



Admissions Policy (FE, Apprenticeships and Adult and Future Skills) 2026 - 2028

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

- 1.1 Askham Bryan College aims to offer a broad range of courses to students of all abilities and to ensure that students are appropriately matched to a programme or course of study and is committed to a fair and open admissions system that considers all applicants on their individual merits.
- 1.2 At the same time, the College recognises the value of diversity in the student community and is committed to promoting the values of equality and diversity and inclusion with regard to its student and staff population and all applicants to the College and will ensure that all individuals are treated fairly, with dignity and respect regardless of their personal characteristics - age, disability, marriage or civil partnership, pregnancy or maternity, transgender status, race, religion, belief or non-belief, sex, sexual orientation, trade union affiliation, family circumstances, social/economic background or other appropriate distinction.

2. SCOPE

- 2.1 This policy and its contents apply to all prospective and progressing students applying for Full-time and Part-time Further Education Courses, Adult and Future Skills Courses (including King's Trust and Flex, Access to HE, Short Courses, Commercial courses and applicants for Apprenticeship and Higher Apprenticeship programmes delivered at any of the College campuses, whether the course start date is September or otherwise, as some courses have different start dates to others.
- 2.2 Admissions procedures for Higher Education courses delivered at the College and validated by partner universities or Askham Bryan College are dealt with under a separate policy and procedure.

3. PRINCIPLES

- 3.1 At all times, the underlying principle of the Admissions Policy is that all individuals seeking a place at College, who are at least 16 years of age on the 1st of September¹ of the year they want to commence their studies, are appropriately matched to a

¹ Please note: different age limits may apply to different courses such as Adult Skills courses, Access to HE, etc

suitable programme of study.

3.2 The College aims to provide:

- a fair, open and transparent admissions process;
- impartial information, advice and guidance (IAG) about programmes of study and likely career or employment outcomes, including clear entry criteria;
- a process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a programme or course of study;
- a process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to employees, students and third parties are discharged; and
- a process which is accessible and understandable to all applicants and is consistent with the College's commitment to equality, diversity and inclusion.

3.3 Prospective students of Askham Bryan College are entitled to:

- clear and timely communications with the College, and an efficient applications process;
- impartial information, advice and guidance concerning programmes of study, student support arrangements and other services provided by the College;
- opportunities to discuss individual options on a one-to-one basis;
- the opportunity to disclose any special educational need and/or disability and/or any other barriers to learning so the appropriate support can be put in place including referral to appropriate support services;
- opportunities to visit the College and view locations of study and relevant facilities including on site residential accommodation, for instance, on College open or taster days.

3.4 All applicants must:

- satisfy the entry requirements for admission to the proposed course or programme of study including any admission requirements set by the awarding/validating bodies;
- provide evidence of their previous achievements at their current school, college or workplace;
- provide suitable proof of identity and date of birth evidence, such as passport, drivers licence or birth certificate;
- acknowledge that evidence will be checked and authenticated at enrolment, any false information may jeopardise any application or any offer of a place at the College;

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- be willing to undertake further assessments or provide information as necessary to allow the College to support any learning support needs;
- demonstrate a strong commitment to further study and the ethos of the College and adhere to the Student Charter; and
- understand that fees may be payable for applicants over the age of 19 and these may be higher if the applicant resides in a devolved authority area (see the College's Tuition Fees Policy for further details, available at <https://www.askham-bryan.ac.uk/publication-scheme-finance/>).

4. HOW TO APPLY

- 4.1 Applicants are asked to complete an application form which is available on the College website at <https://www.askham-bryan.ac.uk/apply/>
- 4.2 A paper version of the application form is also available from <https://www.askham-bryan.ac.uk/apply/> . Please return the completed form to the Applications Team, Askham Bryan College, Askham Bryan, York, YO23 3FR or scan by email to applications@askham-bryan.ac.uk)
- 4.3 Online applications will be acknowledged immediately upon receipt. Paper applications within 10 working days of receipt.
- 4.4 Applicants will then be invited to interview. This could be via Teams or face to face or by telephone and will involve an informal discussion with the applicant about them and the course they have applied for and why they have applied for that course. It is an opportunity for the applicant to ask questions of the College about the course and satisfy themselves that this is what they want to study.
- 4.5 The interview will be conducted by the course manager or departmental representative. The College will then make the applicant an offer to enrol on the course, which will be conditional on meeting the relevant entry requirements for that course.
- 4.6 In certain circumstances, for instance, if a criminal conviction declared on application, then the application will be referred to the College's Admissions Panel for consideration, before an offer is made.
- 4.7 Applicants who accept the College's offer of a place on the course will then be invited to enrol, agree to the College's terms and conditions of enrolment, available from <https://www.askham-bryan.ac.uk/publication-scheme-admissions/>, and will be issued with a Learner Agreement.

When to apply

- 4.8 Applicants are encouraged to apply as soon as possible when applications are open, which is from the start of the Autumn term, so they stand the best chance of securing a place on their preferred choice of course. There is no fixed deadline for applications, however applicants should be aware that some courses may reach capacity later in the year and close to further applications so we suggest early application where

possible.

Please note: some courses, such as Access to HE and Adults Skills courses, will have different intakes across the year.

5. ADMISSIONS CRITERIA

- 5.1 Admission will be based on the assessment of a range of criteria and will include academic qualifications, personal and professional circumstances and other course specific, entry criteria and requirements, which will depend on the course. Individual programmes of study, including apprenticeships, may also specify work placement/employment/employer requirements in addition to the minimum requirements.
- 5.2 Potential students who are either in, or have recently left, local authority care will be offered additional support with their application, the application process and any subsequent enrolment.
- 5.3 No potential students will be excluded from entry as a result of discrimination on the grounds of the protected characteristics defined under the Equality Act 2010.

6. LATE APPLICANTS

- 6.1 If a course is about to start or has already started you are **still** welcome to **still** apply.
- 6.2 The College will try and process your application as soon as possible and you may be able to start on the course if the course tutor believes that you would be able to catch up on any missed content. In some circumstances this will not be possible, and you will therefore not be able to be offered a place on the course. The cut-off point for late starts is usually October for full-time FE courses and the second week of Short Courses but is at the course managers' discretion.

7. APPLICANTS WITH ASSISTANCE DOGS

- 7.1 Askham Bryan College recognises that assistance dogs play an important role in the safety and wellbeing of students with disabilities.
- 7.2 Applicants who require an assistance dog will also need to submit a request to bring an assistance dog onto site using the form available from <https://www.askham-bryan.ac.uk/publication-scheme-assistance-dogs/>.
- 7.3 For further details, please see the College's Assistance Dogs Policy available at <https://www.askham-bryan.ac.uk/publication-scheme-assistance-dogs/>

8. LEARNING SUPPORT

- 8.1 The College welcomes applications from learners with Special Educational Needs and/or disabilities (SEND). Applicants are encouraged to declare any disability or ongoing medical condition, including mental health condition, so that any support needs can be anticipated at the application and enrolment stages, or as soon as possible during the period of study.

- 8.2 Applicants may be further referred to Inclusive Services to discuss any reasonable adjustments and support programmes on an individual basis to meet the needs of the learners.
- 8.3 Where an applicant has an **Education, Health and Care Plan (EHCP)**, a medical letter or any other documentation relating to SEND or disability or **requires learning support**, they will need to bring this information to their interview and notify the Inclusive Services team (inclusive.services@askham-bryan.ac.uk) as soon as possible.
- 8.4 All applicants, whether they have an EHCP or not, are entitled to an additional learning support interview/assessment which will form the basis of any support offered on the course.
- 8.5 At all stages, applicants will be given the opportunity to disclose if they have an additional learning support need. If an additional learning support is disclosed, then the Additional Learning Support (ALS) Form that is available online must be completed. It is very important that applicants have an opportunity to disclose their specific difficulties or disabilities as soon as possible so that the College can ensure that they get the right support at any stage throughout the application process.

9. CRIMINAL CONVICTIONS

- 9.1 In accordance with the College's safeguarding requirements, all applicants are asked to disclose any cautions or unspent criminal convictions, or convictions for sexual offences or crimes of violence, i.e. which are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975 (as amended in 2020) (sex crimes, crimes of violence), or prosecutions pending. This also includes progressing students, i.e. students who are already enrolled, and who receive a criminal conviction whilst on a programme of study at College.
- 9.2 For the purposes of this policy, a conviction includes:
- being put on probation;
 - being given absolute or conditional discharge;
 - being bound over or being given a formal caution;
 - being made subject to a Referral Order, Guardianship Order or similar.
- 9.3 Applicants and progressing students need not declare parking, speeding or other offences which are subject to fixed penalties

Please note: this information is used to assess applicants' suitability to attend the College campuses and its facilities. **Declaring a criminal conviction does not automatically preclude an offer being made, or prevent an applicant being enrolled at the College; however, applicants will be contacted by for further information and may be referred to the Admissions Panel in certain instances in the event that there are any safeguarding or other concerns.**

- 9.4 If the programme of study requires an Enhanced DBS, applicants are required to declare all convictions (including warnings, cautions, reprimands) which are 'spent' and 'un-spent' due to certain professions being exempt from the Rehabilitation of Offenders Act 1974 so please be careful to check what the course or future

planned employment requires.

- 9.5 Applicants are required to disclose any criminal convictions at their first point of contact with the College. Existing students must declare immediately upon receiving a criminal conviction (definition of 'conviction' as described above) including details of the sentence imposed. **Any false information may jeopardise an application or any offer of a place at the College.**
- 9.6 An applicant with unspent convictions (and 'spent' convictions in the case of programmes of study requiring an Enhanced DBS) will be required to complete a disclosure form.
- Disclosed convictions will then be assessed in accordance with College's procedures and the application submitted to the College's Admissions Panel. This enables the College to identify the level of risk the applicant may pose to the College, its employees and students and decide if the application can proceed.
- 9.7 All cases will be considered on an individual basis taking into account the following:
- Whether the conviction is relevant to the course applied for;
 - The seriousness of any offence revealed;
 - The applicants' age at the time of the offence(s)
 - The length of time since the offence(s) occurred;
 - Whether the applicant has a pattern of offending behaviour;
 - The circumstances surrounding the offence(s) and the explanation(s) provided;
 - Whether there has been a change in circumstances since the offending behaviour.
- 9.9 Certain convictions may lead to refusal to enrol. If the College Admissions Panel believes it necessary, the College may also ask the prospective student to agree and pay for a DBS (Disclosure and Barring Service) disclosure being carried out. Applicants will be informed of the Panel's decision within 10 working days of the Panel meeting.
- 9.10 The College reserves the right to refuse a place to an applicant if they are assessed as a high risk to others, or if the College is unable to meet their specific requirements and ensure a safe or controlled environment for the College community. The College will also undertake such risk assessments after a student has enrolled, if information is received at any time which suggests that the student may present a risk or may be unable to be properly supported.

10. RIGHT TO REFUSE ADMISSION

- 10.1 Askham Bryan College reserves the right to refuse an application or enrolment. Applications from prospective students who fall into this category and will be given full consideration before any such refusal.
- 10.2 The College may also in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:
- if an applicant is unable to demonstrate and prove achievement of the minimum entry requirements or for progressing students supply a suitable reference for the course or programme applied for;

- if the course or programme applied for is undersubscribed (with the result that its delivery is 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 the course or programme applied for has restrictions on applicants and/or number of applicants, due to health and safety considerations;
- 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;
- has outstanding debts to the College;
- if an applicant is believed to be not capable of achieving the qualification applied for;
- if an applicant applies after the start of the academic year and it is deemed too late to cover the course content already delivered;
- if an applicant is under the age of 16 on the 31st August² on the year they want to commence their studies.

Please note: the above is a non-exhaustive list and there may be other reasons or circumstances where the College may consider an applicant is unsuitable to study on a particular course or programme or at the College generally. If the College considers that it is unable to admit an applicant to a course or programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant whether there is a suitable alternative course or programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

11. ADMISSIONS PANEL

11.1 The College Admissions Panel meets regularly (to meet demand) to discuss applications to the College by potential or progressing students for all applicants or progressing students enrolled on Further Education, apprenticeship, Adult Skills, King's Trust, and Higher Education courses, where the application is in question due to one or more of a number of causes for concern such as; but not limited to:

- where criminal conviction declared;
- where there are additional support needs (excluding EHCP) and there are concerns about meeting need;
- because of Safeguarding concerns;
- where there has been a previous exclusion or behavioural issues;
- previous attendance issues;
- mental health or welfare concerns, etc;
- returning students who wish to progress onto their second year or a higher-level programme where they have been subject to a Stage 4 (Support for Continuing Studies) undertaken within the last year which has resulted in either suspension or exclusion.

² Unless they are applying for Access to HE and are over 19

- 11.2 All cases will be considered on an individual basis.
- 11.3 When considering criminal convictions, the criteria at para 9.7 will be taken into account.
- 11.4 Panel decisions will be communicated within 5 working days of the Admissions Panel meeting at which the application was discussed.
- 11.5 Applicants have the right to appeal against this decision, by writing to the Applications Team, Askham Bryan College, Askham Bryan, York, YO23 3FR with full details of the reason for the appeal within 5 working days of the date of this letter. Alternatively, they can email applications@askham-bryan.ac.uk
- 11.6 Appeals will be heard by either a Vice Principal or an Assistant Principal. We aim to conclude the appeal process normally within 10 working days and will contact you with the outcome. This decision is final and there will be no further right of appeal.

12. INTERNATIONAL STUDENTS

- 12.1 Applications are welcome from international applicants. Qualifications must be checked and verified to determine their equivalency and suitability for entry against the published UK entry requirements.
- 12.2 Applicants will be required to have a level of English Language that meets the College's minimum requirements and those of the Home Office UK Visa and Immigration Department to satisfy Confirmation of Acceptance to Study (CAS) criteria³.
- 12.3 International applicants will need to fulfil all of the requirements and provide the necessary documentation outlined by the UK Visa and Immigration Department before the College will make any conditional offer and apply for a CAS to support the applicant's Student Visa application. **Students cannot apply for entry clearance or permission to stay without a CAS.**
- 12.4 International applicants must hold a valid Student Visa and have proved their ability to finance both their course and their living costs before being issued with a CAS, and before they can be enrolled on a course at the College.
- 12.5 International students will be issued with guidance to support their application and advise them of required information, conditions and fee payments. (See International Student Guidance).
- 12.6 International applicants are also required to pay a deposit in respect of their tuition fees. For FE students, this is currently 25%⁴ and for HE students, 50% of the overall fees for their course. Under 18 applicants will also be required to appoint a UK-based guardian from a list of AEGIS-approved guardians unless they have the consent of both of their parents to be engaged on a course of study in the UK and this is confirmed in writing to the College.

³ Checking of fee status and sponsorship status can happen for any applicant. The College needs to have proof of ability to study even if the applicant is not needing a CAS

⁴ This is likely to increase to 50% for 2027 -2028 and subsequent academic years

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- 12.7 International applicants will also be required to produce their passport and other documentation when they enrol.
- 12.8 All students will need to create a UKVI account to access their eVisa and view their immigration status. For further information, see Get access to your eVisa on <https://www.gov.uk/evisa>.

13. RESPONSIBILITIES

- 13.1 The Vice Principal is responsible for the effective development, implementation and review of the College's Admissions Policy.
- 13.2 The Student Applications Team are responsible for the day-to-day administration and implementation of the College's admissions procedures and guidelines.

14. MONITORING AND REVIEW

- 14.1 The Vice Principal will maintain oversight of the effectiveness of these arrangements.
- 14.2 This policy and the implementation arrangements which underpin it will be reviewed annually by the Vice Principal with assistance from the Assistant Principal – Student Life and Head of Marketing. The Head of Commercial should also be consulted as a relevant stakeholder (international provision – Norwegian students).

15. SUPPORTING DOCUMENTS

- Student Sponsorship guidance issued by the Home Office
- Admissions Procedures (FE, Apprenticeships and Adult Future Skills)
- HE Student Admissions Policy and Procedure
- Fitness to Practise Policy
- Set for Success Policy
- Safeguarding Policy
- Special Educational Needs and Disability (SEND) Policy
- Tuition Fees Policy
- Support for Study Policy and Procedure
- Student Residential Accommodation Policy
- Assistance Dogs Policy
- Data Protection Policy
- Data Retention Policy
- Student Privacy Notice
- Student Recruitment and Marketing Privacy Notice

16. REGULATIONS

16.1 In all aspects of the admissions process the College will comply with the following regulations:

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Rehabilitation of Offenders Act 1974
- Children and Families Act 2014
- Immigration Rules

17. DOCUMENT HISTORY

Date of Issue: 2nd September 2026

Approved on: 15th July 2026

Next review: March 2028

SLT Owner: Vice Principal

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Publication requirements: PUBLIC