

Student Recruitment, Admissions and Appeals

Policy number:	MS103	Policy Owner:	Registry Manager
EIA Status:	Not required	EIA meeting date:	[EIA Meeting Date]
Approved by:	SLT	Date approved:	September 2025
	Committee		
	Board		
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External website:	Yes	Status:	Active
Linked policies/ documents	<ul style="list-style-type: none"> • Fees, Refund and Compensation Policy • Access and Participation Statement • Admission Procedure for EHCP Learners • Learning Support policy • Student Code of Conduct and Exclusion policy • Equity, Diversity and Inclusion Policy • Student Protection Plan 		

Policy Summary

The Student Recruitment, Admissions and Appeals Policy outlines Newbury College and University Centre Newbury's commitment to fair, transparent and efficient admissions processes across all provision, including Further Education, Higher Education, Apprenticeships, Foundation Programmes, Adult Learning, Online Study and Overseas students. It ensures applicants receive accurate information, advice and guidance in line with MATRIX quality standards, and sets clear procedures for applications, interviews, offers, enrolment and

induction. The policy defines responsibilities for key teams, details conditions for offers, and specifies circumstances under which applications may be refused. It includes an appeals process, compliance measures through audits and quality reviews, and links to supporting policies. Reviewed annually, the policy aims to uphold equality, diversity and consumer rights while providing robust support for learners throughout their journey.

1. Policy Statement and Purpose

The Student Recruitment and Admissions Policy and Procedure details the College's commitment to offer a fair, consistent and efficient admissions practice to all prospective students, to ensure they make informed and achievable course decisions. The College provides a robust induction programme for all students, providing a variety of information and guidance across a wide range of subjects. The information, advice and guidance (IAG) offered will be conducted in accordance with the national quality standards set out in MATRIX.

Scope

The policy covers the following:

- **Further Education (FE):** Includes full-time and part-time students. Offers are based on eligibility, entry requirements, and course viability.
- **Higher Education (HE):** Applicants are treated as consumers under UK law. Interviews assess aptitude and motivation. Offers require meeting academic and language standards.
- **Apprenticeships:** Applicants must meet job role and funding criteria. Support is provided for those without employers.
- **Foundation Programmes:** Tailored for learners with additional needs. Offers depend on local authority funding.
- **Adult Learning:** Courses for mature learners. Enrolment is contingent on fee payment and course viability.
- **Study Online:** Remote learning options with eligibility checks and online enrolment.
- **Overseas Students:** Must meet visa and residency requirements. Tuition fees differ and must be paid in full before the course starts.

2. Definitions

- **Admissions Policy:** A framework ensuring fair, consistent, and efficient admissions for all prospective students. It emphasizes informed decision-making and equal access.
- **Information, Advice and Guidance (IAG):** Support provided to help students make autonomous, well-informed choices about their education, career paths and personal development. Delivered in line with MATRIX national quality standards.
- **Equality and Diversity:** The College commits to promoting diversity and ensuring no applicant faces discrimination—directly or indirectly—based on any personal characteristic.
- **Course Discussion:** A meeting between the applicant and tutor to confirm course suitability, entry requirements, and support needs. Leads to a conditional offer.
- **Conditional Offer:** An offer made to an applicant based on meeting specific criteria (e.g., eligibility, entry requirements, course availability).
- **Enrolment:** The formal process of registering for a course, including documentation, fee payment, and confirmation of any criminal convictions.
- **Induction Programme:** A structured introduction for new students covering support services, safeguarding, code of conduct, and enrichment opportunities.

3. Responsibilities

- **Registry Manager:** Jane West, the individual responsible for overseeing the admissions process including enrolment and staff training.
- **MIS Manager:** Sue Richardson, the individual responsible for the recording and timely submission of all student data. Checks the eligibility of students for funding. Manages the student records team.
- **Information Services Team:** help and advise all prospective students with their applications. They are responsible for the logging of applications on the MIS system
- **Student Records Team:** check and record enrolments on the MIS system. Conduct regular audits to ensure the integrity of the data, support the MIS Manager.

4. Procedures

Refer to Appendix A for application, course discussions, interviews, offers and acceptance procedures.

Right to Refuse an Application

All applications will be given full consideration; however, the College reserves the right to refuse admission to any applicant who:

- is unable to meet any required entry criteria.
- has previously attended College and not completed without good reason.
- has previously been subject to the College disciplinary procedure.
- has outstanding debts with the College.
- has made an inappropriate course choice.
- refuses permission for the College to take up references.
- has an unsatisfactory reference.
- has serious concerns highlighted on a DBS check

This list is not definitive. The College always refers unsuccessful applicants to other appropriate agencies for support and advice.

5. Appeals

Students who have their application rejected by the Course Leader, have the right to appeal to the Curriculum Manager. If the Curriculum Manager also endorses the Course Leader decision, then the student can appeal to the Head of Faculty. The decision of the Head of Faculty is final.

6. Compliance and Enforcement

The College is MATRIX accredited which monitors and assesses the quality of our advice and guidance.

Regular internal and external audits (Finance, learner and bursary audits) check the integrity of the data we collect and record.

The Quality Review Process, Student Voice, Student Satisfaction survey and Application survey provide feedback on the performance of our Admissions and IAG teams.

7. Supporting Documents

- Fees, Refund and Compensation Policy
- Access and Participation Statement
- Admission Procedure for EHCP Learners
- Learning Support policy
- Student Code of Conduct and Exclusion policy
- Equality, Diversity and Inclusion Policy
- Concerns and Complaints Policy and Procedure

8. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation.

Reviewed: September August 2025

Next review date due: August 2026

Appendix A

Course information and initial enquiries

All students will have the opportunity to obtain clear, consistent and accurate course information from a variety of sources including the College guides, the website, course literature and College staff. Course Leaders are responsible for keeping their course up-to-date on the website.

College Open Events, organised and advertised by the marketing department, will be held regularly to give visitors the opportunity to view the College and its facilities and speak with College staff. In conjunction with the marketing department, the Schools Liaison Officer and the Advice and Guidance Officers will attend local schools' careers days and other marketing events to provide course information and advice. Local schools and other partners will be informed of the College's Open Events and invited to attend. Anyone unable to attend such visits and events is invited to view the College and its facilities by appointment.

The Information Services Team is responsible for ensuring any necessary access arrangements are made to assist applicants to complete the application process.

Further Education – Full-time and Part-time

Applications and course discussions

Applications can be completed via the College website or forms are available from Information Services. The Information Services Team assess all applications to plan the most appropriate course discussion and admissions route.

Applicants who need help to make their choices will be offered an appointment with an Information Advice and Guidance (IAG) Advisor.

All applicants will be invited to a course discussion with the tutor.

The course discussion will confirm the correct course and level for the applicant, who will then receive a conditional offer.

Applicants to full time programmes will be sent a welcome email which includes an introduction to the Progression and Academic Support Services Team to discuss any support needs.

During the course discussion, applicants can expect information and advice on:

- The chosen course of study, its content and suitability
- Entry requirements
- All costs associated with the course and any available financial support
- Support needs
- College facilities and accessibility
- Specific course requirements e.g. enhanced DBS check, tetanus, fitness
- Maths and English requirements

- Tutorials, pastoral and personal development (PPD), and Enrichment activities (not timetabled)
- Progression opportunities
- Work experience

References may be sought from the applicants' most recent educational establishment and/or other sources as appropriate.

Applicants to the football academies and Kingsclere Performing Arts should refer to the College policy regarding the confirmation of offers.

Confirming and accepting a place on the course

- Offers are made to students providing:
- they are eligible to study in the UK
- the applicant meets the entry requirements; these may be waived in certain circumstances.
- the applicant is deemed able to complete the programme and achieve the qualification
- the course is running and there are places available

An opportunity for further course discussions will be available for all students who do not gain the required entry grades and, in these cases, IAG staff will aim to provide a suitable alternative wherever possible.

Courses may have to be cancelled if there are insufficient students enrolled but transfer to an alternative course may be possible. Full refunds will be available for tuition-fee paying students only if the College closes the course.

Once offered a place, the Marketing Team will keep in touch with applicants through correspondence and invitations to College events.

To guarantee a place on the course students will need to accept the offer.

Enrolment & induction

Applicants will be informed of instructions for enrolment. This will include dates, times and documentation required.

Applicants will have the opportunity to change their course choice at the discretion of the Course Leader.

All course related fees are payable before the start of the course or by instalments during the autumn term, if agreed with the Finance Team. If fees are being paid with a student loan, the loan application must be made before the start of the course. If an employer is paying the fees a purchase order must be received at enrolment.

The Information Services Team are responsible for ensuring that applicants are aware of the financial support available and receive relevant information prior to the start of their course. Help and advice will be available throughout the enrolment process.

Applicants will be asked to confirm if they have unspent criminal convictions at enrolment. If they have any unspent criminal convictions:

- The Course Leader will discuss the nature of the convictions

- The College will carry out a risk assessment depending on the nature of the conviction
- The applicant will be informed as to whether they are able to enrol on the course and will be advised of any conditions which may apply.

The College provides a programme of classes and events as part of the induction programme. This is delivered at the start of the academic year provides all students with key information about the support and services available to them, safeguarding, student code of conduct, enrichment activities and next steps.

Higher Education – Full-time and Part-time

Applications and interview

Applications can be completed via the College website or forms are available from Information Services. The Information Services Team assess all applications to plan the most appropriate course discussion and admissions route.

The University Centre Newbury treats all students as consumers for the purposes of consumer protection. All applicants will receive clear, accurate, comprehensive and timely information. The College will ensure all students are treated fairly and not disadvantaged.

Applicants who need help to make their choices will be offered an appointment with an Information Advice and Guidance (IAG) Advisor.

All applicants will be asked to attend an interview with the Course Leader to determine suitability and discuss course requirements.

The interview will include a review of prior achievement including predicted grades and relevant work experience to help determine aptitude, commitment and motivation to study.

Applicants completing a course awarded by a partner university must also complete the application and enrolment process as per the partner university's requirements.

Offers and acceptance

Conditional offers will be made to students following a successful interview providing:

- they are eligible to study in the UK
- the applicant meets the course entry requirements
- the applicant is deemed able to complete the course and achieve the qualification(s)
- the course is running and there are places available

Applicants for whom English is not a first language are expected to hold an IELTS certificate with an overall minimum score of 5.5.

Applicants who hold non-UK qualifications will be asked to provide a statement of comparability from UK ENIC of prior qualification achievement recognition.

Applicants will be asked to accept their offer to guarantee their place on the course.

An opportunity for further course discussions will be available for all applicants who do not meet the required entry grades and, in these cases, IAG staff will aim to provide a suitable alternative wherever possible.

Courses may have to be cancelled if there are insufficient students. Full refunds will be available for tuition-fee paying students only if the College closes the course.

Enrolment and induction

Applicants will be informed of instructions for enrolment, including dates, times, documentation required and fee payment options.

All course related fees are payable before the start of the course or by instalments if agreed with the Finance Team. If fees are being paid with a student loan, the loan application must be made before the start of the course. If an employer is paying the fees a purchase order must be received at enrolment.

The enrolment forms confirm the contractual terms and conditions between the University Centre Newbury and the student.

The Information Services Team are responsible for ensuring that applicants are aware of the financial support available and receive relevant information prior to the start of the course. Help and advice will be available throughout the enrolment process.

Applicants will be asked to confirm if they have unspent criminal convictions at enrolment. If they have any unspent criminal convictions:

- The Course Leader will discuss the nature of the convictions.
- The College will carry out a risk assessment depending on the nature of the conviction
- The applicant will be informed as to whether they are able to enrol on the course and will be advised of any conditions which may apply.

The college provides an induction programme for HE students. This is delivered at the start of the academic year. It aims to provide all students with key information about the support and services available to them, safeguarding, student code of conduct, enrichment activities and next steps.

Apprenticeships

Applications and interview

Applications can be completed via the College website or forms are available from Information Services. All applications for an apprenticeship will be passed to the Apprenticeship Team and for those who do not have an employer they will be provided support and guidance to find an employer.

All applicants will undertake an interview process with the relevant curriculum area. If the applicant is not already employed, they will have an interview with the prospective employer to determine suitability for the job role and apprenticeship.

Offers and acceptance

An offer will only be made if the applicant and job role meet the apprenticeship's requirements and satisfies funding rules.

All offers must be confirmed so a start date can be identified.

If the applicant is unable to secure an apprenticeship the College will provide additional advice and guidance to support the applicant with a suitable alternative.

Enrolment

Enrolments will be completed by the Apprenticeship Team and will be in accordance with the ESFA's apprenticeship funding rules and evidence pack requirements for main providers.

Foundation Learning

Applications and interview

Applications can be completed via the College website or forms are available from Information Services. Applications may also be received from local authorities on behalf of the applicant. All applications to a Foundation Programme will be managed by the Foundation Learning Team.

All applicants and parents/carers will be invited to visit the college for a discussion about course suitability and support needs.

Offers and acceptance

An offer can only be made if funding has been confirmed by the local authority. All offers must be accepted to guarantee a place on the programme.

Enrolment

Applicants and their carers will be informed of instructions for enrolment, including dates, times and any required documentation. Enrolment forms will need to be completed prior to the start of the course and applicants will need to attend enrolment.

Adult Learning

Applications can be completed via the College website or forms are available from Information Services.

Applications and enrolments will be processed by the Adult Administrator and / or MIS student records staff.

The administrator is responsible for notifying applicants that their form has been received and processed.

Applicants will then be notified by email when sufficient applications have been received to make the course viable.

Applicants will then be invited to enrol, which may be possible online or in person.

Applicants are expected to pay their full course fees at the time of enrolment. All fees must be received before the start of the course.

Refunds will only be issued if the college cancels the course

Study Online

Applications can be completed via the College website

Applications and enrolments will be processed by the Study Online Administrator.

Eligibility will be checked prior to enrolment when the application is processed.

The administrator is responsible for notifying applicants that their form has been received and processed.

Overseas students

Application

For publicly funded provision there are two student categories, 'home' and 'overseas' student. To meet the 'home' category, students must fulfil certain residency and immigration requirements. For those who do not meet the requirements to be funded as a 'home' student or 'ordinary resident', the relevant funding agencies will not fund the learning and an 'overseas' fee will be charged.

An 'overseas' student cannot start their course without having produced evidence of the relevant visa. Visa evidence will be recorded.

All applicants must have a UK address at the time of application.

The guidelines to help determine whether an applicant falls into the category of 'home' or 'overseas' student and are based on criteria set out by the relevant funding agency. Further guidance can be found in the links below:

- **16 to 18 years (Not HE)**
<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>
- **19+ years (Not HE)**
[Adult skills fund: funding rules - GOV.UK](#)
- **HE**
[Student finance for undergraduates: Eligibility - GOV.UK](#)

Enrolment and fees payable

Students wishing to enrol who do not have English as a first language may require an English assessment prior to being offered a place on a course.

Overseas students will be required to provide their visas and passports at course discussion to evidence their eligibility. Tuition fees and course costs will be confirmed at this stage.

For overseas fees, please refer to the College's fee policy.

Tuition fees do not include any additional support a student may require.

Additional registration and / or exam fees may be payable.

The Student Association fee is not included in the tuition fees.

All fees must be paid in full before the start of the course.

For more information about study in the UK, local British Council Offices can help. The following web link may prove useful:

[Charity Supporting International Students in the UK | UKCISA](#)