



Policy:	Admissions Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to operating a fair, transparent, and inclusive admissions process that enables applicants to make informed decisions and supports access to higher education for individuals with the potential to succeed.

The purpose of this policy is to establish a clear and consistent framework for admissions that ensures:

- Applicants are assessed fairly, consistently, and on their individual merits
- Admissions decisions are transparent, evidence-based, and defensible
- Students admitted to programmes have a reasonable likelihood of success
- Applicants are provided with accurate and accessible information to support informed decision-making

This policy supports KEG's strategic objectives and ensures compliance with regulatory requirements, including those of the Office for Students (OfS) and consumer protection law.

2. Scope

This policy applies to all applicants seeking admission to programmes delivered by KEG, regardless of their background, nationality, or mode of study.

The policy covers all stages of the admissions lifecycle, including:

- Pre-application information and guidance
- Application submission and assessment
- Selection and decision-making
- Offer-making and communication
- Appeals and review processes

The policy applies to both home and international applicants and to all levels of study offered by KEG.

3. Regulatory and Legislative Framework

KEG ensures that its admissions processes comply with all relevant legislation and regulatory requirements. This includes equality legislation, data protection legislation, and consumer protection law, including the requirements of the Competition and Markets Authority (CMA). KEG also fulfils its obligations under the Prevent duty as set out in the Counter-Terrorism and Security Act 2015.

This policy is aligned with the Office for Students (OfS) Conditions of Registration, particularly those relating to academic standards, provision of information to students, and compliance with consumer protection requirements.

The policy should be read in conjunction with KEG's Equality and Diversity Policy, Recognition of Prior Learning Policy, Academic Appeals Policy, Student Welfare Policy, and Data Protection Policy.

4. Principles of Admissions

KEG's admissions process is guided by principles of fairness, transparency, consistency, inclusivity, and accountability.

All applicants will be assessed against clearly defined and published entry requirements.

Decisions will be made in a consistent manner and supported by appropriate evidence.

KEG is committed to ensuring that applicants receive clear, accurate, and timely information at all stages of the admissions process. This enables applicants to make informed choices about their programme of study.

The admissions process is designed to be inclusive and accessible. KEG recognises that applicants may present a wide range of qualifications and experiences and will consider alternative evidence of potential where appropriate.

KEG also ensures that students admitted to programmes have the necessary academic preparation and capability to succeed.

5. Responsibilities

5.1 Admissions Staff

Admissions staff are responsible for processing applications accurately, ensuring that all required documentation is received, and assessing applications against published criteria.

They must communicate clearly and professionally with applicants and maintain accurate records.

5.2 Admissions Manager

The Admissions Manager is responsible for overseeing admissions processes, ensuring consistency in decision-making, maintaining compliance with this policy, and ensuring that accurate information is published.

5.3 Academic Staff

Academic staff contribute to admissions decisions where academic judgement is required. This may include conducting interviews, reviewing applicant suitability, and making recommendations.

5.4 Kingsford Education Group (KEG)

KEG is responsible for ensuring that admissions processes are fair, transparent, and compliant with regulatory requirements. It is also responsible for monitoring admissions outcomes and supporting continuous improvement.

6. Entry Requirements

Applicants are expected to meet the academic and/or professional requirements for their chosen programme. These requirements are designed to ensure that students have the necessary knowledge and skills to succeed.

- Typical entry requirements may include relevant academic qualifications at an appropriate level, equivalent international qualifications, access to higher education qualifications, or relevant work experience.
- KEG recognises that applicants may come from diverse educational backgrounds. International qualifications will be assessed for equivalence, and certified translations may be required where appropriate.
- Mature learners may be admitted based on a broader profile of achievement, including professional experience and prior learning.
- Applicants who do not meet standard entry requirements may still be considered where there is sufficient evidence of their ability to succeed.

7. English Language Requirements

Applicants whose first language is not English must demonstrate an appropriate level of English language proficiency.

This is normally demonstrated through recognised qualifications at CEFR Level B2 or equivalent in reading, writing, listening, and speaking.

KEG may assess English language competence through additional methods, such as interviews or diagnostic assessments, where necessary.

8. Recognition of Prior Learning

KEG recognises prior learning, including formal qualifications, work-based learning, and professional experience. Recognition of prior learning may enable applicants to gain entry to a programme or, where appropriate, advanced standing. All decisions relating to recognition of prior learning will be made in accordance with KEG policy and subject to appropriate academic oversight.

9. Admissions Process

Applicants must submit a completed application form along with all required supporting documentation.

- Applications are initially reviewed to ensure that minimum entry requirements are met. Applicants may be required to undertake a diagnostic assessment to evaluate their readiness for study.
- Applicants may also be invited to attend an interview to assess their motivation, communication skills, and suitability for the programme.
- Admissions decisions are made based on a holistic assessment of the applicant, taking into account qualifications, assessment results, and relevant experience.
- Applicants will be informed of the outcome of their application in a timely manner. Offers may be unconditional or conditional depending on whether additional requirements must be met.

10. International Applicants

International applicants must meet the same academic requirements as home applicants and must also demonstrate compliance with English language requirements and immigration regulations. KEG will verify documentation relating to identity, qualifications, and visa status as part of the admissions and enrolment process.

11. Right to Refuse Admission

KEG reserves the right to refuse admission where applicants do not meet entry requirements or where there is insufficient evidence of their ability to succeed.

Applications may also be refused where required documentation is not provided, where information is inaccurate or misleading, or where the applicant is not considered suitable for the programme. All decisions will be made fairly and in accordance with this policy.

12. Admissions with Conditions

Applicants who do not fully meet entry requirements may be offered a place subject to specific conditions.

- Conditions will be clearly communicated and may include achieving required qualifications, providing additional documentation, or meeting English language requirements.
- Decisions to admit applicants under such conditions will be made by the Admissions Manager or nominee.

13. Information for Applicants

KEG is committed to providing applicants with clear, accurate, and comprehensive information.

This includes information on entry requirements, programme structure, teaching and assessment methods, fees and additional costs, and location of study.

Applicants will be informed promptly of any significant changes to programmes and advised of alternative options where appropriate.

14. Appeals and Complaints

Applicants have the right to request a review of an admissions decision.

- Requests must be based on procedural grounds, such as an error in the admissions process or failure to consider relevant information.
- Appeals based solely on academic judgement will not be considered.
- All requests must be submitted within the specified timeframe and will be handled in accordance with KEG's Academic Appeals Policy.