

Admissions Policy

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Policy Name	Admissions	Next Review	25/06/2027	Policy Number	1:3
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Effective Date	26/06/2026	Date of Last Revision	25/06/2026	Version Number	4
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Purpose

The purpose of this policy is to provide:

- enquirers, applicants and offer holders, their parents, supporters, or advisors with information about the college's admissions processes and procedures.
- a clear framework for all college staff involved in recruitment, selection, and admissions to promote and ensure consistency, fairness, and transparency within those processes.
- assurance that the interests of applicants are protected throughout the recruitment, selection, and admissions process.

This policy applies up until the point an applicant becomes a fully enrolled student. This admissions policy has been developed in line with the UUK Fair Admissions Code of Practice.

All admission procedures and criteria by which applicants are selected will be fair, lawful, transparent, and consistently applied. They will reflect the college's Access and Participation Plan (APP) and the UUK Fair Admissions Code of Practice.

The college is committed to providing education and training for all applicants who demonstrate the potential to benefit from its provision, in line with the published entry requirements established for each course.

The admissions process is designed to assess whether applicants possess the ability and aptitude to complete their studies successfully.

The College Board of Governors have responsibility for examining and agreeing admissions criteria and entry requirements on an annual basis.

In all cases, the applicant (or their approved proxy) is responsible for ensuring that the college is in receipt of accurate information required to allow the institution to consider their application.

The admissions process is evidence based. Omission of relevant information or evidence, or the supply of inaccurate information or evidence, may invalidate the application or the offer of a place.

This policy, and the information applicants need to make an application, are available in alternative formats on request to support applicants with disabilities or additional needs.

Scope

This policy applies to:

- All prospective students applying to study at CECOS College
- Further Education (FE) and Higher Education (HE) applicants
- Applicants studying through classroom-based, blended, or online learning models
- Admissions staff, programme staff, and managers involved in recruitment, selection, enrolment, and induction
- Collaborative partners, recruitment agents, and external organisations acting on behalf of the College

Recruitment agents and other third parties acting on the College's behalf are required to sign an agreement setting out the standards they must meet, receive induction and refresher training on the College's admissions requirements and this policy, and are subject to ongoing monitoring and audit. The College remains responsible for ensuring that information and advice given by agents to applicants is accurate and not misleading.

This policy covers:

- Recruitment and admissions activities
- Application and selection procedures
- Diagnostic testing and interviews
- Recognition of Prior Learning (RPL)
- Enrolment and induction processes
- Admissions appeals and complaints
- Support for applicants with disabilities or additional needs

This policy also supports compliance with the Office for Students (OfS) Conditions of Registration, particularly Conditions C1–C3 relating to consumer protection, student complaints, and student protection. It aligns with the College's Access and Participation Plan (APP) and contributes to widening participation objectives.

Policy Statement

CECOS College is committed to operating a fair, transparent, inclusive, and accessible admissions process that supports widening participation, equality of opportunity, and regulatory compliance.

The College seeks to:

- Recruit students with the potential to succeed
- Minimise unnecessary barriers to education
- Ensure admissions decisions are fair, evidence-based, and consistent
- Provide accurate and timely information to applicants

- Support applicants from diverse educational and social backgrounds
- Comply with regulatory, funding, and awarding body requirements

The College will ensure that all information provided to applicants is accurate, up-to-date, and not misleading, in line with CMA guidance.

Admissions processes will:

- Be conducted professionally and respectfully
- Reflect principles of equality, diversity, and inclusion
- Support informed student choice
- Protect applicant confidentiality and data security
- Ensure all applicants are treated fairly and without discrimination
- Be subject to regular monitoring, audit, and review to ensure consistency and compliance.

Relevant Legislation

Title	Date
Equalities Act	2010
Data Protection Act	2018
Consumer Rights Act	2015
Immigration, Asylum & Nationality Act	2006
Rehabilitation of Offenders Act	1974
UK General Data Protection Regulation	2018

Additional Points of Reference

Title
Supporting Professionalism in Admissions (SPA)
Schwartz Report Principles of Fair Admissions (2004)

Related Policies

Title	Effective Date
Equality & Diversity Policy	April 26
Complaints Policy	April 26
Safeguarding Policy	April 26
Student Code of Conduct	April 26

Version History

Version	Approved By	Revision Date	Details of change
3	Director of Corporate Services	April 26	Refreshed
4	Director of Corporate Services	June 26	Additional exception caveat added

Exceptions

Exceptions to standard admissions requirements may apply:

- Through Recognition of Prior Learning (RPL)
- Where equivalent professional experience can demonstrate suitability: work experience may be accepted in lieu of formal qualifications, ensuring that professional maturity and industry-specific knowledge are fully recognised in the offer-making process
- Where applicants disclose disabilities or additional needs requiring reasonable adjustments
- Where partner institutions or awarding bodies impose additional requirements
- For applicants returning to education after a prolonged absence

The College reserves the right to:

- Refuse admission where false or misleading information has been provided
- Withdraw offers where entry requirements are not met
- Decline applications only where reasonable adjustments cannot be implemented safely or effectively despite all reasonable efforts, and where this decision is evidence-based, documented, and reviewed by a senior manager.
- All decisions made under exceptions will be recorded, justified, and subject to internal quality assurance

Partner University & Colleges:

- Reserve the right to make the final decision on all admissions.

Policy Detail

Admissions Principles

CECOS College is committed to admissions processes that are:

- Fair
- Transparent
- Consistent
- Inclusive
- Evidence-based

Applicants will be treated courteously and without prejudice throughout the admissions process.

Admissions decisions will be based on:

- Academic achievement
- Potential to succeed
- English language ability
- Suitability for the programme
- Compliance with awarding body and funding requirements
- Contextual factors, where appropriate, to support widening participation.

Admissions decisions are based strictly on merit and potential, regardless of protected characteristics under the Equality Act 2010

No applicant will be treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

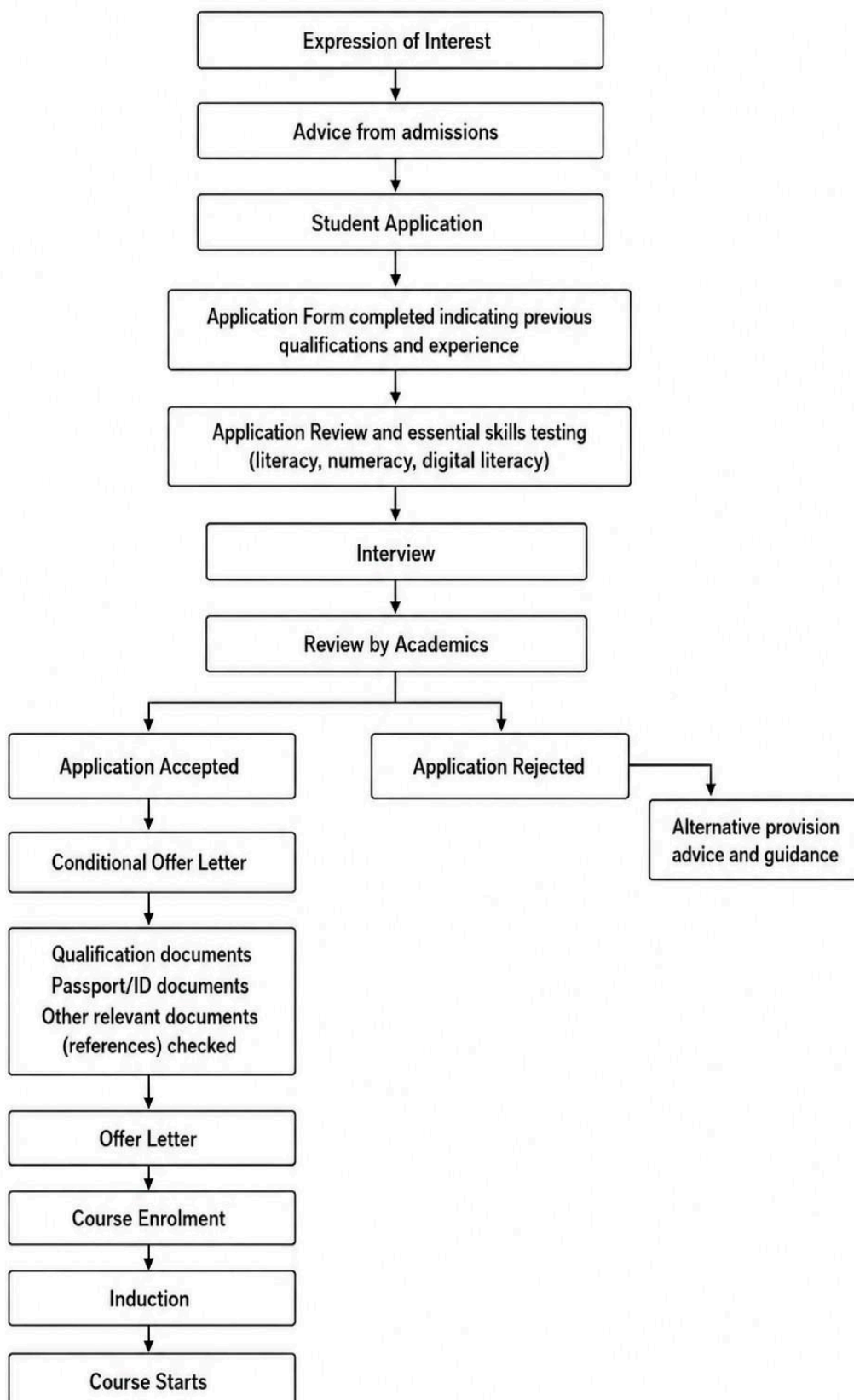
Admissions staff will not ask about, or take into account, protected characteristics when making a decision on academic merit, other than where permitted by the Equality Act 2010 (for example, positive action to support widening participation, or to assess and put in place reasonable adjustments requested by the applicant).

Admissions Process Overview



Admissions Flowchart

Admissions flowchart for the recruitment of students to higher education provision



Applications and Selection

The college will provide applicants with accurate, clear, relevant, and accessible information, advice, and guidance to enable applicants to make informed decisions about their options prior to and during their course of study. All public information relating to courses, processes and procedures at the university are compliant with consumer protection law as defined within Competition & Markets Authority's guidance.

Applications may be submitted:

- Online through the College website
- Via paper application forms
- Through approved recruitment channels

Applicants will receive:

- Clear course information
- Entry requirements
- Guidance regarding fees, attendance, and support arrangements
- Information required to make informed choices

Admissions staff and programme teams will assess:

- Qualifications
- Prior learning
- Work experience
- English language proficiency
- Suitability for the chosen programme

Under normal circumstances applicants will receive a response within 10 working days of a complete application.

Diagnostic testing and interviews may be used where appropriate. All interviews and diagnostic assessments will follow standardised procedures to ensure fairness and consistency.

Applicants may be offered places on alternative courses, such as our Foundation Year courses. Where this happens, this will be clearly identified on an applicant's offer letter.

Where a request for deferred entry to the following year has been made and is not possible, the applicant will be informed, and they can decide as to whether they would like to withdraw their choice and reapply the following year.

Where an applicant is not offered a place, they will receive a letter confirming on what basis that decision has been reached. It is possible for applicants to request feedback and advice about alternatives and future options, as appropriate.

Where offers have been made based on incorrect or fraudulent information, the college reserves the right to withdraw the offer or withdraw the student if enrolled.

In line with Competition and Markets Authority guidance, all material information that an applicant needs to make an informed decision (including fees, course content, mode and location of delivery, and any conditions attached to an offer) will be provided before the applicant is required to accept an offer or pay a deposit. Applicants will not be placed under undue pressure to accept an offer immediately and will be given a reasonable period to consider it; where an offer is time-limited, the deadline and the reason for it will be stated clearly in writing.

Recognition of Prior Learning (RPL)

The College supports widening participation and recognises that applicants may demonstrate capability through:

- Previous qualifications
- Professional experience
- Informal learning
- Prior certificated or experiential learning

Applications involving RPL will be assessed in accordance with the Recognition of Prior Learning Policy.

Proof of Identity and Eligibility

Applicants must provide valid original documentation to confirm identity and eligibility to study.

Accepted identification documents may include:

- Passport
- Birth certificate
- UK driving licence
- Residence permit
- Naturalisation or citizenship documents
- Home Office documentation
- EU Settlement documentation

Additional visa or immigration evidence may be requested where required.

The College may conduct additional fraud-prevention checks, including verification of documents and cross-checking with awarding bodies.

English Language Requirements

As all teaching, learning and assessment at the college is through the medium of English, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.

Applicants whose first language is not English will be required to have a recognised English language qualification, the equivalent at the appropriate level for the course of study for which they wish to be considered, or through diagnostic testing, show that they are operating at the required level.

Evidence may include:

- GCSE English
- UK qualifications
- Academic transcripts
- Approved English language tests

Where evidence is unavailable, applicants may:

- Complete a College English assessment
- Attend an interview-based language assessment

Additional language support may be recommended where appropriate.

Proof of Address and Attendance Expectations

Applicants must provide proof of current address, such as:

- Utility bill
- Bank statement
- Official correspondence

For blended or face-to-face provision:

- Applicants are advised to live within a reasonable travel distance of their chosen campus, and a maximum of 1 hour 30 minutes travel time.
- Travel times of up to 2 hours may be considered in exceptional circumstances.
- Any travel-time expectations will be clearly communicated to applicants prior to enrolment and justified based on programme delivery requirements.

Students must notify the College of address changes during their studies.

Applicants with Disabilities or Additional Needs

CECOS College is committed to supporting applicants with disabilities, medical conditions, mental health conditions, or additional learning needs.

Every reasonable adjustment will be made to support applicants who have disclosed a physical condition, sensory impairment, mental health condition or specific learning need. Applicants are encouraged to provide details on any disability or additional need on the relevant application form to ensure a smooth transition into college.

Following an offer from the college and disclosure of a physical condition, sensory impairment, mental health condition or specific learning need, an applicant may be contacted by the Student Services Inclusion Team.

Applicants attending interviews or any other selection activity, are encouraged to disclose any disabilities or specific learning needs, for us to discuss their needs and put adjustments in place prior to arrival.

The College will:

- Encourage early disclosure of support requirements
- Assess reasonable adjustments appropriately
- Provide guidance and support services where possible
- Promote equality of opportunity throughout admissions and study

All decisions regarding reasonable adjustments will be documented, with clear rationale and evidence.

Applicants may discuss support requirements confidentially with Student Services or programme staff.

Where appropriate, students may be referred to alternative providers who are better able to meet specialist needs.

Criminal Convictions

Applicants that disclose a criminal conviction will receive clear information on the procedure which will be followed, in accordance with the appropriate College policies and the General Data Protection Regulations.

Disclosure will be considered in line with the Rehabilitation of Offenders Act 1974 (including the Exceptions Order and DBS filtering rules), so that only relevant, unfiltered convictions and cautions are taken into account. For courses requiring a DBS check or involving regulated activity with children or vulnerable adults, applicable safeguarding checks will be completed before the applicant has unsupervised contact with service users. A disclosed conviction will not automatically result in refusal; a risk assessment will be undertaken by a senior manager, with input from the Safeguarding Lead where relevant, and the applicant given the opportunity to provide further information before a decision is made.

Induction

All successful applicants are required to attend induction.

Induction covers:

- College policies and procedures
- Attendance requirements
- Safeguarding and Prevent awareness
- Academic integrity and malpractice
- Student conduct expectations
- Course information and assessment requirements
- Student support services
- Virtual Learning Environment (Moodle) access

Attendance at induction is mandatory.

Late induction sessions may be arranged where necessary.

Probationary Period

All students will complete a probationary period of approximately 2–4 weeks.

During probation, students will be monitored regarding:

- Attendance and punctuality
- Academic engagement
- Professional behaviour and attitude

Students are expected to:

- Maintain high attendance levels
- Participate actively in learning
- Complete required work
- Behave respectfully toward staff and peers

Failure to meet probationary expectations may result in:

- Withdrawal from the programme
- Non-completion of enrolment
- Termination of student status

Mitigating circumstances will be considered where appropriate.

Course Transfers

Students may request transfer between programmes, subject to:

- Availability of places
- Meeting course entry requirements
- Approval of programme teams
- Awarding body requirements where applicable

Credit transfer and RPL arrangements will be managed in accordance with the RPL Policy.

Course Changes or Cancellation

While the College aims to deliver all advertised programmes, CECOS reserves the right to:

- Amend course schedules
- Change start dates
- Withdraw programmes where necessary

Where changes occur, the College will:

- Communicate promptly with affected applicants
- Seek reasonable alternative arrangements
- Support students in identifying alternative provision where appropriate

Where changes occur, the College will follow its Student Protection Plan and ensure applicants are supported to continue their studies with minimal disruption.

Admissions Appeals and Complaints

An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy.

Unsuccessful applications will have a record of the reason why it has been unsuccessful which is shared as part of the decision. Applicants can request additional feedback via email. Admissions staff will seek to provide written feedback from the academic team responsible for the decision. In some instances, admissions staff will connect applicants to academic staff for additional feedback on development areas.

Where an applicant has cause for concern about the way their application has been handled, they can raise the matter formally in writing via the College Complaints Procedure. Applicants should provide evidence that supports their concerns and a statement of remedy. The relevant Admissions Manager will acknowledge the complaint and respond within 10 working days from the date of acknowledgement.

If the applicant remains dissatisfied, they can request a review of the complaint by the Director of Corporate Services. This should be completed within 10 working days of receipt of the outcome.

The outcome of the review will normally be final.

Where a Completion of Procedures letter is issued to a Higher Education applicant or student and they remain dissatisfied, they may refer their complaint to the Office of the Independent Adjudicator for Higher Education (OIA), where the complaint falls within the OIA's remit and rules.

Data Protection and Confidentiality

The College processes applicant data in accordance with:

- Data Protection Act 2018
- UK GDPR
- College Data Protection Policies

Applicant information will:

- Be processed securely and confidentially
- Only be used for legitimate admissions and regulatory purposes
- Be retained in accordance with College retention procedures

Staff Training and Responsibilities

The Managing Director, Principal, and Admissions Management Team are responsible for oversight of admissions procedures.

Admissions and academic staff involved in recruitment will receive regular training in:

- Equality and Diversity
- Safeguarding and Prevent
- Admissions procedures
- Data protection
- Disability awareness
- Regulatory compliance

Programme Managers are responsible for ensuring:

- Timely interviews and assessments
- Appropriate diagnostic testing
- Accurate admissions decisions

All staff involved in admissions must declare any conflicts of interest.

Monitoring and Review

The college will monitor and regularly review its policies and procedures to ensure that they continue to support the college's mission and strategic objectives, that they remain current and valid in the light of changing circumstances and that they meet all external requirements, including adherence to equality legislation.

To monitor its Admissions Policy, the college will:

- Provide opportunities for students to inform the college as to their experience of the application process through the survey cycle coordinated in collaboration with the Marketing and Student Services
- Monitor any complaints received.
- Consider the effect of the Admissions Policy, and particularly the operation of course entry criteria, when annually reviewing against the relevant benchmarks, (success rates and progression, retention, withdrawal, and non- completion data) as appropriate.
- Review data regarding applications, offers made, the take-up of offers and successful completion where relevant, to inform future recruitment and curriculum development.
- Review its policies in relation to changing patterns in the applicant market, changes in the nature of the main qualifications offered by applicants and the demand for modes of study.
- Monitor admission procedures across schools and subjects, where relevant
- Monitor the application of admission policies and procedures to courses provided by collaborative arrangements with partner institutions.

- Monitor success rates of students with advanced standing and accreditation of prior learning or experience.
- Review recruitment materials and any pre-entry information and activities

This policy will be reviewed annually or sooner where:

- Regulatory requirements change
- Awarding body expectations change
- Operational improvements are identified

Admissions data will be used to inform Access and Participation Plan targets and widening participation strategies.

Staff Development

The college is committed to ensuring that all those involved in recruitment and admissions are competent to undertake their roles and responsibilities. Staff development and training sessions are held for staff involved in admissions to update knowledge and expertise in the light of changing circumstances. Staff participate in national agendas through membership of various professional bodies, through workshops and conferences and are committed to sharing good practice locally and with collaborative partners.

Admissions Appeals Flowchart

Application Decision Issued



Applicant Dissatisfied



Appeal Submitted



Independent Senior Review

(Not previously involved)



Review of Evidence and Decision



Final Outcome Communicated

Document Control

Version	Approved By	Revision Date	Signature	Details of change
3	Rakesh Sonigra	April 2026		Refresh
4	Rakesh Sonigra	June 2026		Enhanced