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HE Admissions Policy

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Associated Policy/Documents:	HE Strategy

1 Aims

1.1. Aims of the Higher Education Admissions Policy are to ensure that:

- Applicants are treated fairly and impartially
- Applicants are appropriately guided and supported through the admissions process in order to make sound decisions
- National, regional and college strategic objectives are recognised and considered
- College tuition fees and financial support systems are publicised through its recruitment information sources and that the materials are made available on the college website.

2. Principles

2.1. Cambridge Regional College (CRC) is fully committed to equalising opportunities 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 age, background, race, belief/faith, gender, sexual orientation, disability or support needs.

2.2. This policy applies to students applying for prescribed higher education (HE) programmes. For example, Higher National Certificates, Higher National Diplomas and Higher Technical Qualifications.

2.3. The College will ensure that all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. In accordance with this objective, the College is committed to delivering quality teaching, learning and assessment to all students.

- The Higher Education Admissions Policy aims to support students at each stage of the admissions process and to ensure that potential applicants succeed in their chosen programme of study.
- CRC welcomes applications from motivated applicants from all backgrounds. We recognise that student potential is not always demonstrated within formal academic qualifications and welcome applications from individuals from backgrounds that are under-represented within HE.
- All applicants will be required to complete an application form, personal statement and supply appropriate references.
- All applicants who disclose an additional learning need or disability will be asked to provide additional details in order that access arrangements for interview or associated admissions events can be made for applicants if required.
- All applicants who declare a criminal conviction, warning, reprimand etc. will be required to attend a meeting with the relevant safeguarding manager and relevant curriculum colleague prior to attending an interview to ascertain level of risk and suitability for their chosen course. Some courses it is a requirement to have a DBS (Disclosure and Barring

Service) check and its result may determine if entry onto the course is allowed. Applicants will be advised by the course team if this applies to them.

- The College is committed to promoting equal opportunities for all students, recognising that the HE provision is enriched by a diverse student body that is reflective of the wider community, and welcomes applications from the UK and beyond.
- In accordance with our commitment for fair admissions, selection is made on the basis of a range of criteria. Evidence of suitability for study includes academic achievement, professional and personal experience, and the potential to succeed on the intended programme of study.
- Personal information will be treated sensitively and confidentially as appropriate and only shared with the permission of the applicant and only then with staff who need to know.
- The Admissions Policy aims to be fair and impartial to all applicants and to ensure that the college meets the obligations reflected in relevant legislation and college policies.

3. Admissions Criteria

3.1. The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. It is also expected that applicants must be able to fulfil the objectives of the course and achieve the required standard to complete the award.

3.2. Admission will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances, and professional and other course entry criteria and requirements.

3.3. For the Higher National programmes, the course teams will specify the minimum course entry requirements and will include specific subject elements.

3.4. Some courses may request the completion of a pre-entry assignment or assessment that is related to either subject knowledge or academic competence. Based on the outcome of the assignment, the applicant may be advised of a more suitable entry point of study e.g. Level 3.

3.5. No potential student will be excluded from entry as a result of discrimination on the grounds of race, age, gender, sexual orientation, disability, ethnic or national origin, religion or creed.

3.6. Applications from prospective students with disabilities will be assessed on the basis of the criteria above and subject to professional practitioner requirements where they apply.

3.7. Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Assistant Principal responsible for Special Educational Needs in consultation with other relevant curriculum team members and the Course Admissions Team. The College will make reasonable adjustments to accommodate applicants with support needs. However, if the College is unable to meet these additional needs or can only do so by compromising the learning

experience of the student, the College will inform the applicant as soon as the situation becomes apparent.

3.8. Applications from candidates with criminal convictions will be carefully considered by senior staff in consultation with others, as appropriate. Applicants must, upon request, provide full details of the conviction.

3.9. The College reserves the right to refuse entry to any applicant with a criminal conviction which may jeopardise the security, safety or reputation and integrity of the College or its community, or where there are relevant professional criteria which apply.

3.10. 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 others. In addition, applicants believed to be actively involved in criminal activity will not be admitted.

4. Authority and Responsibility

4.1. The admission of prospective applicants onto a particular programme of study is the responsibility of the Deputy Principal Curriculum and such authority is devolved to the Assistant Principal for Curriculum responsible for HE and relevant Curriculum Heads and Course Leaders.

4.2. All College staff responsible for admissions decisions or actions will discharge their individual and collective responsibility in accordance with the policy.

5. Support and Review

5.1. All College staff with responsibilities for making admission decisions will undertake appropriate training and up-skilling as appropriate to their role.

5.2. All admissions staff will receive and have access to the Admissions Policy.

5.3. Operation of the College Admissions Policy will be monitored and reviewed annually by the College SMT and by the course management process.

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
2015	1	Policy created	30/06/2015	
2018	2	Review	01/02/2018	
2021	3	Review	18/02/21	Rachel West
2022	4	Annual Review	26/07/2022	
2023	5	Annual Review – update to management titles, removed ARU as partner course	31/08/2023	Director of Quality
2024	6	Annual Review	09/08/2024	Director of Quality
2025	7	Annual Review – update to job titles	21/08/2025	Director of Quality and Head of HE
2026	8	Annual Review	31/08/2026	Director of Quality

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