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ADMISSIONS POLICY

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1. Policy Statement

1.1. Activate Learning welcomes applications from prospective students from all backgrounds, who are committed to their learning and to making a positive contribution to our learning community.

1.2. Through our broad curriculum offer at Activate Learning, we will enroll applicants who meet the specified entry conditions and if we believe they have the potential to succeed on their course. Details of our further education, higher education, adult learning and apprenticeship courses can be found on our website:

[Further Education - Activate Learning](#)

[Higher Education - Activate Learning](#)

[Adult Learning - Activate Learning](#)

[Apprenticeships - Activate Learning](#)

1.3. We are committed to providing applicants with timely, accurate and complete information, advice, and guidance to support their application decisions and administer easy-to-use, transparent, and fair arrangements for joining Activate Learning.

2. Purpose

2.1. To provide clarity for staff and students about the principles by which Activate Learning admits students and to signpost relevant policies and procedures.

3. Scope

3.1. This policy applies to applicants for further education, distance learning, online, higher education and apprenticeships at Activate Learning and its subcontracted provision.

4. Definitions

4.1. An applicant is a prospective student who applies, indicating their intent to join a program at Activate Learning and goes through a joining process, which includes all activities from application through to enrolment.

5. Commitment Statement

5.1. Activate Learning will publish clear and accurate information about courses, career pathways, qualifications, and the entry requirements by which we admit applicants.

5.2. Provide information about fees, funding and any financial support, bursaries, or loan schemes when the information becomes available.

5.3. Provide opportunities for potential students to find more information via phone, online via our website, chatbot, live chat, email, in-person at events and at interviews, where relevant.

5.4. Provide applicants with information and advice throughout the admissions process and refer any applicant to the Careers Service for guidance if appropriate.

5.5. Create a user-friendly and fair application process with clear and accurate communication throughout in line with our [Equality and Diversity Policy](#)

5.6. Provide a highly supportive environment and encourage applicants to let us know about their support needs including if they have a learning difficulty, disability, mental health condition or Education Health Care Plan (EHCP). We will involve Group Learning Support and/or Group Student Support who will review the case and put arrangements in place to meet their individual needs, in line with our [Equality and Diversity Policy](#). If we are unable

to make reasonable adjustments, we will inform the applicant as soon as possible and provide support to find the most suitable provision.

- 5.7. Act in accordance with our [Safeguarding and Child Protection Policy](#), keeping the safety of students and staff as a primary concern. We will not admit an individual if they pose too great a risk to other students' safety or to the maintenance of a constructive learning environment, acting with information from within the organisation and partner agencies.
- 5.8. Ask all applicants to declare any previous criminal convictions and if necessary, we will carry out a risk assessment to see if the level of risk can be managed. Some courses may require a DBS (Disclosure and Barring Service) check. See our [Criminal Conviction procedure](#) for more information.
- 5.9. Comply with UK Visa and Immigration regulations and check that every student has the right to study in the UK throughout the whole period of their study. We will not admit any student without the right to study and will withdraw students whose right to study has expired or if they have provided inaccurate information. We will confirm a student's immigration status with the home office if required.
- 5.10. Enrol once the student has, in line with the [Fees Policy](#) either.
 - paid any fees due
 - agreed a fee payment instalment plan
 - provided a sponsor letter
 - provided details of their learning loan or tuition fee loan
- 5.11. Comply with all relevant funding regulations to ensure students are enrolled correctly and ask every student to sign a Learning Agreement.
- 5.12. Offer and admit applicants to courses on which they have a reasonable chance to succeed and progress. We will not admit an applicant to a programme which is unsuitable, and our careers team will work with them to find a more suitable option.
- 5.13. Accept and process applications from higher education¹ applicants applying for the recognition of prior learning in line with our Higher Education Recognition of Prior Learning (RPL) Policy and Procedure.
- 5.14. Carry out any necessary pre-start skills checks, including English, math's, and practical skills, and in some cases assessing their fitness to study where relevant, see our

¹ Those applying to study a Higher National Certificate, Higher National Diploma, Foundation Degree or BA/BSc (Hons) top-up Degree taught by Activate Learning.

[Fitness to study and reside Policy](#)

- 5.15. Recruit appropriately to a provision designed for a particular group. Courses for students aged 14-16 and Access to HE (Higher Education) courses will remain age restricted. Where a more mature student is considering an application to a programme that recruits students aged 16-18, this will be made clear to the applicant and in some cases, entry will be restricted.
- 5.16. Activate Learning aims to deliver all advertised programmes and will only make changes when necessary. If a programme must be withdrawn, for example due to low enrolment, affecting educational quality and student experience, we will notify applicants at least one month before the start date and make every reasonable effort to offer an alternative, such as a similar course, application support for another institution, and a refund of any fees paid in line with the [Fees Policy](#).
- 5.17. Reserve the right to decline an application if a student has outstanding fees, academic grounds or a disciplinary exclusion for the previous year. The faculty Executive Director's decision will be final.
- 5.18. Provide an opportunity, if an applicant is dissatisfied with the service provided or with the application decision, to make a complaint through our Complaints procedure in line with our [Compliments, Comments and Complaints Policy](#)

6. Responsibilities

- 6.1. The faculty team is responsible for working with Marketing to ensure that information about their courses is complete, accurate and inspires prospective students about the benefits to them of continuing learning.
- 6.2. The Advice and Admissions team is responsible for administering the admissions process for further and higher education students, and the decision on an offer will be appropriate to students and standard course entry requirements.
- 6.3. The faculty team is responsible for confirming admissions decisions outside of standard entry criteria.
- 6.4. Group Administration sends all admissions related communication requested by the Advice and Admissions team.
- 6.5. Group Student Support and Group Learning Support are responsible for providing specialist Information, discussing support needs, and making arrangements to provide support on the programme and during the application process, as required.

6.6. The applicant is responsible for providing accurate information to support their application including information about support needs and their immigration status.

7. Relationship with other policies

7.1. This Policy should be read in conjunction with the following Activate Learning Policies:

- [Safeguarding and Child Protection Policy](#)
- [Student Criminal Convictions Procedure](#)
- [Student Health and Wellbeing Policy](#)
- [Equality and Diversity Policy](#)
- [Student Fees Policy](#)
- [Fitness to Study and Reside Policy](#)
- [Customer Compliments Comments and Complaints Policy](#)
- [Residential Statement of Principles and Practice](#)
- [Higher Education Terms and Conditions](#)

8. Procedures

8.1. The procedure for applying varies according to the type of course applied to:

- [Procedure for Further Education Student Admissions](#)
- [Procedure for distance learning course admissions](#)
- [Procedure for Online Part-time Courses](#)
- [Procedure for short, non-funded course admissions \(Direct Enrolment\)](#)
- [Procedure for Higher Education Admissions](#)
- [Procedure for Apprenticeship Admissions](#)
- [Procedure for Residential Student Accommodation Admissions](#)

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