Further Education and Higher Education Admissions Policy

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Policy / Procedure Title:	FE and HE Admissions Policy
Developed By:	Admissions Manager
Developed date:	March 2010
Date Of Approval:	October 2010
Date of Impact Assessment:	September 2022- Director of Information and Data Services
Date of last Review:	October 2026
Date Of Next Policy Review:	October 2027

Please contact us on 01904 770132 or email us at qi-admin@yorkcollege.ac.uk if you would like this document in an alternative format.

Please contact Admissions and Information Team on 01904 770397 or email info@yorkcollege.ac.uk if you have any questions about all or part of this document.

To ensure version control, please do not print this document – as tomorrow it could be out of date.

Further Education and Higher Education Admissions Policy

Overview

This policy covers admissions to all course beginning in 2027 at York College ("the College")

A full listing of courses available can be found on our website.

This policy is the responsibility of the Admissions Manager and will be updated annually (last updated 6th October 2026).

The procedures within the Admissions Policy are the responsibility of the Admissions and Information department but may be undertaken by other teams within the College.

The York College Values

Success – providing individual advice and guidance to applicants on the right course for them.
Ambition – clear course information and progression routes identified.
Respect – commitment to a fair and transparent process for all applicants.
Care – by providing timely and appropriate information through the Admissions process.

Right to refuse admission

The College reserves the right to reject an application, including but not exclusively for the following reasons:

- If an applicant is unable to demonstrate the minimum entry requirements for the course and is not committed to undertaking these
- If the course applied for is undersubscribed (with the result that its delivery in not viable for the College or its students) or oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for.
- If an applicant has a criminal conviction which prevents them from undertaking the course.
- If the applicant has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet.
- If the applicant has previously been subject to the College disciplinary process which prevents re-Admissions, either within a designated time frame or indefinitely.

1. Further Education Application Process

1.1 Introduction

This policy covers admissions to further education programmes for September 2027 entry. This includes A Level, Vocational, T Level, Access and Apprenticeship programmes.

1.2 Application information

All applications must be made directly to the College using the online application available on our website. In exceptional circumstances a paper form can be provided, especially where students are experiencing difficulty accessing IT facilities. These are available from York College, or you can download a form from our website by visiting: http://www.yorkcollege.ac.uk/apply Personal information supplied as part of the admissions process will be processed with the College's Data Protection Policy & Privacy Notice - Data-Protection-Policy.pdf

1.3 When to apply

You can apply from our first Open Event at the beginning of the Autumn term for the next academic year. We will start processing applications from mid-October. Places on courses are allocated based on the date your application was submitted, meeting specific course entry requirements and attending your allocated enrolment appointment where you will receive information, advice and guidance to deem suitability for the course. When a course has reached application capacity, we may introduce a waiting list or applications may be closed. There is no fixed deadline for applications, however we would advise that you send in your application as soon as you can from when they open.

1.4 Deferred Applications / Gap Year

Applications should be submitted for the following academic year. Deferred applications will not normally be accepted, though in extraordinary circumstances they can be authorised by the subjects Assistant Director or Curriculum Standards Manager.

1.5 International / Overseas Applicants

Applications from International students aged 16-18, who have turned 16 by June 2027, are welcomed by the College and are considered in-line with our typical entrance requirements and we would expect previous qualifications to be of an equivalent level. Proof of English Language proficiency will be required at IELTS level 6.0.

Applications need to be submitted via an approved agency. In exceptional circumstances where an application is submitted without an agent and deemed viable by the International Team an application fee of £500 will be charged for your application to be processed. This fee does not guarantee you entry to York College. As part of your application, you may be asked to submit further information to assess funding and equivalent qualifications.

This is subject to review and change as needed.

Further information can be found at: International | York College & University Centre

1.6 Criminal Convictions and being under investigation by the Police

York College is committed to safeguarding and promoting the welfare of children and adults at risk, and to providing a safe learning environment for all learners, staff, visitors and employers.

Where an applicant or enrolled student discloses (or the College otherwise becomes aware of) a relevant criminal conviction, caution, arrest, police investigation, bail conditions or other ongoing legal process, the College will consider this on a case-by-case basis and may undertake a formal risk assessment, including (where appropriate) liaison with relevant agencies and/or placement providers. In line with our safeguarding duties, the College reserves the right to refuse admission, withdraw an offer, restrict or amend timetables/placements, or withdraw a student from learning where the assessed risk is deemed unmanageable or incompatible with the safety and welfare of others, the requirements of the course/work placement, or the College's safeguarding responsibilities.

Decisions will be proportionate, based on the information available at the time, reviewed if circumstances change, and made in accordance with college procedures and relevant statutory guidance

1.7 Equality and Diversity

York College is committed to creating an environment where there is mutual respect and equality of opportunity and ensuring that all students have access to a high-quality learning experience. Please see our website for further information about our policies, statements and procedures on Equality and Diversity: Equality and Diversity Policies,… | York College & University Centre

1.8 Application Process Flow

1	**Application Received & Processed** • Online applicants will be sent an auto acknowledgment email to confirm successful submission within 24 hours. • The Admissions Team will begin processing all applications including online, PDF and paper applications within 7 working days of receipt.
2	**Guidance Discussions, Portfolios & Auditions** Some applicants may be requested to submit a portfolio, digital audition or attend an in-person audition. Please see course information for details. An applicant may be requested to attend a Guidance Discussion. This can include but is not limited to: • Those who have declared a criminal conviction/pending conviction • Those who do meet/are predicted to meet entry requirements • Courses where a Guidance Discussion is a requirement • Those who have an EHCP
3	**Application Changes, Waiting Lists or Rejection** If an applicant cannot be offered a place on the course and/or level of course they have applied for the Admissions Team/Curriculum Team will: • Offer a lower level of course in the same curriculum area where possible • Place the applicant on a waiting list

	• Contact the applicant for an alternative course • Where an applicant cannot be offered a place at York College this will be confirmed via email.
4	**Offer Confirmation** When an offer is made applicants will receive an Offer Confirmation email confirming details of the offer and any conditions or entry requirements that apply.
5	**Enrolment** • Main enrolment takes place face to face from 19th-27th August 2027. Applicants will be notified of their enrolment appointment in early August 2027 via email. • Some applicants may be invited to attend an Early Enrolment. Details will be sent to applicants via email prior to Early Enrolment if this is applicable to them. • Enrolment to a course is subject to attending the designated enrolment appointment, achieving the conditions of offer stated in the offer email and a Guidance Discussion with the Curriculum Team at their enrolment appointment.

1.9 Entrance Requirements

The typical entrance requirements for our Further Education courses can be found in the York College course guide or on our website. Course specific entry requirements will be detailed in the Offer Confirmation Email.

1.10 Complaints and Compliments

York College takes all complaints seriously and will act appropriately whenever they are received. Please find the complaints and compliments procedure on the following link: Policies and Procedures | York College & University Centre

1.11 Fees, Scholarships and Funding

The majority of students aged under 19 are eligible for free courses and will not have to pay for the remainder of the programme should they become nineteen at any point during the course. However, the majority of students aged over 19 will have fees to pay. Further information is available on our website at Course Funding for Adults | York College & University Centre

1.12 Who to Contact

If you have any questions before or after you have made an application to study at York College, please contact our Admissions and Information Team.

Email: info@yorkcollege.ac.uk

2 Higher Education Application Process

2.1 Introduction

This procedure covers admissions to higher education programmes for September 2027 entry. This includes HNC, HND and Degree programmes.

2.2 Application information

All full-time applications must be made via UCAS. All part-time applications must be made directly to the College via our website: How to Apply | York College & University Centre
Personal information supplied as part of the admissions process will be processed with the College's Data Protection Policy & Privacy Notice - Data-Protection-Policy.pdf

2.3 When to apply

You can apply from the beginning of the Autumn term for the next academic year. We will start processing applications from October. There is no deadline for applications, however we would advise that you send in your application as soon as you can as courses can be closed when they reach capacity.

2.4 Deferred Applications / Gap Year

We accept most applications for deferred entry (September 2027), please email info@yorkcollege.ac.uk for confirmation.

2.5 International / Overseas Applicants

HE applications from international students are not accepted routinely by the College. If you are an overseas applicant, please contact the college Admissions team prior to submitting an application – info@yorkcollege.ac.uk

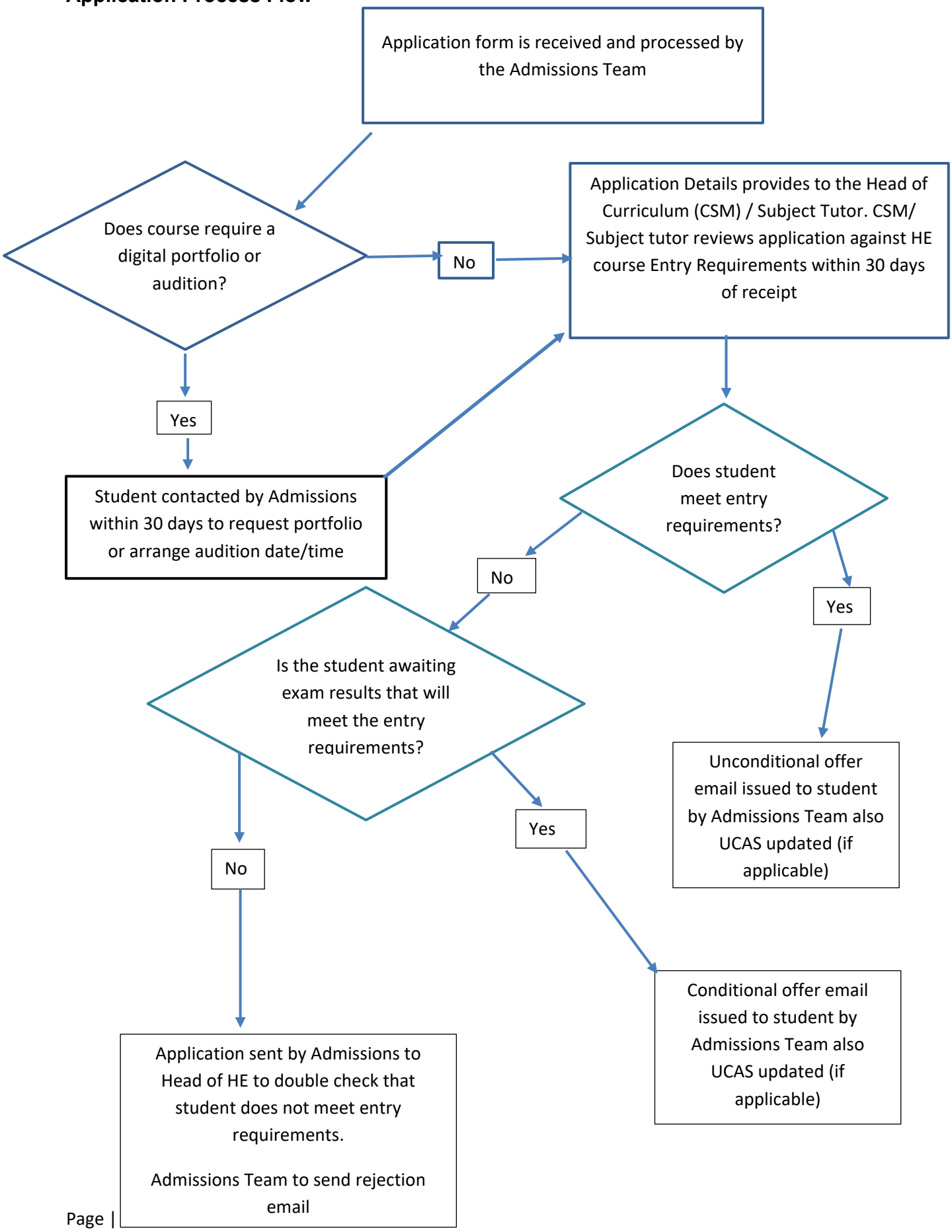
2.6 Equality and Diversity

York College is committed to creating an environment where there is mutual respect and equality of opportunity and ensuring that all students have access to a high-quality learning experience. Please see our website for further information about our policies, statements and procedures on Equality and Diversity: Equality and Diversity Policies,… | York College & University Centre

2.7 Appealing against an application rejection decision

If an applicant wishes to appeal against a decision to reject their application, then they can do so through the College's HE Appeals Procedure which can be accessed via the College's website Policies and Procedures | York College & University Centre

Application Process Flow



2.8 Entrance Requirements

The entrance requirements for our Higher Education courses can be found in the York College course guide, on our website or through UCAS.

2.9 Interviews

Interviews may be necessary for applicants for non-standard entry and for Teacher Training.

2.10 Offers

You will receive an Offer Confirmation email. This will inform you of our decision and any conditions that have been set for your acceptance onto the programme of study. This will also include Pre-Contract Information for your course.

2.11 Complaints and Appeals

York College takes all complaints seriously and will act appropriately whenever they are received. Please find the complaints and compliments procedure on the following link: Policies and Procedures | York College & University Centre

If you wish to appeal the decision of your application, please refer to the HE Appeals Procedure which can be found on the following link: Policies and Procedures | York College & University Centre

2.12 Fees, Scholarships and Funding

Depending on your previous qualifications and residency history, you may be eligible for a tuition fee loan to help with the fees for your full or part-time higher education degree. If you choose to take out a tuition fee loan, you will not have to pay any upfront fees. Student Finance will pay the tuition fee on your behalf directly to the College. Further information is available from the York College website at Course Funding for Adults | York College & University Centre

2.13 Criminal Convictions

A criminal conviction (spent, unspent or pending) does not necessarily preclude an applicant from entry to a course at the College. However, it may necessitate staff of the College seeking additional references relating to the applicant and the preparation of a risk assessment should the applicant be accepted onto a study programme. Further information on this process can be accessed here FEHE_Applicants_student_Declaring_a_criminal_conviction_procedure.pdf (d213hxn09aifwh.cloudfront.net)

2.14 Who to Contact

If you have any questions before or after you have made an application to study at York College, please contact our Admissions Team.

Email: info@yorkcollege.ac.uk