



Admissions Policy

Revised March 2023

1- Introduction:

This policy has been prepared in accordance with the current GuildHE Fair Admissions Code of Practice to ensure that admissions practises are fair, transparent, and in the best interests of applicants. The Admissions Policy is influenced by the United Kingdom Quality Code and student consumer rights.

The Admissions Policy applies to all students enrolled in foundation and undergraduate taught programmes at Scholars School System. It acknowledges that the process for some programmes is influenced by the needs of professional, statutory, and regulatory bodies and other sponsors.

2- Philosophy and Rationale:

The Admissions Policy represents the vision of the Scholars School System and supports the Strategic Plan's goals and objectives. Scholars School System is committed, through this Vision and Strategic Plan, to providing opportunities to all students with the capacity to benefit from and achieve in higher education. We seek to promote and support the involvement of underrepresented groups in higher education.

All applicants are encouraged to apply, regardless of gender, race, religion, age, or socioeconomic status. To enrich campus life and the higher education learning experience, we try to admit a student body that reflects the diversity of the UK population.

The goal of the Admissions Policy is to assist the recruitment of students who have the talent, motivation, and capacity to benefit from their academic programmes and who will make a constructive contribution to Scholars School System. All relevant evidence submitted by candidates will be evaluated when determining if they fit these requirements. Scholars School System is committed to promoting equality of opportunity and giving fair access to all students, and as such will strive to ensure that admissions procedures are transparent and fair, and that admissions criteria are objective, explicit, and consistently applied.

3- External Reference Points:

Admissions procedures take into account sectoral best practise, such as the UK Quality Code for Higher Education and the GuildHE Fair Admissions Code of Practice, as well as the 2010 Equality Act.

4- Principles:

In developing and implementing this policy it is the intention to:

- Be clear and transparent
- Offer students the opportunity to achieve successful outcomes
- Promote equality of opportunity and to avoid discrimination
- Encourage diversity

Comply with relevant legislation and guidance to make admission decisions which are:

- Based on objective, explicit and appropriate criteria
- Fair
- Consistent

5- Powers and Delegation:

The Admissions Policy is administered by the Planning Committee and Academic Board under the strategic leadership of the College's Academic Senior Management.

The Director of Quality Assurance and the Director of Admissions, with the assistance of their colleagues in Admissions and Student Recruitment, are responsible for ensuring that the College Admissions Policy is current and consistently executed. Comprehensive staff development opportunities and the sharing of best practises are provided to those involved in recruitment and admissions.

6- Entry Criteria:

6.1 Introduction

Each programme will specify and publish on Scholars School System website:

- The minimum entry requirements.
- The typical offer range.
- Additional entry criteria which will be considered and may result in an offer which is different to the typical offer.
- The selection process and criteria.

6.2 Minimum Entry Requirements

Foundation Degree Programmes

The minimum entry threshold for Foundation Degree programmes is usually one Level 3 qualification, GCSE grade 4/C or above in English Language (or equivalent qualification) and part-time engagement in some form of relevant employment/work placement (paid or voluntary) for a minimum of 60 hours per year over the duration of the course. All entry requirements will be specified on the college website.

Undergraduate Honours Programmes with Foundation Year

The minimum entry threshold for undergraduate programmes with Foundation Year is usually at least one full A-level or equivalent qualification equating to 48 UCAS tariff points. Applicants will also need to have GCSE

English Language at grade 4/C or above (or equivalent qualification), for some programmes either GCSE English Language or Literature will be accepted. All required GCSEs (Level 2 qualifications) will be listed by programme on the college website.

6.3 Typical Academic Entry Requirements for Taught Programmes

Entry requirements are assessed on a regular basis with academic departments and through the committee structure of the institution, taking into account market demand, professional requirements, and preparation for study, as well as any changes to the national curriculum. The eligibility conditions for all services are listed on our website. In the spirit of openness and equity, all offers will be made in accordance with the standard offer or within the range of offers that has been publicised.

6.4 Contextualised Admissions

Where criteria other than academic qualifications are utilised to guide the recruitment and selection process, such as the selection of students from a higher proportion of potentially appropriate applicants or for the objectives of widening participation, programmes will specify:

- the process by which the additional information will be obtained (e.g., references, personal statement, interview)
- the criteria which will be applied (e.g., commitment to subject, motivation, ability to work independently, self-organised)
- the type of evidence on which judgement will be made (e.g. references, academic record, professional qualifications, part-time work, voluntary work, statement from school).

7- Recruitment and Selection Process:

7.1 Introduction

Scholars School System seeks to inspire and assist all students in reaching their greatest potential. Therefore, we think that all students should be equipped with the skills and knowledge that will prepare them for employment and life. Each application will be evaluated on its own merits, and decisions will be made in compliance with this policy and the established requirements for each programme.

7.2 Interviewing

Scholars School System recognises the benefits of prospective students touring the campus and engaging with current students or other prospects as part of the recruitment process, and encourages applicants to take advantage of this opportunity. It is acknowledged, however, that mandatory interviews or site visits may disadvantage

some applicants. Therefore, each program's policy on visits and interviews will be transparent, well-justified, and consistently applied.

Interviewing and other comparable activities will only be utilised as part of the recruiting or selection process when they are the most appropriate means of establishing if candidates fit the entry requirements, as a selection tool, or as required by professional body accreditation standards. In accordance with the relevant entrance requirements, there will be published, consistently applied, and recorded criteria against which candidates will be evaluated during the interview process.

7.3 Decision Making

Scholars School System operates a centralised admissions processing and decision-making function for the majority of undergraduate programmes using institutionally agreed subject specific criteria. The criteria are clearly published on the college website and in programme promotional material. All decisions are recorded on the student records system and immediately communicated to the applicant either electronically or in writing by the institution. All applications may be referred to the Academic where a decision requires further consideration, e.g. direct entry to Levels 5 and 6. Decision making is devolved to academic departments and to the designated Academic Admissions Lecturers for Taught programmes.

7.4 Assessment of Fee Status

The college will use information on nationality, country of birth and country of domicile provided on the application form to assess an applicant will pay Home tuition fees.

7.5 Feedback to Unsuccessful Applicants

Any candidate whose application has been rejected will be sent written feedback on request by the Admissions team. If an application is unsuccessful following interview, feedback will be provided automatically.

7.6 Mitigating Factors

A number of factors may be considered as a justifiable reason to make an offer which is different to the typical offer, for example, family illness, bereavement or other mitigating personal circumstances.

7.7 Fraud and Plagiarism

The University takes the submission of fraudulent applications or qualifications seriously and reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information.

Future applications from applicants who are found to have submitted fraudulent applications or qualifications will be allowed at the discretion of Scholars School System. In such instances, applications will be considered only if all information is presented fully and correctly.

7.8 Changes to Programme

The College will inform applicants at the earliest opportunity should a programme no longer be recruiting or if there has been significant change to the programme applied for. Applicants will be advised of the options available to them in these circumstances.

8- Alternative Entry Routes:

8.1 Introduction

Scholars School System welcomes applications from candidates from diverse backgrounds and recognises that the ability to succeed in higher education may be demonstrated in a variety of ways. Applications from candidates who have few formal qualifications or who gained qualifications a number of years ago may be considered for entry via an alternative entry route.

8.2 Return to Learn

Scholars School System welcomes and encourages applications from those returning to learn via alternative routes and it is recognised that learners may not present with standard entry requirements. In such cases we may ask applicants to provide us with alternative evidence to support their application. This would be assessed on an application-by-application basis.

8.3 Recognition of Prior Learning (RPL)

Scholars School System recognises the value of prior experience and formal/informal learning in equipping students to benefit from its programmes. Applications for admission with credit or advanced standing based on, or including consideration of, learning gained in formal and non-formal settings are therefore encouraged. Support will be provided to students wishing to present experiential learning as either evidence of suitable entry and/or for assessment for the award of credit toward their chosen programme of study.

9.0 Legal and Professional Requirements and Considerations:

9.1 Disabled Applicants

We are committed to providing equal opportunities for all applicants and students, in accordance with the Equality Act of 2010. All applicants with disabilities or long-term medical conditions are encouraged to contact the coordinator for Dyslexia and Disability Support to discuss any individual support needs, including those related to the application and admissions processes, their desired course of study, or our services, facilities, and benefits. In the first instance, offers will be based on academic requirements and merit. All applicants who identify a disability or special educational need and accept an offer of a seat will be contacted by the Dyslexia and Disability Support coordinator so that individual support requirements can be reviewed and adaptations can be considered.

9.2 Data Protection

Scholars School System is committed, in compliance with the General Data Protection Regulations of 2018, to ensuring that the data held about individuals is processed fairly and legitimately and is used only for stated reasons. All relevant security measures will be implemented to avoid unauthorised disclosure of confidential information.

9.3 Equality and Diversity

Scholars School System accepts applications from applicants of all backgrounds. Admissions policies and practises will adhere to the Equality Act of 2010 and the Scholars School System Equality, Diversity, and Inclusion Policy.

9.4 Age Legislation

Scholars School System is committed to ensuring that applicants are not discriminated against on the basis of age in accordance with the Equality Act of 2010, however it is recognised that particular accommodations must be made for younger candidates to ensure their safety and well-being. Consequently, there is no upper age limit for admission to the majority of our programmes; nevertheless, applicants must typically be at least 18 years old at the beginning of their course.

10- Feedback and Complaints

In accordance with the Scholars School System Applicant Feedback and Complaints Procedure, any applicant may file a complaint regarding the functioning of the admissions process; however, an applicant may not appeal an admissions decision. Applicants are informed of this entitlement and can consult the Applicant Feedback and Complaints Procedure on the institution's website.

11- Review

This policy will be reviewed frequently to ensure that it continues to align with the institution's mission and strategic goals, that it is current and relevant in light of external changes, and that it is performing as intended.

Document control box	
Policy / Procedure title:	Admissions Policy
Date approved:	March 2023
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Supersedes:	
Previous review dates:	
Next review date:	March 2024
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	GuildHE Fair Admissions Code of Practice. QAA Guidance. OfS Guidance
Related policies:	
Related guidance and / or codes of practice:	
Related information:	
Policy owner:	Human Resources
Lead contact:	Nabeel