



Capital City College

Admissions Policy

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Further Education Admissions Policy

Policy Statement

This policy ensures a consistent approach to admissions processes for all provision offered by the colleges within the Capital City College (CCC), including Apprenticeships except Higher Education, where a separate policy is in place. This policy explains how admissions will be achieved with links to other relevant policies.

Aims and Overview

Our aim is to recruit with integrity and to provide a high-quality educational experience for all students. A key part of ensuring student success is confirming that each applicant is enrolled onto the most appropriate course, supported by clear and consistent processes and communication regarding the policies and expectations that apply to them.

Scope

This Policy relates to the following categories of students:

- Study programme students
- Adult Skills Fund (ASF), funded by the Greater London Authority (GLA) or the Department for Education (DfE) Apprentices
- Full cost students
- Adult learning loan students
- European Social Fund (ESF) students
- Key Stage 4 students
- Any other category of admission to the Colleges not covered above other than Higher Education students

Accountability

The selection process for students is carried out by a collaborative team consisting of Group and Assistant Principals, Directors, Heads of School, Programme/Curriculum Managers and teachers. They work in partnership to ensure that the selection criteria mandated by the awarding organisations are met and use reliable initial assessment measures when making decisions. The interviews, subject talks, auditions, assessments for courses are part of the process of identifying the most suitable students for our programmes.

The administrative aspects of the process, including planning, the application process and interviewing cycles, are handled by the Admissions Teams. The team are responsible for managing documentation and forms, facilitating the enrolment process, communicating with applicants to guide them towards enrolment, and providing comprehensive information and support related to careers, loans and fees.

The Executive Leadership Team oversees the alignment of policies and procedures with the strategic aims and objectives of the College. They ensure compliance with relevant legislation and sector guidance.

Ultimately, curriculum staff, with support from their Line Managers, make the final admissions decisions based on the information and assessments gathered during the learner journey.

Linked Policies, Regulations and Acts include:

- Fees Policy
- The Equality Act 2010
- Data Protection Policy
- Criminal Conviction Policy
- HE Admissions Policy
- Fitness to Study Policy
- Key Stage 4 (KS4) contractual arrangements with schools and Local Authorities

- SEND ALS Policy
- Schedule 1 of the [Special Educational Needs and Disability Regulations 2014](#)
- [Section 69 of the Children and Families Act 2014](#), including: The arrangements for the admission of West Lea pupils with supported learning needs
- Record of Prior Learning (RPL) Policy

Key Principles

Information for Applicants and Enquirers

We are committed to providing pre-entry information and support to enable applicants to make informed decisions regarding any application they make to study at our Campuses.

All programmes' entry criteria will be clearly displayed on the colleges' websites, enabling easy access for enquirers, applicants, employers and staff. Contact details will be available on the websites for specific queries regarding applications. Each individual programme will make available course information.

We will make every effort to ensure that course information is accurate. Many of the printed publications that are provided are done more than twelve months prior to the start of a course. Applicants therefore should also refer to the website for the most up to date information.

The process for our short course application differs in that individuals interested in studying will book on their preferred course through our website. Information is then sent regarding enrolment and attending their first day. Typically, short courses do not require interviews or applying through the main application pathway.

In certain circumstances, a course may have to be closed because there are insufficient enrolments. The colleges will support the affected applicants in finding a suitable alternative.

Intention of this policy

To ensure the application and admissions process is accessible to all applicants, removing barriers, providing reasonable adjustments and enabling fair, equitable access to appropriate provision in line with legal and safeguarding obligations.

This includes:

- To ensure that staff making admission decisions are equipped with the required skills and experience in the subject area to undertake such a role and responsibility
- To ensure accuracy of marketing activities; relevant and accessible information to enable applicants to make an informed decision
- To ensure admissions policies and procedures are clear, impartial and inclusive to all applicants
- Entry requirements, both academic and non-academic, are used to underpin suitability for studying on a course at a particular level
- To ensure impartial advice and guidance is delivered to meet the demands of the applicant
- Students who are already enrolled and wish to progress from one programme of study to another

We operate an open Admissions Policy that ensures fair, transparent and equitable treatment of all applicants. We are committed to providing a flexible, high-quality teaching and learning experience, focused on supporting students in achieving their full potential.

Applicants with Additional Learning Needs

All applicants are encouraged to disclose on their application form any medical conditions, learning difficulties or physical or sensory disability. This is so we can discuss with them how we may be able to support them in their learning to fulfil their academic potential. We may ask applicants who have indicated a recent or significant health condition to provide a medical report on their condition.

These reports do not form part of the admissions process and will only be shared with relevant key professionals within the college. Applicants with an Education, Health and Care Plan (EHCP) will undergo a consultation and, where appropriate, a needs analysis assessment, prior to enrolment.

We expect all declarations to be supported in writing and with independent documentation where required. If applicants do not declare they have additional supported learning needs on their application form, it may delay them being offered a place to study with us.

All applicants will have access to impartial advice and guidance and information about courses, progression and funding upon which appropriate and informed decisions are made. The college adheres to the principles and expectations as outlined in the [SEND ALS Policy](#). The nominated member of staff for Additional Learning Support is responsible for advising on reasonable adjustments for applicants with learning difficulties and disabilities, in line with the Equality Act 2010

Applicants with Criminal Records at enrolment

Applicants are required to indicate on their enrolment form if they have an unspent or relevant conviction (or pending proceedings) and an appropriate risk assessment is undertaken. Applicants are advised before undertaking a course if a criminal record is likely to significantly impact on their chances of gaining employment in their chosen field.

Applicants are informed of the decision of the Criminal Conviction Panel as soon as possible after the panel meeting. If the applicant is authorized to enrol, a copy of the notes of the meeting and the risk assessment will be sent to the relevant Designated Safeguarding Lead and to the Safeguarding Team. This information will be held securely and provided to those with a genuine need to know.

The applicant is required to notify the college should they be convicted of any additional offences between the date of risk assessment and the end date of their course. Following enrolment, if a further disclosure or other information becomes available during the duration of course, the student's enrolment or future enrolment may be re-assessed and cancelled as a result of the new information.

The college will destroy all information about ex-offenders who do not obtain a place at the college to ensure compliance with the Data Protection Act 1998. Records for applicants admitted onto courses will be retained and disposed of in line with the college data protection procedures

Further information is available in our Criminal Conviction Policy.

Fitness to Study

Some courses which lead to both academic qualifications and licenses to practice form part of the Fitness to Study Policy. If there is a stipulation about fitness to practice for professional registration, then that will be included in the entry criteria as a mandatory requirement for entry to the course. These also include courses which require occupational health checks or Disclosure and Barring Service (DBS) as part of their conditions of entry. This could be because there are external requirements regarding placements

Please note that offers might not be given if an applicant's history or personal circumstances mean they would not be able to progress into a specific industry/sector or job role.

We reserve the right to deny admission on such programmes to applicants who are unable to supply a satisfactory occupational health check or DBS check or where an applicant has been refused entry based on an unsatisfactory health check or DBS check.

The information provided to the college on a DBS check remains confidential between the course leader for the specific course and the applicant. Following enrolment, if a further disclosure or other information becomes available that was not disclosed and considered during the admissions process

the student enrolment may be re-assessed and cancelled as a result of the new information. We reserve the right to charge applicants for their DBS.

Condition of Acceptance

It is expected that all applicants will provide full, honest, reliable and accurate information in their applications and supporting evidence when seeking admission to one of our programmes.

Where there is reason to suspect that this may not be the case, we reserve the right to investigate the matter fully. If college finds that an applicant has been fraudulent or has provided misleading information, we reserve the right to reject the application without further consideration, or where an offer of a place has been granted, to withdraw the offer.

Where a withdrawal or rejection decision has been made in such circumstances, we reserve the right to notify any relevant professional bodies and/or third parties. Similarly, any student found to be admitted based on fraudulent information may have their enrolment cancelled.

Communicating with applicants

We recognise the importance of keeping applicants informed and providing effective updates throughout the admissions process. Communications are sent directly to the applicants through their applicant portal and via email. We send a range of information throughout the student journey process including:

- Acknowledgement of application
- Requests for further information, requests for portfolios or attending additional interviews
- Confirmation that a decision has been made following an interview
- Enrolment information

In addition to the above, we may also send out various supplementary communications about the College, their chosen course area, or the campuses within Capital City College.

Feedback

Applicants will receive final decisions on their applications in person during the enrolment interview process or interviews via e-mail including the reasons for decisions.

Applicants can raise the outcome with the Head of School/Programme Manager if they are unhappy with the outcome.

If a student or applicant is not satisfied with any aspect of the student journey, they should contact the Director of Admissions They will receive an acknowledgement of their concern within five working days and a response within ten working days.

Monitoring and Review

To monitor and improve the advice and recruitment process, we will:

- Conduct surveys to gain feedback from applicants and students
- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered
- As part of Equality and Diversity monitoring, compare the recruitment levels and achievement rates of applicants/students from minority and disadvantaged groups with those of the majority
- Summarise and review data regarding applications, offers made and enrolments on a course-by-course basis
- Report and review activities for the College Leadership Team

Circumstances in which we may not be able to enrol applicants

- Applicants who do not meet the residency guidance set out by the DFE and GLA
- Where the applicant has declared a criminal record or pending court case and the risk assessment leads to the conclusion that they pose too great a risk

- Where there is a safeguarding concern for a member of the college community
- If the applicant has previously been excluded from the College or another educational institution
- If we are unable to provide a suitable learning programme
- The applicant is not academically or vocationally suitable
- The stated entry criteria will not be met, and no reasonable alternative offer can be made
- Applicants who have outstanding debts to Capital City College.
- Applicants who previously attended one of the campuses at Capital City College but failed to make sufficient effort towards successfully completing their studies
- Applicants where there is evidence that they could be a threat or danger to others
- Applicants whose behaviour has been considered to be “vexatious” towards students or staff at one of the campuses in Capital City College
- Inability to meet the outcomes of an applicant’s EHCP
- Applicants for programmes that require a DBS police check. E.g., teaching assistants, Early Years and Health and Education programmes where a satisfactory check has not been given to the colleges

Confirmation of application decision

Applicants will receive final decisions on their applications via EBS On-Track and email. Successful applicants will usually receive either a conditional offer, where some of the selection criteria for the course is yet to be achieved, or an unconditional offer, where the applicant has demonstrated that they adequately meet the advertised selection criteria for the course. If entry criteria for a chosen course are not met, then an alternative programme of study will be discussed and a conditional or unconditional offer made. Where no suitable courses are available, applicants will be referred to the Careers Information, Advice and Guidance staff.

Appeals

Applicants who wish to appeal against the decision during the admissions process should contact the Group Principal of the college they are applying to. All appeals should be made in writing or email within 10 days of receiving the outcome. The Group Principal or a nominated representative will collate all relevant evidence for review.

The Group Principal or a nominated representative will assess the evidence and the applicant will be notified in writing of the decision within 10 working days. This decision is final. A record of the panel discussion and decision with specific reasons will be retained on file.

Data Protection

Information collected in the admission and enrolment processes will adhere to the current legislation through the Colleges Data Protection Policy [Data Protection Policy and Procedures](#)

Data collected during application may be used to develop our services that represent our demographic and student cohorts. We may also review our processes and procedures using this information.

Application process

- Encourages applications from all applicants regardless of backgrounds
- Ensures that each application is assessed equally and in line with our policies and procedures
- Select applicants based on their individual merits and their ability to succeed in both their chosen course and profession
- Provides applicants with points of reference and contact to obtain further information and advice and guidance when a decision not to offer a place has been made.
- Where specified on the website, there are identified courses where applicants will be required to attend additional selection measures to help curriculum staff in making decisions
- All interviews, auditions, admissions tests/assessments and portfolios will be reviewed equally with consideration given to applicants’ individual circumstances
- Where it is impractical for an applicant to travel, or provide specific requirements, we will aim to provide a reasonable alternative where possible

Admissions Procedures Stage 1 - Pre-application

- Each course will have a clear statement on entry requirements, and this will be displayed in the course information provided on the college website
- Entry requirements will be determined and published for respective levels of study
- Entry requirements may include relevant employment experience, including English and Math's
- Applicants who do not have formal qualifications may be able to be considered through the APL (Accreditation of Prior Learning) or the [Recognition of Prior Learning Policy \(RPL\)](#), which may be based on prior experiences and/or qualifications.
- Applicants seeking entry through the APL or Capital City College RPL route will be assessed against specific learning outcomes on specifically designed assessments
- Opportunities are available for applicants to view each respective campus within Capital City College and its facilities prior to the commencement of a course
- Advice and Information is available from each campus with qualified Careers Advisors

Stage 2 - Application stage

- All applicants must apply to the campus using our application form
- Applicants are encouraged to apply on-line so they can track applications, book interviews, keep in touch with us and accept programmes of study
- All applicants for full or part-time programmes where an interview is required will be interviewed
- For some courses, a Subject Talk, audition or an initial assessment is required to ensure an offer is made for the most suitable level of study
- Applicants are requested to provide all educational certificates or result slips as part of the interview and enrolment process
- At interview, the applicant's programme choice will be discussed, and a provisional agreement reached on the most appropriate programme of study
- Any applicant presenting non-UK qualifications for entry onto a programme will be considered against the standard entry criteria to include English and Math's
- When comparing non-UK qualifications, we will liaise with ECCTIS <https://ecctis.com/>, the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills
- Applicants are required to provide officially translated transcripts of their qualifications prior to starting their course
- Any applicant with a support need will be required to have a meeting with the Additional Learning Support Team to ascertain the level of support required
- Applicants with an Education, Health and Care Plan will need to share this with the ALS team to agree the most appropriate programme of study
- All applicants are considered for admission based on their willingness to learn, attitude, educational performance and professional experience that provides evidence of ability to meet the demands of their chosen course
- Existing students wishing to undertake a further programme of study will follow the Capital City College progression process

Stage 3 - Offers or Referrals

All offers of enrolment at the colleges are made on the basis:

- There being sufficient demand for the course offered
- There being sufficient spaces available on the course concerned
- Meeting the published entry requirements of the chosen programme
- Where campus staff identify that an applicant is unsuitable for their programme, they will refer them for another interview or a guidance interview
- Careers and IAG staff will provide appropriate advice and guidance
- Applicants with supported learning needs or medical issues may access appropriate reasonable support

We reserve the right to recruit appropriately to age-related provision and specific 16-18 or adult areas.

Progressing Students

- All students are subject to a Progression or Destination interview prior to course completion through Progressions and Destinations Tutorials
- Outcomes from all Progression/Destination Tutorials to be updated on Student Record Systems (EBS and ProMonitor)
- Students who meet the entry requirements will be offered a progression route at the College
- Students who have not met the entry requirements will be offered Careers/IAG Guidance
- Students who are leaving the College will have details of destination recorded on College Record Systems
- Students who are progressing to a subject outside their current curriculum area will be invited to an interview with the Curriculum before course completion
- All progressing students to be invited to enrolment prior to academic year end

Programmes of Study

- In general, a 16-18-year-old will follow a course which is usually a single qualification aim
- A programme of study comprises of a collection of courses. Both can be studied either full-time (580 hours or more) or part-time (less than 580 hours)
- A 16-18-year-old student will be expected to be studying a full-time study programme unless they are employed, completing an apprenticeship or following a recognised pre-apprenticeship programme
- A student with an Education and Health Care Plan (EHCP) has funded study up to and including the age of 25 years as long as they are able to demonstrate that they are progressing in their learning
- Adult students will have a variety of programme lengths depending on the type of course or programme applied for
- Key Stage 4 students will follow an agreed study plan from the partnership of the borough, school and college
- Home schooled students will follow a programme of study agreed between the DFE and the college

Enrolment

Enrolment on the chosen course will take place at the conclusion of the admissions cycle, for entry to a programme of study prior to the start date. Only applicants who have satisfied the full selection criteria will be able to enrol on the course. We permit students to enrol on one full-time programme of study at any one time.

It is the applicant's responsibility to ensure that their residency details are available to meet the funding rules to be able to study with us. Once an applicant has enrolled and become a student, they will sign a Learner Agreement confirming their study with us. Any 16-18 student who is at risk of being withdrawn will go through the exit process prior to any withdrawal.

Exit During Enrolment – 16–18 Students

All 16–18 students have the right to remain on their course where they demonstrate reasonable attendance and a willingness to engage in learning. Where a student's attendance or behaviour does not meet College expectations, the College will seek to resolve concerns through support, intervention, and alternative options in line with the following policies:

- Attendance and Punctuality Policy
- Tutorial Policy
- Positive Behaviour Policy

Before any withdrawal is considered, reasonable alternatives must be explored within the College, and appropriate specialist teams (including Careers, Admissions, Welfare, and Student Support) must be consulted.

Withdrawal of a 16–18 student during enrolment may only be authorised where:

- The student remains at risk following intervention and support, and

- No suitable alternative programme is available within the College, and
- Approval is given by the Head of School (HoS) or Assistant Principal (AP).

For students who are Looked After Children (LAC) or who have an Education, Health and Care Plan (EHCP), additional safeguarding and support requirements apply. These students must not be withdrawn without consultation with the Welfare or Student Support teams and confirmation from the appropriate senior lead – Assistant Principal SEND.

The College will ensure that:

- Parents/carers and relevant external agencies (including Local Authorities where applicable) are appropriately informed.
- All decisions are recorded accurately in the College's systems.
- Transitions, where possible, prioritise continuity of education and the student's best interests.

The operational steps for managing early withdrawal during enrolment for 16–18 students are defined in the [Withdrawal Process During Main Enrolment – 16–18 Process.docx](#)

Apprenticeships

- Apprentices, employers and staff work collaboratively to achieve successful outcomes.
- We work closely with employers and other partners, with a wide network of expertise to achieve the best outcomes for employers, apprentices and students
- We support individuals who are eager to learn and progress, helping them to identify and access the most appropriate apprenticeship programme
- We are committed to guiding candidates to find a clear path to work with a suitable business where the individual and the employer can both thrive
- Everyone is given the best possible opportunities to learn and be successful
- We strive to meet the needs of every student and foster an environment that embraces cultural diversity, inclusivity, and professionalism

Applying for an Apprenticeship

Applicants will go through the application process when applying for an Apprenticeship. Applicants that are already working in an organisation, we can help pursue an apprenticeship. We work with employers to ensure that the training programme suits the proposed skills development and career progression.

For Apprentices we will:

- Identify the most appropriate level for your job
- Ensure that training meets relevant industry standards
- Customise the training to suit you and your job role
- Deliver and monitor the apprenticeship training to ensure you meet the required milestones to achieve your qualification
- Work collaboratively with you and your employer to support your progress and success

Further information is available at: [Apprenticeships & Training in London - Capital City College Apprenticeship Plus - Capital City College](#)

Key Stage 4 (KS4) Provision

We offer high-quality learning experiences to young people for whom a full-time school provision has not been successful. The KS4 provision is focused on providing excellence in learning balanced with high levels of student support. The provision has been created in line with the local need to provide educational placements for KS4 students looking to study in a variety of subjects, including English and Math's.

We are committed to ensuring equality of opportunity for all that will be achieved by:

- Ensuring that all applications are managed in a manner that is clear, fair, explicit and consistent
- All places are offered and allocated in accordance with the Group's KS4 Provision and agreement by the Local Authority

Admissions Guidelines for KS4 Provision

The admission arrangements for the KS4 Provision will explain:

- How applications to the college should be made and the process for applicants (via borough or school)
- How places will be allocated
- Key criteria for successful transition to the college's post-16 provision
- The college's KS4 Provision is not limited to any capped admissions number
- It is anticipated that the college will have groups that will enable efficient delivery that will provide a stimulating and rewarding learning experience
- We offer multiple entry points throughout the academic year at KS4
- Interested young people and their parents/carers will be invited to participate in a tour and interview at the college to discuss individual needs and the curriculum offer
- Only once an application is received and an interview has taken place, will consideration be given to an offer of a place
- A panel of staff will meet to discuss and review the application to ensure suitability for the programme.
- Interview and induction will enable students to learn more about their programme of study and they will receive personalised guidance and support
- Following enrolment, all students will participate in the KS4 Provision induction process, which includes personal guidance, support and progression planning
- The home school or borough must ensure that students referred to the college meet the expected standards of behaviour and maturity to study in a Further Education college setting.
- Students must conduct themselves in a manner that upholds the reputation of the college and ensures a safe and respectful learning environment for all students, staff, and visitors.
- The home school or borough must share all risk assessments to identify and address any potential safeguarding concerns that could pose increased risks to the applicant or fellow students within the College.
- The Key Stage 4 Provision recognizes the importance of providing inclusive educational opportunities for students with an Education, Health, and Care Plan (EHCP).
- To ensure appropriate support and resources for students with EHCPs, the College will establish a quota for the number of students with EHCPs that can be accepted onto the program each academic year.
- The quota will be determined based on the college's capacity to meet the specific needs outlined in the EHCPs, while also considering the availability of resources, staff, and appropriate learning environments.
- If the number of applicants with EHCPs exceeds the available quota, the college will provide guidance and can place them on a waiting list or refer to another CCC Key Stage 4 Provision, subject to availability.

KS4 Students Progression and Appeals Process

- Pupils will be invited to an interview towards the end of the academic year to prepare for transition
- Where a pupil's application is declined, communication will be made with School and Local Authority with a detailed reason. There are currently no appeals process once the decision has been reached.

Home Schooling Provision

- Applicants apply by registering their interest on the college website
- Applicants will be asked to provide proof they are being home-schooled from their Local Authority
- Applicants will be invited to an open day and to complete an interactive application form
- Applicants will take part in an assessment for each subject including an interview
- Successful applicants will be invited to enrol