CAMBRIDGE REGIONAL COLLEGE
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Admissions Policy for Full Time Students

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Author:	Deputy Principal Curriculum Development
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Associated Policy:	Admissions Guidelines

1. Background

1.1 Cambridge Regional College (CRC) is fully committed to inclusion and welcomes applications from everyone. We will make every effort to offer a place best suited to an individual's needs and abilities irrespective of protected characteristics.

1.2 Personal information will be treated sensitively and confidentially in line with our data protection policy, privacy notice, and UK GDPR

2. Aim, Objective or Purpose of the Policy

2.1 This Policy outlines the College's arrangements for admissions to its full-time programmes.

2.2 This Policy and its supporting guidelines aim to ensure fair access to all full-time applicants applying to the College.

3. Scope of the Policy

3.1 This Policy applies to all applicants who wish to enroll on a full-time programme at CRC.

3.2 This Policy applies to all full-time home student applications, dual applications for full time and WBL programmes, and international applicants for full-time courses.

4. Principles

4.1 All applicants will be required to complete an application form either via the website or via the Cambridgeshire Schools MyChoice@16 system. Applicants via MyChoice@16 will be supported by their school to complete their application. Applicants who are not attending school, or do not have access to MyChoice@16 can apply directly via the college website. All forms are accessible and, if required, support can be sought from the college admissions team to complete the application form.

4.2 All applicants who disclose an additional learning need or disability will be asked, via MyChoice@16 communications, to provide additional details in order that access arrangements for interview or associated admissions events can be made for applicants if required. Support will be provided for any applicant if they have made the college aware of support needs.

4.3 All applicants with an Education Health Care Plan will need to apply to the college via MyChoice@16 or the website. The College will work with the Local Authority to undertake a full consultation around the placement. An offer will not be made until the consultation has been fully completed and where the College can meet the needs of the applicant. Where a course is at risk of becoming full a place on the course will be held for the applicant until the consultation is complete.

4.4 All applicants who declare a criminal conviction, warning, reprimand or who are involved in an ongoing police investigation will be required to attend a meeting with the Designated Safeguarding Lead and a relevant curriculum colleague prior

to attending a Welcome Event to ascertain level of risk and suitability for their chosen programme. Should any applicant not disclose an unspent criminal conviction or information linked to an open police investigation the college reserves the right to revoke an offer of a placement until further information, satisfactory to the College, has been provided by the police or other service(s), such as the probation service.

4.5 Decisions on offers for a place on a programme at CRC will be determined using a number of factors including, but not limited to: previous academic achievements, predicted exam grades, references, attendance at compulsory elements of the admissions process and meetings with parents/carers/support workers and the police where necessary.

4.6 All applicants who apply by the second week in January or the CAP deadline (whichever is sooner) will be guaranteed an invitation to a welcome event.

4.7 As part of our commitment to inclusion, students enrolled on programmes at college intended to provide progression into a full-time vocational course will be guaranteed a place, on an appropriate vocational course, on completion of their programme. For example, students in Supported Learning on vocational programmes, those on Meta programmes, and those leaving the Futures provision for students aged 14-16.

4.8 This principle will also apply to students on Access to HE programmes, who will be guaranteed a place on relevant HE programmes at CRC, on satisfactory completion of their Access course.

4.9 The College will make every effort to offer a place to all applicants, however, should a course become full, a waiting list will be put into place. Waiting lists will operate on a first come first served basis*, based on the date of application, interview, attendance at a welcome event and offer. If any stage of the application process is missed by an applicant this may affect their position on the waiting list.

*As the Cambridge Area Partnership schools' application deadline is in January, all applications received on or before this date (whether through MyChoice@16 or the college website, or any other means) will be treated as having the same application date as the CAP submission deadline.

5. Policy details

The College will ensure that fair and robust processes are in place to facilitate admissions to the College across its range of full-time programmes and will offer the most appropriate for each individual.

5.1 Entry requirements for all courses are set by the College and may differ in different subject areas.

5.2 Entry requirements can include satisfactory completion of a course designed to facilitate progression, including those in Supported Learning, on Meta and Futures courses.

5.3 To facilitate progression between departments, course design will be collaborative to ensure that relevant skills are developed to support this. For example, students on lower level vocational programmes in Supported Learning progressing to vocational departments. Preparation for progression will include appropriate transition activities.

5.4 In all cases, and in addition to the entry qualifications, the offer of a place is subject to: satisfactory reference, attendance at a 'Welcome Event' and 'Taster Days' and the outcomes of any initial assessment, taken as part of the admissions process.

5.5 The College reserves the right to refuse any applicant who has previously been excluded from this or another education institution.

5.6 The College has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to other students, staff or visitors

6. Responsibilities

6.1 It is the responsibility of the Curriculum Operations Manager to ensure that this policy is effectively and fairly implemented, monitored and reviewed on an annual basis.

6.2 It is the responsibility of all staff across the College involved in the admissions of full-time students to attend admissions update sessions and to adhere to the guidance provided.

6.3 It is the responsibility of the Admissions team to provide advice and support to staff across the College in the implementation of the processes.

7. References

7.1 CAP Information Sharing Protocols

7.2 Youth Offending Information Sharing Protocols

7.3 Equality Act 2010

7.4 Rehabilitation of Offenders Act 1974

7.5 Disability Discrimination Act 2006

8. Enquiries and Change Control

8.1 All enquiries relating to the content of this document should be directed to the Author.

8.2 This document will be subject to a yearly review.

9. Any associated Objectives relating to other Policies

10. Outcomes of this Procedure supporting College Policies or Objectives and methods of support of those Policies or Objectives

10.1 Safeguarding Policy and Child Protection Policy

10.3 Safeguarding of Vulnerable Adults Policy

10.4 Equality Policy

10.5 Data Protection Policy

11. Main Beneficiaries and Benefits

11.1 All full-time applicants to the College

12. Other Main Stakeholders

12.1 Parents/Carers

12.2 Youth Support Services

12.3 Youth Offending Team

12.4 Education Support for Looked After Children

12.5 16+ Team

13. Cross references to other similar Policies form similar organisations (where relevant)

14. Outcome of Impact Assessment

14.1 Amends made to wording at 1.1, 4.1 and 4.2 to address issues raised.

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
01/04/2012	4	Older Policy format used to provide opportunity for detail which the newer version does not.		
02/09/2024	5	Updated with further details, updated staff information and waiting list information	18.09.24	SMT – requested EIA
30/09/2024	6	Amends to wording for 1.1 4.1 4.2 based on EIA feedback	30.09.24	KDC
04/03/2025	7	Added clauses regarding guaranteed places for students in vulnerable groups, eg Futures, Meta and Supported Learning.		
28/01/2026	8	Update to dates		

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Contact Us

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