



Admissions Policy

This policy sets out a framework for student admissions to Plumpton College. The policy is applicable to all applicants to the Plumpton College Group. For the avoidance of doubt the policy is non-contractual.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, its holding company or any subsidiary of its holding company.

SMT Assigned Owner	Vice-Principal, Curriculum and Quality
Document Author	Head of Marketing, Communications & Customer Experience EAG Manager
Approved by	Corporation
Date of Approval	July 26
Date of minor amendments approved by SMT	n/a
Frequency of review	Annually
Date of next review	July 2027

The Senior Management Team (SMT) is delegated to approve minor changes to the policy in response to legal changes and best practice.

Contents

1. Admissions statement and principles.....	3
2. Scope.....	3
3. Information, Advice and Guidance.....	3
4. Entry Criteria.....	4
5. Right to Amend or Decline	4
6. Application procedures.....	5
6.1. Full time Further Education courses.....	5
6.2. Part-time courses.....	6
6.3. Full cost courses	7
6.4. Apprenticeships.....	7
6.5. Higher Education.....	8
6.6. 14-16 Provision (School day release)	8
6.7. 14-16 Provision (Home Educated)	9
7. Exceptional Entry.....	9
8. Tuition fees and financial support.....	9
9. Inclusive Learning and Development.....	10

10. International.....	10
11. Course closure.....	10
12. Appeals.....	11
Addendum	
1. Entry Requirements	13

1. Admissions statement and principles

- 1.1 Plumpton College's vision is to be an innovative and inspirational College delivering excellent education, training and research that enables our students and employers to play a leading role in future industry growth and development. This is underpinned by our values which are to be:
- Ambitious
 - Progressive
 - Enterprising
 - Professional
 - Supportive
 - Passionate about everything we do
- 1.2 The College admissions policy is consistent with this vision and is committed to processing applications in line with the [Public Sector Equality Sector](#) and is committed to providing a fair, transparent and equitable system for all student admissions.
- 1.3 The procedures relating to the application process are clear so that any applicant is aware of the stages and the judgements that are made when admitting candidates for courses.

2. Scope

- 2.1 This policy applies to all College courses.
- 2.2 This policy applies to admissions for:
- Full and part time Further Education courses for young people (16-18) and adults at all levels
 - Apprenticeships
 - Higher Education programmes (full and part time)
 - Full cost recovery courses
 - Employer-related provision other than apprenticeships
 - 14-16 Provision

3. Information, Advice and Guidance

- 3.1 Plumpton College provides information, advice and guidance for all its students through various media channels, including its website. The College is committed to providing impartial

guidance in the admissions process to help applicants choose the right course or programme that is right for them.

- 3.2 Requests for information are welcomed via dedicated phone lines and email address and are responded to usually within 2 working days. All applicants are entitled to discuss their application in detail and are entitled to receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme. The College has a process to meet the Gatsby Benchmarks set out in the national careers' strategy by the national deadline and also works to adhere to the CDI Careers Development Institute code of ethics to ensure the quality of its impartial information, advice and guidance
- 3.3 On submission of an application form, applicants can at any time request information about the progress of their application. Each applicant will receive a response to any correspondence, usually within 2 working days of its receipt.
- 3.4 Taster Days, open events, and Transition events, are offered and advertised at various stages of the application process to enable an interactive and fully rounded comprehension of the college offer, facilities, student cohort and ethos prior to the commencement of a course allowing for an informed choice to be made by the applicant.
- 3.5 Applicants are required to attend an interview, these may be conducted remotely or on campus. Applicants will leave the interview with a clear statement of what happens next. Any applicant that does not meet the entry criteria at interview will be offered a referral interview and guidance.

4. Entry Criteria

- 4.1 The College publishes on the website, entry criteria for all of its courses – please referer to Addendum 1 for a summary.
- 4.2 Learners of compulsory school age (under 16) and applying for the Electively Home Educated (EHE) courses must be withdrawn from the state educational system for a minimum of six months. Plumpton College will confirm this with the EHE team at each local authority.

Applicants must be 14 years of age or older by 31st August 2026 to qualify for EHE provision.
- 4.3 When considering an application or enrolment onto a course, the College may need to consider any significant health and safety considerations, professional standards or requirements, and the extent to which reasonable adjustments can be made to support the applicant.
- 4.4 If the level of need or if safeguarding of a student is assessed as being too high for adjustments to be made that are reasonable, entry will be at discretion of the Principal or Deputy/ Vice Principal.
- 4.5 Entry to college will be at the discretion of the curriculum teams at interview. Assessing suitability to Plumpton College as well as meeting grade entry criteria may also consider references, conduct, attendance and performance in the applicant's most recent educational setting or workplace.

- 4.6 Students with prior English and maths qualifications will be enrolled on the most appropriate qualification, which could be Entry Level Functional Skills, a Level 1 Stepping Stone qualification or GCSE. Any student without prior qualifications will complete an initial assessment to ascertain their current working level and to determine the most suitable qualification for them to be enrolled on. Students are required to study English and maths until they are 19 years of age at the time of enrolment and 25 years of age for those with an EHCP.

5. Right to Amend or Decline

- 5.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required, and this may affect the College's decision on whether to offer a place. The College aims to reserve the right to:
- refuse admission to an applicant who has previously been excluded from this or any other educational institution. Applicants previously excluded will be interviewed by a member of the Senior Management Team prior to acceptance
 - review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, the College will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place
 - review and refuse admission to an applicant/learner who has any outstanding debt to the College, until it's cleared in full
 - make changes and cancel any course or offer without notice should this be necessary. In such cases the College will make every effort to find alternative provision
 - seek further detail from applicants who declare a criminal conviction on an application form and hold their application for consideration by the Deputy Principal and the Designated Safeguarding Lead under the College Criminal Conviction Procedure
 - reject any application or later terminate registration from an individual who is subsequently found to have omitted or falsified information in relation to his/her application
 - decline to accept a student who requires High Needs Support where the Local Authority has not provided assurance of paying associated cost of the support required within the applicants Educational Health and Care Plan

6. Application procedures

6.1 Full time Further Education courses

- 6.1.1 Applicants for all full time Further Education courses should complete the online College application.
- 6.1.2 Applicants from schools that are part of eProspectus should apply through the eProspectus administrative system on the associated website <https://admin.eprospectus.co.uk/providers>

- 6.1.3 Applicants will be given a login to the Plumpton College Application system where they will be able to manage their application digitally. Applicants will always be given the option to contact the college directly if they are unable to access this system.
- 6.1.4 Due to high demand for our full-time programmes, prospective students are strongly encouraged to submit their applications as early as possible. Timely application increases the likelihood of securing a place on a preferred course, as availability may become limited later in the admissions cycle.
- 6.1.5 Applicants will be required to attend an interview. The interview session will either be conducted on site or remotely.
- 6.1.6 The Enquiries, Advice and Guidance Team will email details regarding the booking of these sessions within 10 working days of receiving an application.
- 6.1.7 Students with prior English and maths qualifications will be enrolled on the most appropriate qualification, which could be Entry Level Functional Skills, a Level 1 Stepping Stone qualification or GCSE. Any student without prior qualifications will complete an initial assessment to ascertain their current working level and to determine the most suitable qualification for them to be enrolled on. Students are required to study English and maths until they are 19 years of age at the time of enrolment and 25 years of age for those with an EHCP.
- 6.1.8 Where applicants are invited to an information/interview session the purpose is to:
- Enable tutors to decide on the applicant's ability to complete the course successfully, establish motivations, ability, appropriateness and suitability for joining their chosen course and explain alternatives if appropriate.
 - Enable prospective students to gain an understanding of the course they are interested in and to form a view on how it will meet their requirements.
 - Enable tutors/support staff to provide more detailed information about the course and facilities including residential accommodation and bursary scheme (if relevant).
- 6.1.9 An offer will be made at the end of an interview by the tutor who will make one of the following recommendations:
- Offer an unconditional place
 - Offer a conditional place
 - Offer an alternative course
 - Unable to make an offer – referral to the Enquiries, Advice and Guidance for IAG
 - Offer on Hold – further investigation may need to be made (e.g. Waiting for an Educational Health Care Plan or Criminal Conviction details)
- 6.1.10 Conditional offers will usually be given to full time-applicants. Conditions will vary between the courses but will normally include the following:
- Meet the entry criteria for your chosen course
 - Provide a suitable attendance report and academic reference from a school tutor
 - Attend your mandatory Transition Event

- Successful completion of the mandatory induction where suitability for the course will be assessed and monitored to ensure you're on the right path and studying the most suitable qualification.
- Attend and actively participate in any Taster Days, summer induction activities or student welcome days
- If an applicant is eligible for an Educational Health and Care Plan, we cannot confirm an offer of a place until funding from the relevant local authority has been confirmed

6.1.11 Formal offer email will be sent from the Enquiries, Advice and Guidance Team usually within 48 hours of the interview taking place. The email will include conditions if there are any, next steps and any acceptance instructions.

6.1.12 If demand for a course is high and places become oversubscribed, applications will be reviewed post interview by an Independent Panel. The Panel will take a holistic view of each applicants' academic profile, motivation and overall strength of application in comparison to other applicants for the same course. The Panel will make a decision, which will be communicated to the applicant, based on one of the following:

- offer a conditional place on the applicants chosen course
- recommend an alternative course at Plumpton College
- reject the application

6.1.13 Places should not be considered 'secured' until acceptance of the offer is confirmed by the applicant, either by email or by accessing the Plumpton College Applications system, and conditions of offer have been met.

6.1.14 Applications for residency should be made to the Student Services Team via the College website. Information regarding residential stay can be found on the Plumpton College Website or at any of the Plumpton College Open Day Events. Applications for residency cannot be confirmed until the course acceptance has been received.

6.2 Part-time courses

6.2.1 Applicants for funded part-time courses should complete the online College application form.

6.2.2 Applications are processed by the Enquiries, Advice and Guidance Team who will send a receipt of application.

6.2.3 Applicants will be invited to attend an interview if required.

6.2.4 An offer will be made by the tutor following interview or application review, who will make one of the following recommendations:

- Offer an unconditional place
- Offer a conditional place
- Offer an alternative course

6.2.5 If an offer is conditional, places are not deemed 'secure' until the applicant has met the conditions or payment terms of the course.

6.2.6 Once an applicant is accepted, enrolment details are sent via email.

6.3 Full cost courses

6.3 Full cost courses can be booked and paid for via the College on-line shop without having to follow the process above.

6.4 Apprenticeship Applications

6.4.1 Applicants in employment should have their employer contact the business services team on 01273 892127. The Business Services Team will qualify the employer, using the appropriate funding rules as guidance, and provide details on how to enrol their apprentice. The Colleges' apprenticeship application form will be emailed to the employer for completion with their potential apprentice and returned to begin the preboarding process (ensuring the desired apprenticeship programme is the most appropriate).

6.4.2 Applicants who do not already have an employer and are a current student at Plumpton college will receive advice and guidance from the Careers Leader and then have a professional discussion with the relevant apprenticeship programme manager to assess their existing skills and knowledge to ensure they qualify for their desired apprenticeship. Applicants who are not Plumpton College students are directed by the Business Services Team to the College website for information on current apprenticeship vacancies, tips on finding an employer/ apprenticeship opportunity or to register with the Colleges' Talent Bank service.

6.4.3 The admission procedures for an apprenticeship are as follows:

- An employer expresses an interest in recruiting an apprentice or training an existing employee via an apprenticeship scheme either by an incoming enquiry to the Business Services Team or outbound business development activity
- Business Account Manager provides IAG on the incentives and apprenticeship funding rules obligations to the employer on training an employee via an apprenticeship scheme and/or information on the college's Apprenticeship Recruitment Service as well as relevant information the most appropriate college offered apprenticeship programme.
- If an employer is looking to recruit the college will work with them to produce a vacancy advert based on their available job role which will be advertised on the government's 'Recruit An Apprentice' website, the college's apprenticeship vacancy page, certain external job boards e.g Indeed, the college's social media channels and directly to potential applicants who are registered with the college's Talent Bank service.
- Applications are either received via the different recruitment channels or directly to the recruiting employer depending on their choice. The college will support shortlisting based on key evidential criteria (e.g academic grades) if requested.
- The employer completes shortlisting of applicants and conducts interviews etc based on their standard business recruitment process. Once an applicant has been identified then a provisional offer of employment will be given based on the applicant completing the college's apprenticeship preboarding process. If the employer has not found a suitable candidate, they will either withdraw the apprenticeship opportunity or extend the recruitment window.
- The successful applicant and/or the existing employee will be required to complete the college's apprenticeship preboarding process to ensure that they are eligible, and the identified

apprenticeship programme is the most appropriate. The preboarding process consists of the completion of the apprenticeship application form, the applicant undertaking a maths and English assessment, attending the preboarding presentation, a professional discussion with the relevant apprenticeship delivery team to identify the applicant's existing skills and knowledge, submission of evidence of prior attainment and personal identification.

- 6.4.4 On successful completion of the preboarding process the relevant apprenticeship delivery team will complete the apprenticeship enrolment paperwork / pack with the employer and their apprentice and set the date of the first day in learning. If unsuccessful, appropriate advice and guidance will be provided for an alternative programme of study or level eg signpost to level 1-2 functional skills classes.

6.5 Higher Education

- 6.5.1 Applicants for full time undergraduate Higher Education programmes must complete the UCAS Application Form online in accordance with UCAS guidelines (www.ucas.com)
- 6.5.2 Applicants for part time or postgraduate Higher Education programmes should apply via the online College application form on the website.
- 6.5.3 In some cases, depending on the higher education course, an offer of a place will be made without the need for an interview. In such cases, the College will consider previous qualifications, the applicant's personal statement and supporting documentation.
- 6.5.4 Each higher education course has specific entry and admissions criteria and applicants may be subjected to an interview and/or additional assessments before an offer of a place can be made. Specifically, applicants for the Foundation Degree in Veterinary Nursing and bachelor's degree in veterinary Physiotherapy will need to complete additional assessments in addition to an interview.
- 6.5.5 Applicants will be notified about an offer of place within 10 working days. If an applicant requires an interview prior to an offer decision being made, they will be notified as soon as possible (usually within five working days).
- 6.5.6 If an applicant is accepted onto a course, they will be notified via the UCAS Track website (for full time undergraduate applications) and via an email (for direct applications). Offers will include any conditions of offer, if applicable.
- 6.5.7 The College reserves the right to refuse admission to any applicant who does not meet the conditions of their offer.

6.6 14-16 Provision (School day release)

- 6.6.1 Applications for all applicants of compulsory school age who are on school roll must be made directly from the school. No application will be accepted directly from the student or parent.

- 6.6.2 A statement from the head teacher or head of year agreeing to fund the cost of tuition must be received from the school prior to enrolment.
- 6.6.3 Applicants must be 14 or 15 years of age by 31st August to qualify.
- 6.6.4 All applications will be screened by the Enquiries, Advice and Guidance team and 14+ teams to ensure that the correct consent and agreements are in place with the relevant school.
- 6.6.5 Schools will be required to disclose and discuss all concerns regarding their students with the 14-16 team prior to a student attending. This includes any safeguarding concerns (historic or current)
- 6.6.6 Applicants will be invited to attend Transition Events in order to familiarise themselves with the college and expectations.
- 6.6.7 Provision for any additional support requirements must be supplied by the participating school and confirmation must be provided by the school.
- 6.6.8 All correspondence will be sent via the designated lead/contact at the School.
- 6.6.9 Secondary Schools that agree to release students to attend day provision will be invoiced the agreed rate.
- 6.6.10 A service level agreement must be agreed and signed between the College and participating School before learners can be enrolled.

6.7 14-16 Provision (Electively Home Educated)

- 6.7.1 Applicants must be 14 years of age or older by 31st August to qualify. We require parental consent for the young person to study here in a post 16 setting. This is completed in the form of a signature on our mandatory administration.
- 6.7.2 All applications will be screened by the Enquiries, Advice and Guidance team and 14+ teams to ensure that the correct consent and agreements are in place with Parent/guardians.
- 6.7.3 Learners applying for the Electively Home Educated courses must be withdrawn from the state educational system for a minimum of six months. Plumpton college will confirm this with the EHE team at each local authority.
- 6.7.4 Home educated learners will be enrolled on Government funded course(s) and will be required to comply with the relevant regulations in force at the time of enrolment.
- 6.7.5 All applications submitted within the window will be invited to interview, although an interview does not guarantee a place. Once the window closes, an Expression of Interest form will remain available online. However, follow-up contact will depend on demand in each curriculum area. Families will be informed of the outcome once all interviews and checks are completed. Applicants placed on a waiting list will remain on it for one academic year only and must reapply in the following October if interested.
- 6.7.6 Applicants will receive an interview, and a place will be offered if a student is deemed to have the skills and understanding necessary to complete a programme of study. A conditional offer

will be made, and the student may take up their place only once the conditions of the offer are fulfilled. The college reserves the right to remove a student from the intake list if the conditions are not met. This includes a successful 6-week trial period at the start of the academic year.

- 6.7.7 Students will be required to provide a character reference from other providers such as personal tutors, previous schools or clubs attend to support their application.
- 6.7.8 New students will be required to attend assessment sessions in the summer term, and these will form part of the condition of offer. The sessions will determine a student's ability to cope with the college environment and confirm the level of study required for English and Maths. An offer maybe withdrawn at this time if the college assessment confirms the student would not be able to successfully undertake a programme of study.

7. Exceptional Entry

- 7.1 In exceptional circumstances a Curriculum Manager or Vice Principal can authorise exceptional entry onto a programme of study if the applicant has not fulfilled all the entry criteria for a programme of study.

8. Tuition Fees and Financial Support

- 8.1 Where a tuition fee is payable, entry to a course can only be confirmed once the fee (or the deposit of an agreed payment plan) has been paid in full. Please refer to [PCG Corporation Finance Handbook - Fees Policy 2025](#) for further information.
- 8.2 Where an applicant has applied for a course that is eligible for an Advanced Learning Loan (applicants aged 19+ only) the Learning and Funding Information letter (LAFL) will be sent to the applicant to inform them of their options. LAFL confirmations will be sent out to prospective students in June prior to a September start. For applicants that choose to fund a course through an Advanced Learner Loan evidence will be required to prove application and or acceptance before enrolment can be completed.
- 8.3 Higher Education applicants that have applied for a Student Tuition Fee Loan via Student Finance England will be required to provide proof of fundability prior to being enrolled onto the course.
- 8.4 Information and Guidance is offered throughout the admissions process to signpost and inform the applicant about financial support that may be available. This includes Bursaries, discounted travel, loans (Higher Education and Advanced Learner Loan) and charitable trusts.
- 8.5 Where the applicant owes the College money all debts must be paid in full before an applicant can be admitted onto another course or progress to the next year of study.
- 8.6 Attendance on a course will be denied if the fee remains unpaid.

9. Inclusive Learning and Development

- 9.1 The College welcomes applications from applicants who declare a disability or support requirement.
- 9.2 Staff from the Inclusive Learning and Development Team will be available during the admissions process to help with advice and guidance.
- 9.3 Decisions on suitability for a course will be made on academic competence. The College will consider any reasonable adjustment at an individual level to ensure that appropriate support is provided for applicants.
- 9.4 If an applicant is eligible for an Educational Health and Care Plan (EHCP), we cannot confirm an offer of a place until Plumpton College has been consulted by the relevant Local authority. A 'Conditional' offer is not confirmation of a place on a study programme until a consultation has been received from the Local Authority, processed and Plumpton College has agreed to be the named provider on the student's EHCP.
- 9.5 Applicants with an Educational Health and Care Plan must provide an up-to-date copy of their plan with their application.

10. International students

- 10.1 The College welcomes enquiries from international applications
- 10.2 If the College has approval to sponsor international students, international students need to follow the process as instructed by the Admissions team. The Colleges sponsorship status is updated on the website each year.

11. Course closure

- 11.1 If a course becomes over-subscribed or is cancelled, applicants will be notified and offered an alternative programme where available or offered the opportunity to be entered onto a course waiting list. Where an appropriate alternative is not available then an advice and guidance consultation will be offered to provide guidance.
- 11.2 For Higher Education courses, the College, in collaboration with its validating partner(s), reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission, if such action is reasonably considered necessary. In the event that, prior to the student commencing their studies, the College discontinues the programme, the student may either withdraw from the College without any liability for fees, or transfer to another programme offered by the College, for which the student is qualified. If in these circumstances the student wishes to withdraw and to enrol on a course elsewhere, the College shall use its reasonable endeavours to assist the student.

12. Appeals

- 12.1 Applicants who want to appeal against a decision made at any stage of the admissions process should submit their complaint in writing (via letter or email). The complaint should be submitted as per the Colleges Complaints Policy [PC Complaints Policy May 2025.pdf](#) and

should clearly outline the grounds and specific details of the issue. Complaints must be addressed to the Complaints Administrator within 10 working days of the decision being communicated.

Addendum

1. **Entry requirements for 26/27 and beyond**

These entry requirements provide a general guide to the grades and/or prior qualifications typically needed for each level of study. We consider every application on an individual basis and will take account of the full range of information gathered through the interview, transition and enrolment process, including prior attainment, current working grades, attendance and effort, a personal statement/reference where provided, and suitability for the chosen programme. Where appropriate, offers may be made subject to the achievement of specified grades or completion of preparatory activities. Applicants who do not meet the published requirements may still be considered where there is clear evidence of potential to succeed and where appropriate support and/or an alternative, more suitable level of study can be identified.

Level	General consideration
T- Level	5 GCSEs at grade 4 and above to include English Maths and Science Or a Level 2 in a related subject plus English and maths, at least grade 4
Level 3 (2 YEAR 1080 equivalent – Diploma or Ext Diploma	4 GCSEs at Grade 4 and above to include English and Maths Or a Level 2 in a related subject plus English and maths, at least grade 4
Level 3 Certificate	4 GCSEs at Grade 4 and above to include English OR Maths Or a Level 2 in a related subject plus English OR maths, at least grade 4
Level 2 Diploma	4 GCSEs at grade 3 and above to include English and Maths Or

	a Level 1 in a related subject plus English and maths, at least grade 3 or Functional skills level 1.
Level 2 Certificate or Award	4 GCSEs at grade 3 and above to include English OR Maths Or a Level 1 in a related subject plus English OR maths, at least grade 3 or Functional skills level 1.
Level 1	3 GCSEs at Grade 2 and above to include English and Maths Or a Entry level qualification in a related subject plus English and maths, at least grade 2 or functional skills entry level 3.