

Admissions Policy

For the attention of: All Staff, Students and Applicants
Produced by: Group Principal and CEO
Approved by: SLT
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Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

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1. Introduction

- 1.1. The Windsor Forest Colleges Group (TWFCG) is committed to equal opportunity for all applicants, irrespective of characteristics such as race, disability, gender, age, nationality, sexual orientation, religion, or socio-economic background. This policy applies to all new external applications seeking entry to TWFCG programs, excluding existing students.

2. Policy Statement and Aims

- 2.1. TWFCG will prioritize the best interests and success of applicants by conducting individualized, integrity-driven admissions processes. Detailed entry criteria can be found on the college's website and in relevant course materials.

3. Principles of the Policy

3.1. Admissions Criteria

- Each applicant will be assessed individually, using transparent and fair processes.
- Admission decisions will be based on meeting specific entry requirements, with exceptions considered.
- Entry criteria are available on the college website and in publications.
- Applicants will be admitted when they have a reasonable chance of success.
- Diversity is celebrated, discrimination is challenged, and no applicant will be excluded based on protected characteristics.
- Age-related admission decisions will be made when safeguarding best practices require it.
- This policy adheres to higher education admissions standards, as outlined by the Office for Students and the UK Quality Code for Higher Education.

3.2. Advice and Guidance

- All applicants will have access to impartial advice and guidance on courses and services during the interview process.

3.3 Your personal information

- Personal information may be shared with third parties for education, training, employment, and research, in compliance with data protection laws.
- The college will use personal data in accordance with data protection rights.

3.4. College Marketing

- The college reserves the right to amend or cancel courses or programs, with timely communication to applicants.

3.5. **Course Fees**

- Course fees are outlined in the College Group's Fees Policy.

4. **Implementation of the Policy**

4.1. The college ensures a structured, responsive, and accessible admissions service, including:

- Interviews scheduled to accommodate applicants.
- An online application process with prompt responses.
- Access to impartial advice and guidance before and during enrolment.
- Confidential disclosure of learning needs, disabilities, and health conditions.
- Clear, consistent information on entry criteria, fees, and qualification aims.
- Accessible information and support for applicants needing assistance.
- Consideration of late applications if places are available.
- Progression opportunities for internal applicants.
- Conditional or unconditional offers, or advice on other opportunities.
- Impartial support for individuals with unique needs or safety concerns.
- Procedures for appealing admissions decisions or making complaints.

4.2. Curriculum leads ensure their staff are trained for interviews and know when to refer applicants for independent advice.

4.3. The college acknowledges that its provision may not suit all applicants.

5. **Applicant Expectations**

5.1. Applicants are expected to:

- Complete application and enrolment documentation accurately.
- Attend interviews when required.
- Participate in assessments.
- Meet course entry criteria.
- Provide evidence of equivalent qualifications if applicable.
- Pay fees promptly.
- Prove eligibility for government funding in the UK.

6. **Criminal Convictions**

6.1. Relevant convictions must be disclosed via the application form and prior to enrolment, following the Rehabilitation of Offenders Act 1974.

6.2. Relevant convictions involve offenses against the person or drug-related offenses.

6.3. A risk assessment may be required, and additional conditions may apply for applicants with relevant convictions.

7. Non-Acceptance onto a Programme of Study

7.1. The college may withhold admission if:

- The applicant is subject to exclusion or suspension from another institution.
- The applicant disrupted behaviour at another institution.
- The applicant's undisclosed criminal conviction makes a program unsuitable.
- Admitting the applicant poses a health and safety risk.
- The college is an unsuitable environment for the applicant.
- The applicant demonstrated a lack of commitment in prior education.
- The applicant has outstanding debts.
- The applicant provided false information, such as false prior attainment.

8. Appeals Process

8.1. Applicants may appeal rejections based on disagreement with the policy's application or improper policy application.

8.2. Appeals will be reviewed by the relevant college authorities.

9. Monitoring, Evaluation & Review

The policy is monitored by the Senior Leadership Team and reviewed every three years or as required by changes in legislation.

10. Associated Documents

- Equality, Diversity & Inclusion Policy
- UK GDPR Policy
- Safeguarding & Child Protection Policy and Procedures
- Fees Policy
- Compliments, Comments and Complaints Policy
- Quality Frameworks
- Privacy Notice for Students