

Higher Education Admissions Policy

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

Alternative Format

This policy is available in alternative formats, to request this, please email marketingcampaigns@mkcollege.ac.uk

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Change log

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1. Introduction

This policy is for Milton Keynes College Group (from here on referred to as MKCG) detailing the processes relating to the successful recruitment, selection and admission of students onto Higher Education (HE) programmes. If you require this document in an alternative format, please email admissions@mkcollege.ac.uk or call 01904 684551.

2. Aim of the Policy

2.1 Milton Keynes College Group is committed to ensuring a fair and centralised admissions process that ensures a high standard of service for all applicants and students, regardless of background. We encourage applications from individuals of diverse educational, social, and personal circumstances. It serves to ensure that all potential learners have access to impartial information, advice and guidance and to support individuals in identifying the course/programme of study which most meets their skills and aspirations in an appropriate and confidential environment.

3. Scope of the Policy

3.1 This policy sets out the principles and practices of the recruitment, selection and admissions policy that applies to all applications HE courses received by the College. This includes the following awards at Level 4, 5, 6, HNC, HND, Foundation Degrees, Certificates and Diplomas. Students on such courses may be attending full time, part time or by Higher level apprenticeship delivery.

3.2 For the purpose of this document, recruitment, selection and admission includes:

- i)** Recruitment activities to help prospective students make informed decisions about whether they wish to undertake study within HE and, if so, where how and what they might wish to study.
- ii)** Procedures employed by MKCG to select suitably qualified prospective students for particular programmes.
- iii)** MKCG's decision-making processes and subsequent communication with both successful, unsuccessful prospective students or referred.

- iv) Milton Keynes College Group will support those who receive and accept offers of a place to make the transition from prospective student to current student.

4. Roles and Responsibilities

4.1 MKCG's HE courses are validated by various Higher Education Institutions and awarding organisations, however, MKCG is solely responsible for recruitment, selection and admission for all its HE provisions.

4.2 Admissions are responsible for:

- Acting as first point of contact for all course enquiries, applications, and enrolments.
- Providing a personalised initial information, advice, and guidance (IAG) service to all applicants from initial enquiry through to enrolment.
- Receiving all applications and recording these on Pro Solution.
- Acknowledging receipt of all applications and arranging interviews and assessments as appropriate.
- Notifying the learning support team when an applicant declares a special learning need and/or disability and liaising with the service regarding the provision of support and reasonable adjustments to the application process.
- Notifying the safeguarding team and, where appropriate, the curriculum teams, when an applicant has declared a criminal conviction. The resulting action will vary depending on the course programme.
- Monitoring the return of interview outcomes and informing heads of schools/deputy heads of school/group director of any outstanding applications or outcomes prior to the deadline dates.
- Notifying applicants of the outcome of all interviews and sending offers, as specified by the curriculum team, or discussing alternative courses as appropriate.
- Ensuring that all offer letters comply with CMA guidance by containing the full set of information required to allow applicants to make an informed decision regarding acceptance of the offer made to them.
- Inviting applicants to programme taster days/keeping warm activities.
- Managing enrolments for all student year groups and notifying students of the enrolment date, location and any relevant documentation required at enrolment (certificates, passport etc).
- Notifying students of any course fees, as detailed in the prospectus and the Tuition Fee and how and when payment should be made.

- Support recruitment activities in liaison with curriculum staff e.g. information evenings.

4.3 The Careers team are responsible for:

- Providing appropriate IAG to prospective students, including enquiries and applicants.

4.4 The Learning Support team is responsible for:

- Contacting applicants to discuss their declaration of a specific learning need or disability on the course application form.
- Working with the curriculum teams to ensure that reasonable adjustments are made before interviewing to accommodate those who have declared a learning difficulty or disability.
- Ensuring that the College explores reasonable adjustments to accommodate additional needs thus enabling the student to access the curriculum and, where this is not possible, to liaise with the curriculum team so that they can contact the applicant with the outcome.

4.5 The Marketing Team is responsible for:

- Ensuring that the College is meeting its obligations under consumer protection law and is compliant with the guidance published by the Competition and Markets Authority (CMA).
- Quality checking and publication of pre-application course and institution promotional information.

4.6 The bursary team are responsible for:

Information about financial support. Assisting prospective students in making bursary applications to signpost to other relevant agencies.

5. Higher Education Admissions Policy

5.1 MKCG is committed to delivering a recruitment, selection and admissions process that has the learner at its heart. It aims to deliver a consistent and transparent service. Prospective students, applicants and current students alike can expect to receive a high-quality experience.

5.2 MKCG will select applicants on the basis of their individual suitability for the programme they have applied to. Applicants are required to demonstrate that they meet the minimum general entry requirements and academic

requirements as specified in the published course information. Entry requirements will vary by programme and may be stipulated by the validating/awarding body, an external accrediting body or Head of School. Individual programmes may also feature non-academic entry requirements, which will be publicised alongside the academic entry requirements. Course information can be found here [Course Finder - MK College](#). Applicant merit and potential may be assessed by the following:

- Personal statement.
- A reference from an educator or employer.
- Academic certificates.
- Employment history.
- Portfolio of work relevant to the programme applied to.
- Audition for performance programmes.
- Interview with the curriculum team.
- Literacy and/or numeracy assessment.

5.3 The timing and methods for such assessment are specified in the published course information and confirmed in communications from the admissions team.

5.4 Applicants who meet the published minimum entry requirements, as evidenced on their application form and confirmed by the relevant curriculum teams, may be invited to attend an interview. This interview may include additional elements such as testing, an audition, or a portfolio review, depending on the specific programme. The timescales for arranging interviews may vary by programme and will be communicated clearly to applicants. Following the interview, curriculum teams are responsible for determining whether an offer will be made. If successful, applicants will receive a formal offer—either conditional or unconditional—depending on whether they have already met the entry requirements. Conditional offers will specify the criteria that must be met, such as achieving specific GCSEs or level 3 qualifications (e.g. A Levels, BTEC or equivalent). All offers are subject to the applicant meeting the general entry requirements set by the College or its validating body. Offers will be issued in a durable format (e.g. email with attachments / links), and applicants will be given clear instructions on how to accept or decline the offer. A minimum 14-day period will be provided for applicants to respond. Unconditional offers follow the same acceptance process as conditional offers.

6. Recruitment Activities

6.1 MKCG host annual events at each of the main campuses in each academic year. The open events take place in the evening or on Saturdays in order to allow prospective students to attend without missing school, college or work. The events take place at key points throughout the year including throughout the autumn, early spring, and summer term. Prospective students are encouraged to register their interest in the event online and are welcome to bring friends and family members with them.

6.2 The open events provide prospective students with an opportunity to view the College campuses and the available facilities. Curriculum staff are available to provide detailed information about individual course content, structure and entry requirements. Support services will also be available to provide relevant pre-application information, advice and guidance (IAG).

6.3 The marketing and school liaison teams, working in partnership with curriculum staff, attend external recruitment events to provide accessible information about Milton Keynes College Group (MKCG). These events are designed to support individuals who may not be aware of, or able to attend, our on-campus open events. At these events, prospective students are offered clear, accurate, and up-to-date information about the College and its courses.

6.4 The College's schools & community liaison team maintain the relationships between MKCG and the schools' sector. The team attend schools HE and Careers events, supported by the admissions team. IAG at such events focuses on making prospective students aware of the College's course provision and the course entry requirements.

7. Enquiries, Information, Advice and Guidance (IAG) for Applicants

7.1 MKCG is committed to providing high-quality IAG to applicants, parents and advisors on all aspects of recruitment, selection and admission.

7.2 Contact details for prospective student and applicants' enquiries are advertised on the College website, all published hard copy marketing materials and advertisements, and on social media sites.

7.3 Prospective students making direct contact with Milton Keynes College Group for the first time are directed to the admissions team. Enquiries are received by the team by a variety of means:

- Face to face: there is a drop-in service at our chaffron way campus.
- Telephone: the information and admissions lines are advertised on all marketing materials and are answered by the admissions team throughout the working day.
- Email: the admissions team respond to emails within three working days of their receipt.
- Social media: enquiries made via social media are managed by the Marketing team, who respond within one working day.

7.4 Course entry requirements are published on the College website. Entry requirements are reviewed annually and updated at the request of the curriculum teams, prior to the opening of the relevant admissions cycle. Prospective students and applicants wishing to seek further guidance regarding entry requirements are advised to contact the admissions team. competition and marketing authority (CMA) compliance is ensured by the marketing team.

7.5 Maintaining the website and prospectus is the responsibility of the marketing team. Requests for information to be provided in alternative formats, such as large print or braille, are forwarded to the marketing team, who will arrange for the provision of the requested of the format.

7.6 The course profiles featured on the website search tool are maintained by the marketing team. Key Information data is maintained by the management information systems department (MIS).

7.7 In some cases, it may be necessary to make changes to course profiles after the publication and distribution of printed materials. The marketing team ensure that necessary changes are made to the website and the admissions team will seek express agreement from affected applicants before implementing material changes. If a student chooses to withdraw or defer due to the changes, they will be supported by the admissions team and curriculum staff to do this.

8. The Application Process

8.1 Application routes for HE programmes at MKCG vary depending on the programmes: All open university validated programmes full- time and part-time are direct application to the College. This is done using a HE application form, supplied by the admissions team or online via the college website. Please call 01908 684551 or email admissions@mkcollege.ac.uk for a paper copy.

8.2 The admissions team provide IAG on the application process and the assessment methods used in determining eligibility for an offer. Receipt of an application triggers production of an acknowledgement email, followed by another email once the application has been processed containing further information and next steps. This is sent within 7 working days of receipt of the application. Admissions are the main point of contact throughout the application process.

8.3 All applicants are logged on the College's management information system, which is used to track applicant history and progress from initial application through to enrolment. All emails sent to the applicants can be tracked through this system and reproduced if required. Applicant data is logged and managed in the same way regardless of the course applied for.

8.4 Working in accordance with UKCISA guidance, admissions identify the need to fee assess applicants' eligibility for home fee status. Students who are assessed as non-home fee payers are informed via a standard email from Admissions and a separate file is created to record evidence of the assessment, details of any offer and payments, as well as any other communications.

8.5 Where an individual has made multiple applications, they will receive equal consideration for each course. Applicants are permitted to apply for the same course in multiple years, however, courses that adhere to external professional standards, such as social work and teaching, may choose to limit the number of times an individual may apply.

8.6 Entry requirements - Individuals applying for any HE courses at MKCG must meet the entry requirements and will be required to attend an interview. Course specific entry requirements can be found on the course search of the College website.

8.7 Accreditation of prior certificated learning may be considered for entry to programmes. See section 9 for further details regarding recognition of prior learning

8.8 Interviews and Auditions

- i) Applicants will be invited to attend an interview/audition with a member of the curriculum team. Applicants are made aware of their interview/audition date and process by an email sent by the admissions team. It is the intention of the College to give 2 weeks' notice of the interview appointment. In cases where this is not possible, applicants will receive a telephone call, subsequently confirmed by email.
- ii) Interviews are conducted by representatives of the curriculum team who teach the course the applicant has applied for. The interview follows the set structure for the programme and is conducted by someone who is able to discuss the course in detail. The interviewer ensures that the interview is conducted in an appropriate environment and that the applicant is given the opportunity to speak confidentially.
- iii) All interviews are conducted in line with the College [Equal Opportunities Policy](#). Applicants seeking reasonable adjustments to their interview/audition are invited to contact the Admissions team upon receipt of their interview/audition email. The admissions team will communicate the adjustment request to the interviewing tutor, who will liaise with the applicant and learning support regarding their needs. To allow sufficient time to make arrangements, the applicant's request must be referred to learning support at least two weeks in advance of their interview.
- iv) The curriculum teams are open to conducting interviews via teams, or telephone, when travel to an interview is impractical for the applicant.
- v) The College reserves the right to insist on interview attendance for courses that must adhere to outside regulatory bodies and professional standards. However, every effort will be made to ensure that all stages of the interview process are conducted on the same day for those whom multiple journeys are impractical.

8.9 Decision-making and Offers

- i) Applicants who do not meet the minimum entry requirements are offered an interview for an appropriate alternative, where such an alternative exists. This will not necessarily be an HE course.

- ii) It is not policy to routinely give reasons for rejections. However, any applicant seeking rejection reasons or interview feedback should contact the admissions team admissions@mkcollege.ac.uk who will forward the request to the relevant curriculum area.
- iii) Applicants can expect to receive an initial response to their feedback request within 3 working days of that request being received. Where additional information must be sought from the relevant curriculum team, the timescale extends to ten working days from receipt of the request. Feedback requests from third parties are not accepted. Applicants are welcome to speak to a careers advisor for advice and guidance regarding the qualifications and experience that will lead to a successful course application in the future.
- iv) Interview outcomes are decided by the interviewing curriculum team. Applicants can expect to receive communication of the decision within five working days of completion of the full interview process.
- v) All application outcomes are communicated to the applicant in an email sent by the admissions office. Offer emails list each condition (if applicable) of the offer and state when the conditions must be met by. Applicants who do not understand the conditions of their offer should contact the admissions team for clarification.
- vi) Offers are made in line with published entry requirements. However, the College may issue a non-standard offer to learners who do not meet the standard entry requirements but are able to evidence their eligibility for the programme through other means, such as work experience.
- vii) Offered applicants enter into a contract with the College at the point of accepting their offer. Applicants are invited to read the College's HE terms and conditions before accepting their offer. The offer and applicant decision is recorded on the college's management information system. Applicants are advised that by accepting an offer, they are agreeing to the [terms and conditions](#).
- viii) Applicants who accept their offer have the standard 14 days cooling off period, during which time they can terminate their contract by sending a cancellation form to admissions@mkcollege.ac.uk. The cancellation form can be found in the terms and conditions and on the offer email.

8.10 Milton Keynes College Group applicants maybe required to submit evidence that conditions have been met to the Admissions office by the deadline given in the offer letter. Scans and emails of qualifications are accepted by the admissions team, but the original certificates/results slips must be presented to the curriculum staff at enrolment.

8.11 Successful applicants receive an email from the admissions team, inviting them to enrol before the start of classes. The purpose of the enrolment session is to allow the admissions to check that all offer conditions have been met and to process the necessary data and fees required to fully register the learner on their programme. The session also provides the learners with the opportunity to ask the curriculum teams any final questions before enrolling and completing their registration on the programme.

8.12 Where applicants have not met their offer conditions, the admissions team do not automatically process a rejection. Instead, the applicant's information is referred to the curriculum team for further guidance. It may be necessary to contact the applicant to obtain contextual information or ascertain if admission on to the programme can be granted by an alternative means or an alternative course can be offered.

8.13 Milton Keynes College Group's ability to make a confirmation decision is dependent on applicants demonstrating that they have met their offer conditions by the deadline specified in their offer letter. Applicants who cannot demonstrate that they have met their offer conditions due to an unforeseen delay, or the loss of a document, should contact the admissions team. The admissions team will contact the relevant curriculum team to obtain further guidance regarding the applicant's next steps.

8.14 Applicants who are concerned that they cannot meet their conditions should contact the admissions team for further guidance.

8.15 Information regarding programme start dates, inductions and timetables are provided to the applicant on enrolment.

9. Recognition of Prior Learning - RPL

9.1 MKCG aims to support students in leveraging their previous learning and experiences—whether formally certified or informally gained—to enhance their academic journey at the college, where permitted by the relevant awarding body. RPL involves formally evaluating and acknowledging learning that a student has acquired either through accredited education or through practical, real-world experiences.

9.2 Recognition of Prior Certificated Learning (RPCL): This applies to learning achieved through formal qualifications such as degrees, diplomas, certificates, or individual credit-bearing modules from other institutions or awarding bodies.

9.3 Recognition of Prior Experiential Learning (RPEL): This refers to learning gained through hands-on experience, including employment, volunteering, professional development, or personal life experiences.

More information can be found in the [Recognition of prior learning policy](#).

10. Document Verification and Fraud

10.1 All applicants are asked to produce their original qualification certificates and transcripts at their selection interview/assessment/audition. Applicants who cannot provide original documents during the selection process will have production of the required documents stipulated as a condition of their offer. Any applicant who does not produce the documents by the enrolment date given will not be permitted to enrol on the programme.

10.2 All international qualifications will be checked for academic comparability. The careers team has guidance on the evaluation and verification of international qualifications. If it is suspected that the qualification is not genuine, and it is not possible to verify the qualification by other means, the College may choose to engage the services of UK natic's counter fraud check.

10.3 Applicants who supply false qualification documents will have their application rejected.

10.4 If references are needed, these should be submitted in support of the course application or sent directly to the Admissions office on official letter-headed paper or from an official email address. References that are not provided in the required format will be not accepted. If either the curriculum team or the Admissions office feels that a reference may not be genuine, the College will verify the reference by contacting the referee using the contact details provided. Should it emerge that the reference has been falsified, the application will be rejected.

10.5 Where an application is deemed to be fraudulent, the College reserves the right to pass information to interested parties which may include but is not restricted to; UCAC and the student loan company.

11. Mature and Young Applications

11.1 MKCG welcomes applicants from age 19 years and upwards. Applicants will be asked whether they require any reasonable adjustments to support them in completing mandatory placements. This is to ensure that appropriate support can be considered in advance. An example of this could be health related needs, religious, cultural or other personal circumstances.

12. Care Leavers

12.1 MKCG is committed to supporting students who are care leavers. Such students may be able to access financial and pastoral support through the bursary team bursary@mkcollege.ac.uk and student support teams inneedsupport@mkcollege.ac.uk for further help and advice.

13. Applicants with Disabilities or Specific Learning Needs

13.1 MKCG is committed to welcoming applications from prospective students with disabilities or specific learning needs. All applicants are given equal consideration based on their academic merit and potential.

13.2 Information about disabilities and specific learning needs is collected on College application. This information is used to assist in identifying support needs but does not contribute to the academic decision over whether to make the applicant an offer.

13.3 Learning support work with the relevant curriculum team to establish the demands of the programme and consider the applicant's support needs in light of the programme content.

13.4 Applicants declaring a disability or specific learning need will be contacted by the learning support team. Depending on the nature of the declaration, applicants will be contacted either by email or telephone in the first instance. A meeting with a member of the learning support team will be scheduled if the initial contact demonstrates that one is required. Such instances may include, where an applicant has multiple disabilities or difficulties, where an applicant

requires further assessment of their needs, or where the applicant may need to apply for disability student allowance via student finance England.

13.5 Any applicant or student requesting special arrangements relating to exams or assessments must engage learning support for assessment of their eligibility for such arrangements.

13.6 Applicants may request special arrangements for their application interview and assessment. Reasonable adjustments will be made on an individual basis and may vary according to the chosen programme of study. It may not be reasonable to accommodate all requests for special arrangements, particularly if such an arrangement would mask or skew the curriculum team's ability to assess the applicant's academic potential. In addition to this, in the case of a course where a mandatory work placement is required, it is the responsibility of the curriculum team in conjunction with the learning support team to determine whether additional needs will require further support through access to work or equivalent.

13.7 The College will only enrol applicants where it has been determined that reasonable adjustments can be made to ensure that adequate support is in place.

13.8 The head of admissions will review the practice of the Learning Support service with the head of learning support on an annual basis.

14. Applicants making a Criminal History Disclosure

14.1 MKCG actively promotes equality of opportunity for all and welcomes applications from a wide range of applicants, including those with a criminal record. Having a criminal record will not prevent an applicant from being considered by the College nor will the information disclosed necessarily prevent a person from studying the course of their choice. However, depending on the course, there may be occasions whereby a spent or unspent conviction may preclude an applicant from being admitted and enrolling on that course. All disclosures will be subject to a criminal risk assessment to ascertain next steps.

14.2 Failure to disclose, and subsequent discovery of a conviction, will be treated seriously by the College. Please see criminal risk assessment policy for further details

14.3 The application form asks applicants if they have any relevant unspent criminal convictions. The details of applicants who disclose a criminal conviction are referred to the Safeguarding Team who will assess the nature and severity of the conviction in accordance with the criminal risk assessment policy.

14.4 Where it is established that the enrolling the applicant is too high risk, their application may be withdrawn if suitable mitigations cannot be put in place.

14.5 All applicants should note that failure to declare information about a conviction or pending court case or supplying untrue or inaccurate information about a conviction or pending court case may lead to an offer of a place or enrolment on the course to be withdrawn at any time. For more information please visit the [Rehabilitation of Offenders Act 1974](#).

15.Changes to and Discontinuation of Programmes

15.1 MKCG aims to deliver programmes as described in pre-application materials and at the point of offer and acceptance, which together form the student contract. In exceptional circumstances, it may be necessary to make changes to or withdraw a programme. Where this occurs, MKCG will communicate clearly, promptly, and in a durable format with affected applicants or students, explaining the nature of the change and the options available.

If a change affects applicants who have already accepted an offer, MKCG will consult with them and seek their agreement where required. All changes will be made with a clear rationale and in line with our policy for [closure or suspension of an HE programme](#), which outlines the process and support available.

16. Appeals

16.1 Right of appeal against decision to refuse admission: Where applicants are refused a place, an offer has been withdrawn (or refused a place on the course or programme applied for), they have a right of appeal against the decision. Such appeals must be initiated within 5 days of the date of the original decision by writing to the group directors at courseappeals@mkcollege.ac.uk setting out the grounds of their appeal. The unsuccessful applicant will then be invited to an appeal meeting with a group director at which they will have the right to be accompanied. The appeal meeting will normally take place within ten working days of receipt of the unsuccessful applicant's grounds of appeal. The applicant will be written to within ten working days of the appeal to confirm the College's decision. This decision is final and there is no further right of appeal.

17. Monitoring and Review

17.1 The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

17.2 The College will ensure that adequate resources are made available to promote this policy effectively and is committed to reviewing this policy in consultation with the recognised trade unions, statutory organisations and in line with models of good practice.