

FE Admissions Policy and Process

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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

Version Control

Version Number	Author	Approver	Date approved	Next review date
1.0	Head of Customer Services and Admissions	Policies Scrutiny Group	24/2/26	April 2027

Change log

Version Number	Summary of changes
1	New Format
2	Updated Campus principal to Group Principal and Every year to Annually as requested in the Policies scrutiny group.

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1. Scope

1.1 This policy applies to all Further Education (FE) applicants, including 16–19 learners, adult learners and applicants for programmes delivered by Milton Keynes College (MKC) and the Institute of Technology (IoT).

1.2 The policy covers applications made via online and paper routes, including cases requiring additional checks such as overseas fee assessment, Education, Health and Care Plans (EHCP), criminal convictions or prior exclusions.

2. Definitions

2.1 Conditional Offer: an offer subject to specified conditions (e.g. achieving grades, references, or checks).

2.2 Unconditional Offer: an offer with no outstanding conditions at the point of issue.

2.3 Right Course Review (RCR): an initial review (normally within the first six weeks) to confirm programme suitability and support arrangements.

2.4 High Needs: learners who require additional support funding and/or significant reasonable adjustments.

2.5 EHCP: an Education, Health and Care Plan issued by a local authority setting out special educational needs and provision.

2.6 Fit to Study: as defined in the College's Readiness to Learn Policy.

3. Principles of Admission

3.1 MKC and the IoT are committed to fairness, transparency and equal opportunities in line with UK legislation and best practice.

3.2 Applicants will have access to impartial information, advice and guidance on the choices available to them and will receive appropriate feedback on request.

3.3 The College is committed to inclusive admissions and to supporting learners with disabilities and/or learning difficulties. Reasonable adjustments will be explored and implemented wherever practicable.

3.4 For applicants with an EHCP, the College will participate in local authority consultation. Course interviews and engagement will normally run alongside the consultation to ensure the learner's aspirations and needs inform support planning.

3.5 Where high or complex needs are identified, additional planning time may be required to identify provision and reasonable adjustments. Any delay will be proportionate, time-

limited, and clearly communicated to the local authority. It is then the local authority's statutory responsibility to communicate openly with learners about the response and what this might mean.

3.6 The College supports the development of English and maths skills, and some courses may require these as a condition of admission.

3.7 References or reports may be requested from schools, colleges, employers or supporting agencies. Complex cases may be referred to a panel.

4. Responsibilities

4.1 Policy Owner: Head of Customer Services and Admissions oversees policy implementation and review. Monitors quality and effectiveness, reviews policy annually and recommends updates.

4.3 The Group Principal: holds ultimate responsibility for Admissions, with operational accountability delegated to a Group Director and Head of Department.

4.4 Admissions & Bursary Manager: manages day-to-day admissions processes, service standards and reporting.

4.5 Head of Additional Learning Support (ALS): coordinates assessment of needs, reasonable adjustments and support planning.

4.6 Safeguarding Team: undertakes risk assessments where safeguarding risks are identified.

4.7 Data Protection Officer: advises on information governance and data handling within admissions processes.

5. Entry Requirements

5.1 Each programme publishes entrance requirements on the College website www.mkcollege.ac.uk

5.2 Applicants may be required to hold or be working towards an appropriate level of English and maths to access their chosen course of study.

5.3 Some applicants may be required to undertake initial assessments (e.g. literacy, numeracy, skills, auditions or trade tests).

5.4 Selection will consider qualifications, experience, motivation and interest; this is normally established via interview and/or portfolio/task.

5.5 Adults returning to education are welcome to apply. Prior experience and training may, in some cases be considered in lieu of formal qualifications.

6. Admissions Procedures and Service Standards

6.1 Initial enquiries are handled by the Admissions team via the helpdesk, open events and website links. Learning Support, Counselling & Wellbeing, Careers Advice & Guidance, Childcare and Financial Support information are provided on the website.

6.2 Applications may be made online or via paper application form. Complex applications may require additional checks (e.g. overseas fee assessment, EHCP, criminal convictions, prior exclusion).

6.3 Each applicant is considered individually, using one or more of the following, interview, skills/trades tests, Auditions, taster/portfolio interview, review of previous qualifications/experience, and references.

6.4 Acknowledgement of online applications immediate automated confirmation. Paper applications within 5 working days.

6.4.1 Invitation to interview or assessment normally within 15 working days of application review. This may change depending on the time of year.

6.4.2 Offer decision following interview/assessment normally within 5 working days.

6.4.3 Feedback on request normally within 5 working days.

6.5 All full-time students are required to enrol online or in person. Learning agreements are issued following enrolment from the MIS team. ID cards are issued during induction.

6.6 Where enhanced support is identified, learners will receive additional monitoring and regular review points. This may include a Right Course Review (RCR) within the first six weeks.

7. Right to Refuse Admission

7.1 The College and the IoT may, at their reasonable discretion, refuse or withdraw an offer or withdraw a student from a programme on non-exhaustive grounds including:

- Failure to meet minimum entry requirements for the programme applied for.
- Courses/programmes that are oversubscribed or undersubscribed (i.e. not viable to deliver), or otherwise unable to be delivered.
- Criminal convictions that prevent the applicant from undertaking the programme or required placements (including where DBS outcomes prohibit).
- Reasonable evidence of risk of harm to self or others.
- Specific physical, medical, social/mental health or curriculum needs that the College or the IoT, after thorough consideration cannot reasonably meet.

- Not deemed Fit to Study under the Readiness to Learn Policy.
- Previous exclusion from educational providers for unacceptable behaviour, persistent non-attendance or failure to complete studies.
- Provision of false or misleading information in application/enrolment.

7.2 Decisions will be evidence based, proportionate and compliant with the Equality Act 2010. Reasonable adjustments will be explored and documented before a refusal is confirmed, where applicable.

7.3 Where admission to the preferred course is not possible, the College and the IoT will, where appropriate, explore suitable alternatives and provide impartial advice and guidance.

8. Right of Appeal

8.1 Where an application is refused, an offer is withdrawn, or a place is refused on the course/programme applied for, the applicant has a right of appeal.

8.2 Appeals must be submitted within five 5 working days of the decision to courseappeals@mkcollege.ac.uk, setting out the grounds of appeal. The applicant may be accompanied at the appeal meeting.

8.3 An appeal meeting will normally take place within ten 10 working days of receipt of the appeal. The College will write to the applicant within ten 10 working days of the appeal meeting to confirm the outcome. The decision is final and there is no further right of appeal.

9. Data Protection and Records

9.1 Admissions records will be managed in line with data protection legislation and the College's information governance policies.

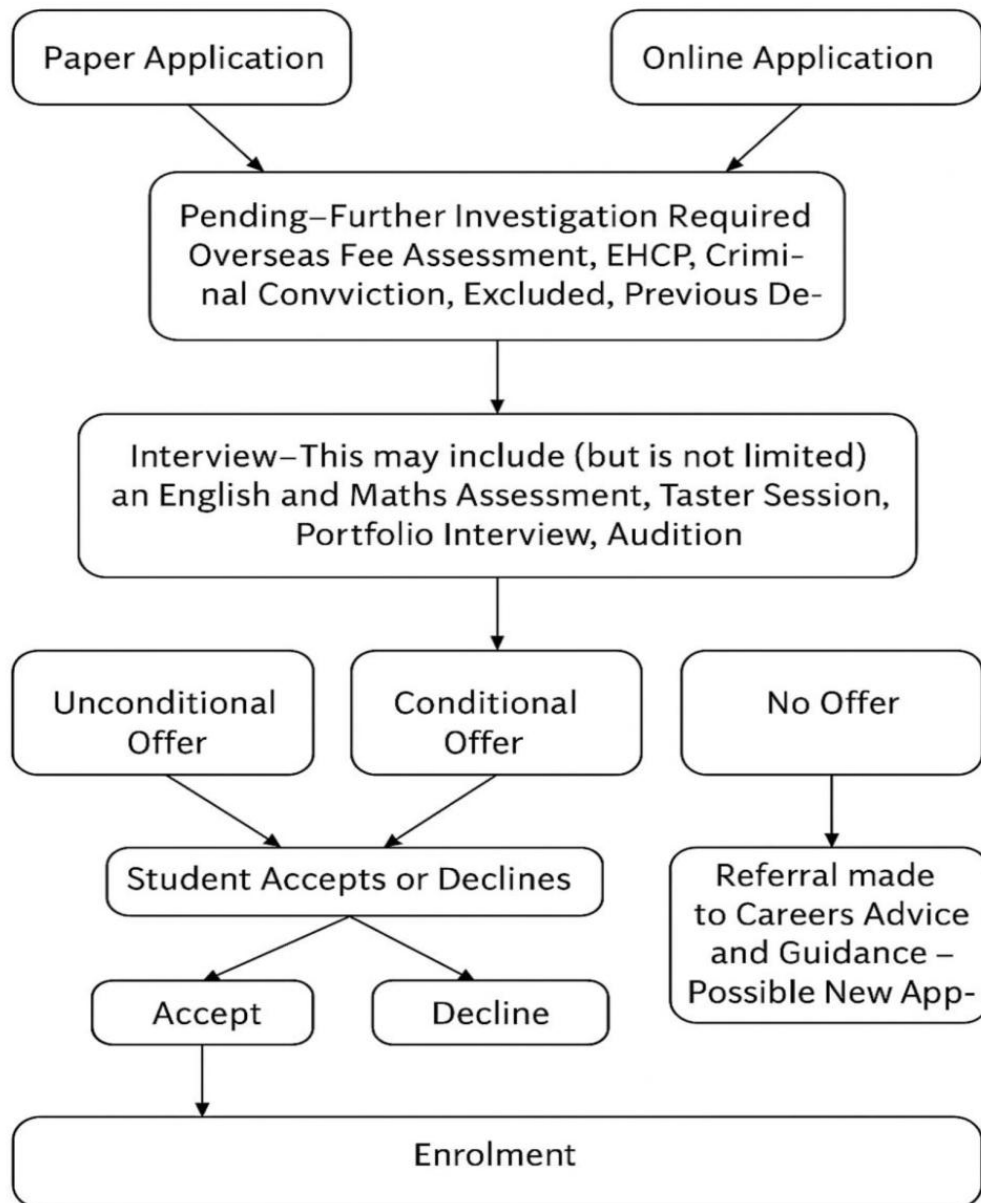
9.2 Information collected during admissions will be used for the purposes of processing applications, providing support, monitoring equality of opportunity, and statutory reporting, and will be retained in accordance with the College's retention schedules.

10. Monitoring and Review

10.1 Compliance with this policy is monitored through student feedback, internal audit, and reporting to relevant governance groups.

10.2 This policy will be reviewed annually.

Appendix A – Admissions Process for Full-time FE Study Programmes



Alternative text

- A1. Application submitted (online or paper).
- A2. Initial checks: completeness and basic eligibility.
- A3. If required, further investigation: overseas fee assessment, EHCP consultation, criminal convictions, prior exclusion, previous debt.
- A4. Invitation to interview/assessment (may include English & Maths assessment, taster session, portfolio interview, audition).
- A5. Outcome: conditional offer / unconditional offer / no offer.
- A6. If no offer: referral to Careers Advice & Guidance (possible new application to an alternative programme).
- A7. Applicant accepts or declines offer.
- A8. Pre-enrolment checks for conditions (where applicable).
- A9. Enrolment and induction; issue of learning agreement and ID card.