



Catherine School of London

Students Admissions Policy

Date: 15 May 2025

Review Date: Annually or as required

1. Policy Statement

Catherine School of London is committed to providing a fair, transparent, and inclusive recruitment, selection, and admissions process that ensures learners are placed on the right course, at the right level, and with appropriate support to achieve success.

Our aim is to widen access to education and support learners from all backgrounds—especially underrepresented or disadvantaged groups—to engage in learning, gain qualifications, and progress to higher education or employment.

2. Purpose

This policy sets out the principles and procedures that govern how Catherine School of London:

- Recruits and selects prospective students
- Ensures fair and non-discriminatory admission decisions
- Offers clear and accessible information about courses and entry requirements
- Complies with the requirements of awarding organisations and relevant regulators
- Supports students to succeed from application to enrolment and beyond

3. Scope

This policy applies to:

- All applicants applying to study at Catherine School of London
 - All courses offered by the centre (including online and face-to-face delivery)
 - All staff involved in student recruitment, admissions, and enrolment
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4. Principles

We adhere to the following principles in our recruitment and admissions process:

Principle	Description
Transparency	Clear, accessible, and accurate course information is provided to all applicants
Fairness	All applicants are treated equitably and without discrimination
Inclusivity	Applications from learners of all backgrounds and abilities are welcomed
Suitability	Learners are admitted onto courses that match their ability, prior learning, and career aspirations
Support	Appropriate advice, guidance, and support are provided throughout the process

5. Pre-Admission Information

We provide prospective students with comprehensive information to help them make informed choices. This includes:

- Course structure, duration, and delivery method
 - Entry requirements and expectations
 - Assessment methods
 - Progression routes and career outcomes
 - Tuition fees (if applicable) and funding support
 - Learning support services and accessibility provisions
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6. Entry Requirements

Each course has published entry requirements based on awarding body guidance and internal policies. These may include:

- Prior qualifications (e.g. GCSEs, Level 2 or equivalent)
- English and maths proficiency (where applicable)
- Personal motivation and commitment to learning
- In some cases, a short interview or written task to assess suitability

Note: We adopt a flexible and inclusive approach, especially for adult learners or those returning to education after a break. Recognition of Prior Learning (RPL) may be considered where appropriate.

7. Application Process

1. **Application Submission**
 - Applications may be submitted online, by email, or in person
 - Applicants must provide accurate information and supporting documents
 2. **Initial Screening**
 - Applications are reviewed to ensure minimum eligibility criteria are met
 - Clarification may be requested for incomplete or unclear applications
 3. **Interview / Assessment (if applicable)**
 - Applicants may be invited for an informal interview or diagnostic test
 - This helps determine the learner's suitability and support needs
 4. **Admission Decision**
 - A decision will be communicated within 5–10 working days
 - Successful applicants will receive an offer and enrolment details
 - Unsuccessful applicants will be offered feedback and possible alternatives
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8. Enrolment

Upon acceptance of an offer, students will:

- Complete the enrolment process
 - Provide identification and relevant documentation
 - Be informed of start dates, timetables, and induction details
 - Receive learner handbooks and access to learning platforms (if applicable)
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9. Equality, Diversity and Inclusion

Catherine School of London is committed to promoting equality, diversity, and inclusion in all aspects of our operations. We will not discriminate against any applicant on the basis of:

- Age
- Disability
- Gender or gender identity
- Race, ethnicity or national origin
- Religion or belief
- Sexual orientation
- Socioeconomic background
- Prior educational experience

Adjustments and additional support will be offered where required to remove barriers to learning.

10. Applicants with Special Educational Needs or Disabilities (SEND)

Applicants are encouraged to disclose any additional learning needs or disabilities during the application process. We will:

- Discuss individual support needs confidentially
 - Make reasonable adjustments during interviews and assessments
 - Ensure support is in place before the course begins
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11. Appeals and Complaints

If an applicant believes that their application was not handled fairly, they may submit a complaint or appeal the decision.

- Appeals must be submitted in writing within **10 working days** of the decision
 - All appeals will be reviewed by a senior member of staff not involved in the original decision
 - Complaints should follow the centre's **Complaints Policy and Procedure**
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12. Fraudulent Applications

Catherine School of London reserves the right to reject applications that contain:

- False or misleading information
- Plagiarised personal statements or documents
- Fraudulent qualifications or references

Such cases may also be reported to awarding bodies and relevant authorities.

13. Monitoring and Review

- Recruitment and admissions data is monitored regularly to identify trends, gaps, and areas for improvement
 - We review our marketing materials and processes annually to ensure accuracy and accessibility
 - This policy is reviewed **annually** or in response to changes in regulatory guidance or awarding body requirements
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14. Policy Approval

This policy has been approved by:

Tahir Khan/ Director

Date: 15 May 2025