- 2.9 For students applying to courses operated under a franchise or validation agreement with a University partner, application information will be shared with the University and they will have final approval on the application.

3. TO ENSURE THAT APPLICATIONS ARE CONSIDERED CONSISTENTLY AND IMPARTIALLY, AN APPLICANT CAN EXPECT: -

- 3.1. A structured, responsive admissions procedure that includes: -
- 3.1.1 Screening of each application by a member of the admissions and course team
 - 3.1.2 Applicants will receive an acknowledgement and an invitation to book an Application Review within 48 - 72 working hours of the College receiving their application form. Applicants will be offered the opportunity to select an available Application Review appointment at a date and time that best suits their availability, which may fall more than 14 working days after the initial application is received. Applicants may access their online account at any time to cancel or reschedule their Application Review appointment if required.
 - 3.1.3 A clear point of enquiry for those wishing to track the progress of their application.
 - 3.1.4 Opportunities to reveal any disabilities and have these discussed with a member of the Inclusive Learning Team. The Inclusive Learning Manager will ensure that the College makes all reasonable adjustments to accommodate an applicant's support needs and will guide students on how to apply for Disabled Student Allowance (where applicable).
 - 3.1.5 Opportunities to reveal learning support needs and have these assessed by a member of the Inclusive Learning Team, when choosing an appropriate course. The Inclusive Learning Manager will ensure that the College makes all reasonable adjustments to accommodate an applicant's support needs.
 - 3.1.6 Correspondence summarising the outcome of any arranged interview, examination of portfolio, skills test, trial or audition within 15 working days of the interview etc., except where references or information relevant to the application are required and these are not available at the time of the interview. In this case an applicant will be informed of the reasons for delay.
 - 3.1.7 Clear, informative joining instructions will be sent before the beginning of a course.
 - 3.1.8 An opportunity to review and, where necessary, re-negotiate admission to an appropriate course with a Careers Adviser and / or relevant Course Leaders after the publication of examination results.
- 3.2. For all courses – An unconditional or conditional offer of a place, or where this is inappropriate, a rejection. If the place is conditional, the conditions will be clear and consistent with published entry criteria.
- 3.3. The College may withdraw an offer if it is found that an applicant has submitted false or misleading information that was instrumental in securing an offer of a place.

- 3.4. Where an applicant is not given an offer of a place he / she will be given a clear explanation of the reasons for this and referred to a Careers Adviser in order to explore alternative and appropriate courses.

Reasons for not offering an applicant a place on a course may be: -

- 3.4.1 That the applicant is clearly unable to meet the stated minimum entry requirements for the course.
 - 3.4.2 That the applicant has provided false or misleading information.
 - 3.4.3 That the applicant has applied for acceptance on a course where there is competition for places and the applicant has not met the required standard.
 - 3.4.4 That the applicant has applied for a course that is officially closed.
 - 3.4.5 Where, after appropriate and thorough investigation and assessment, the College is unable to make the special adaptations required to enable a student to participate on a course.
 - 3.4.6 Where the student has been previously excluded from a College course on disciplinary grounds and the Deputy Principal decides after due consideration not to permit re-admission.
 - 3.4.7 Where an applicant has a criminal conviction and this disqualifies the applicant from completing the course requirements or in the Safeguarding Panel's judgement, presents a safeguarding risk to staff, students or children and vulnerable adults on work placements.
 - 3.4.8 Where an applicant is on probation or other non-custodial order and entry to college is contrary to the probation or non-custodial order licence conditions
 - 3.4.9 Where an applicant has applied for a course requiring a sponsor or suitable work placement and no suitable sponsor or placement has been identified.
 - 3.4.10 Where an applicant in our professional opinion does not demonstrate commitment to the course, by virtue of performance at interview or skills test, or their prior performance, attendance, punctuality or behaviour.
- 3.5. Where an applicant is not offered a place on a course, his / her application may be reviewed, if the applicant is able to present new information relevant to their application that was unavailable at the time that the decision was taken not to offer them a place. Such information should be submitted in writing to 'Admissions'.
- 3.6. Complaints and Appeals: any complaint relating to admissions procedures or appeal about a decision made as a result of considering an application will be dealt with through the College Complaints procedure.

4. ADMISSIONS PROCEDURES

- 4.1. All applications will be administered on behalf of the College by the Admissions team, within Student Services.

- 4.2. The minimum entry requirements for each course will be published on the College website and will form the basis of the standard conditional offer to applicants. The minimum entry requirements will be reviewed annually by the College. These details will be mirrored on UCAS for relevant courses.
- 4.3. Applicants will be invited to book a review with a subject tutor, at which the course structure and contents and the applicant's suitability for the course will be discussed, and any reasonable adjustments to accommodate the needs of applicants will be made.
- 4.4. The admission of students with a specific learning difficulty and / or disability to academic programmes is not a confirmation that all personal care and study support needs will be met by Boston College. Students can apply for Disabled Students Allowance from Student Finance England who will arrange for an assessment of support needs and will agree funding and any resulting support plans. On receipt of your support plan from Student Finance England, the College will then meet with students to facilitate the implementation of the plan.

Boston College positively encourages applications from students with a specific learning difficulty and / or disability. As part of our commitment to providing a fully inclusive learning environment Boston College actively encourages applicants to disclose the relevant information and make contact with the Inclusive Learning team early on within the application process. All requests for support will be considered in line with the criteria for 'reasonable adjustments' as outlined in the Equality Act 2010. However, if the provision of support following an assessment of need is considered by Boston College to be unreasonable or unavailable, for reasons that are beyond the Institution's or the student's control, the application will be subject to further review in conjunction with the applicant. In certain circumstances the outcome of such a review may be to defer or withdraw the offer of admission or enrolment. Assessment of need will not normally take place before an offer is made. For courses where selection tests are a requirement, applicants who require extra time or adapted test arrangements must provide either a copy of their Educational Health Care Plan (EHCP), a letter from their current school or college to confirm that the adaptations are normally provided, or other acceptable evidence from a relevant professional.

- 4.5 Students applying for professional courses (for example in Health, Initial Teacher Training or Education) will be required to meet any professional 'fitness to practice' requirements and assessment of this will be undertaken by an appropriate Occupational Health Service. This may include evidence of DBS clearance as a condition of entry for students on courses that involve work experience or unsupervised contact with young people or vulnerable adults.
- 4.6 Where a student has received a conditional offer, all conditions must be met in full before entrance to the course, unless the otherwise agreed by the Senior Learning Lead/Director of Learning of the relevant department.
- 4.7 Full-time Undergraduate applicants who have applied direct to Boston College will have their details uploaded to UCAS via the Recognition of Prior Achievement

(RPA) system. This enable UCAS to track and monitor all full-time undergraduate applications. A capitation fee applies to each application.

Note: This policy applies to students undertaking HE qualifications at Boston College except where the regulations of the awarding body or validating Institution take precedence.

Appendix A



