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	Information, Advice and Guidance (IAG) Policy
<b>Staff member responsible for update</b>	Katie Jack

**Amendment History**

<b>Version</b>	<b>Revision Summary</b>	<b>Date Approved</b>	<b>Author</b>
2023.1	Policy fully revised and restructured; procedures separated; governance, compliance, and committee oversight strengthened; improved clarity of admissions stages, RP(E)L alignment, credit limits, and applicant guidance.	12/06/2026	Policy Working Group

**Admissions Policy**

**1. Introduction**

1.1 This Policy states the position of Christ the Redeemer College (CRC) on key matters relating to recruitment, selection, and admissions. It is underpinned by the College’s institutional strategic objectives, as set out in CRC’s strategic documents.

**2. Purpose**

2.1 The purpose of this Policy is to provide clear information to enquirers, applicants, authorised representatives, parents/guardians, and advisors about recruitment, selection, and admissions at the College. It serves as the policy framework for all staff involved in admissions activity.

2.2 This Policy ensures that CRC’s recruitment, selection, and admissions processes are transparent, fair, and accessible, with clear entry requirements and no unnecessary barriers to entry. All procedures are conducted professionally by authorised staff and are supported by clear, accurate, and timely information to

help applicants make informed decisions and transition smoothly into study. CRC seeks to recruit students who demonstrate the aspiration and ability to succeed in their chosen programme of study. The College provides fair and accessible procedures for appeals and complaints relating to admissions and communicates any material changes to programmes at the earliest opportunity.

2.3 CRC is committed to safeguarding, equality, diversity and inclusion, ensuring that decisions are appropriately recorded and communicated. Policies and procedures are reviewed periodically to ensure ongoing alignment with the College's mission, strategic objectives, and regulatory requirements.

### **3. Principals and scope**

3.1 This Policy outlines Christ the Redeemer College's admissions framework. It is intended to inform applicants of the policies and procedures followed by the College in the recruitment, selection, and admission of students to its programmes, including applications for taught courses, recognition of prior learning (RP(E)L), and transfers.

3.2 All applications are considered against the same academic and English language criteria set out in this Policy, ensuring a consistent, transparent, and fair admissions process. The College seeks to provide clear, accurate, and accessible information and advice to prospective students to enable informed decision-making about their programme of study and their choice of institution.

3.3 The admissions process is designed to meet the requirements of applicable UK legislation, including the Equality Act 2010 and the Data Protection Act 2018. The College welcomes applications from individuals of all backgrounds and is committed to ensuring equality of opportunity, eliminating unlawful discrimination, and promoting inclusive practice.

3.4 In accordance with UK legislation (Higher Education (Freedom of Speech) Act 2023), we protect the right to free speech. We take as a starting point that all speech is lawful, i.e. 'within the law', unless restricted by law. This includes provisions of the Equality Act 2010 prohibiting discrimination. It also includes common law on confidentiality and privacy. Therefore, whilst freedom of speech within the law is protected, unlawful speech is not. Free speech includes lawful speech that may be offensive or hurtful to some. Speech that amounts to unlawful

harassment or unlawful incitement to hatred or violence (for instance) does not constitute free speech within the law and is not protected.

#### **4. Applicants with Disabilities or Specific Learning Needs**

4.1 Where an applicant requires additional support, including in relation to a disability or specific learning need, their application will be considered on the basis of academic merit. The College will consider appropriate and reasonable adjustments to support applicants and students, taking into account its duty of care and the resources available. Further information is available in the College's Equal Opportunities Policy and related support arrangements.

4.2 The College welcomes applications from individuals with disabilities or specific learning needs and operates procedures to ensure that such applications are considered appropriately and that suitable support is provided throughout the application process and subsequent study.

4.3 Applicants who have experienced circumstances that may have affected their academic performance are encouraged to provide relevant information at the point of application. Where such circumstances arise after submission, applicants are advised to notify the Admissions Office at the earliest opportunity.

4.4 Each programme has defined general and, where applicable, specific entry requirements. These are established through the College's quality assurance processes and are reviewed periodically. It is a matter of academic judgement whether an applicant's qualifications and/or experience meet the requirements for entry, taking into account their ability to achieve the intended learning outcomes of the programme.

#### **5. English Language Requirement and Support**

5.1 All our courses and programmes are delivered in English. Applicants must therefore demonstrate an appropriate level of English language proficiency in reading, writing, speaking, and listening, in line with the requirements of the programme.

5.2 Our Academic Skills Unit provides a range of English language courses and tutorials designed to support applicants whose English proficiency is below the required standard.

5.3 The typical academic admissions criteria are reviewed annually by our Admissions Committee and published on our website, in our digital and print prospectuses. If there is any difference in published Admissions criteria, those on our website take precedence.

## **6. Relationship with Other College Policies**

6.1 This Admissions Policy should be read in conjunction with other relevant College policies and procedures, which together form the framework governing the applicant and student experience. These include, but are not limited to:

- Admissions Appeals Policy and Procedure
- Student Complaints Policy
- Recognition of Prior Learning (RP(E)L) Policy
- Equal Opportunities Policy
- Student Protection Plan
- Refund Policy
- Student Terms and Conditions
- Data Protection Policy
- Safeguarding Policies
- Information, Advice and Guidance (IAG) Policy

6.2 These documents collectively set out the rights and responsibilities of applicants and students and provide further information on how the College manages recruitment, admissions, and the student experience.

## **7. Application Process**

7.1 We accept applications:

- Directly, including through agent application via our website.
- Via the University and Colleges Admission Service (UCAS).

7.2 Application deadlines and relevant information relating to the admissions cycle are published on the College's official website and admissions materials. Late applications may be considered where places remain available, subject to the applicant demonstrating readiness to commence study.

7.3 In making admissions decisions, designated staff consider the information provided in the application against the published entry criteria. This assessment may include, but is not limited to:

- Academic qualifications and achievements.
- English language proficiency.
- Personal statement.
- Academic and/or professional references.
- Curriculum vitae (cv).
- Performance at interview or assessment (where applicable).
- Any other relevant supporting documentation.

7.4 The College may, where appropriate, offer an applicant a place on an alternative course where it is considered that the applicant is better suited to that programme.

7.5 Where an offer is made, the College will clearly indicate whether it is conditional or unconditional, and any conditions attached. Applicants are responsible for providing all required evidence in support of their application, including certified translations where necessary.

7.6 Applicants who receive a conditional offer will not be permitted to enrol until all conditions have been satisfied and verified.

7.7 An applicant may request to defer an offer, subject to approval by the College. Where agreed, deferrals will normally be permitted for a specified period, after which the applicant will be required to reapply.

7.8 The College treats all applications and associated data as personal and confidential. Information is processed in accordance with data protection legislation and used only for purposes related to admissions, student records, and regulatory obligations.

7.9 Where material changes occur to a programme during the application process, including prior to enrolment, applicants will be informed promptly and provided with appropriate information and guidance to enable them to make an informed decision about their options.

## **8. Recognition of Prior and Experiential Learning (RP(E)L)**

8.1 The College recognises that applicants may have achieved relevant learning through previous study or experience and may therefore be considered for Recognition of Prior and Experiential Learning (RP(E)L).

8.2 RP(E)L may be used to enable applicants to enter a programme with advanced standing, where prior learning can be demonstrated to meet the relevant learning outcomes and academic standards of the course.

8.3 To be considered for RP(E)L, applicants must provide appropriate evidence of prior certificated or experiential learning. This evidence must be credible, relevant, and capable of demonstrating that the required knowledge, understanding and skills have already been achieved.

8.4 It is a matter of academic judgement whether prior qualifications and/or experience meet the requirements for entry to a programme and whether the applicant will be able to achieve the remaining learning outcomes and required academic standard for the award.

8.5 Entry requirements continue to apply in all cases, and the recognition of prior learning does not guarantee admission.

8.6 Where RP(E)L is granted, it may be used to exempt an applicant from a defined portion of a programme. The amount of credit that may be recognised, and the conditions under which it may be applied, are determined in accordance with the College's academic regulations and Recognition of Prior Learning Policy.

## **9. Indicative Credit Limits for RP(E)L**

9.1 For guidance, the following limits normally apply:

### **9.1.1 Undergraduate programmes (Levels 4–6):**

Recognition of Prior and Experiential Learning (RP(E)L) may normally be granted for up to 240 credits of a 360-credit degree, subject to programme and awarding body requirements. RP(E)L will not normally be granted for the final year (Level 6) of a programme. At least 120 credits must normally be undertaken at Christ the Redeemer College in order to be eligible for the award.

### **9.1.2 b. Postgraduate programmes (Level 7):**

Recognition of Prior and Experiential Learning (RP(E)L) may normally be granted for up to 90 credits of a Master's degree, subject to programme and awarding body requirements.

**Time limits:**

9.2 RP(E)L will normally apply to prior learning achieved within the preceding five years. Learning achieved up to a maximum of 10 years prior may be considered, where the applicant demonstrates that their knowledge and skills remain current and relevant.

9.3 The College reserves the right to determine whether advanced standing can be awarded and at which level an applicant may enter a programme.

9.4 Further information on the process and requirements for RP(E)L is available in the College's Recognition of Prior Learning Policy.

9.5 Recognition of Prior Learning will not be applied where this would result in the duplication or 'double counting' of credit towards the same award.

**10. Offers, Conditions and Enrolment**

10.1 Where relevant, the College may make an offer for a different course than the one originally applied for, where it is considered that the applicant would be better suited to an alternative course.

10.2 The College will clearly indicate whether an offer is conditional and, where applicable, the conditions that must be met. Applicants are responsible for providing all required evidence and documentation in support of their application, including certified translations of documents where these are not in English.

10.3 If an applicant holds a conditional offer, enrolment and commencement of study cannot take place until all conditions have been satisfied. In such circumstances, the conditional offer will be replaced with an unconditional offer.

10.4 Applicants will be provided with the relevant terms and conditions of study in advance of enrolment.

10.5 Where an offer is made, a contractual relationship is established once all offer conditions have been satisfied, applicable fees arrangements confirmed,

and the applicant has accepted the terms and conditions of study and relevant College regulations found on the College website.

## **11. Minimum General Entry Requirements**

11.1 Applicants should normally be able to demonstrate a level of literacy and numeracy appropriate to the course of study. Some courses may require specific qualifications, such as GCSE English and GCSE Mathematics (or recognised equivalents).

11.2 Admissions criteria represent the standard expected level of attainment. However, all applications are considered on their individual merit and potential. In addition to formal qualifications, the College may take into account relevant experience, personal statements, and other supporting information.

11.3 The College recognises qualifications from the UK and internationally and will assess equivalence using appropriate and recognised sources. We are guided by international qualification information provided by the University and Colleges Admission Service (UCAS), the UK National Recognition Information Centre (UK ENIC), and the awarding organisation(s) when determining academic equivalence.

11.4 Where an applicant's first language is not English, and/or where an applicant holds qualifications other than those indicated above, the following qualifications may be accepted as evidence of English language competence (this list is not exhaustive):

- IELTS (International English Language Testing Scheme).
- TOEFL (Test of English as a Foreign Language).
- Cambridge Advanced Certificate or international equivalent.
- A pass in the College's own English Language proficiency assessment (where applicable).

11.5 Applicants who meet English language proficiency requirements but do not meet the academic entry requirements for admission at Level 4 may still be considered for admission through alternative entry routes, where appropriate.

11.6 Course entry requirements are set out in programme specifications and include:

- The entry criteria and how applicants will be assessed for entry onto the course.
- Any specific English language requirements.
- Any alternative or exceptional entry routes.
- Recognition of Prior Learning (RP(E)L).
- Any additional requirements, including professional or regulatory requirements where applicable.

11.7 All applications are considered with due reference to the College's Equal Opportunities Policy and relevant equality and anti-discrimination legislation.

## **12. Deferral of Entry**

12.1 Applicants who have been made an offer may request to defer entry for up to one academic year by contacting the Admissions Office. Where a deferral is approved, the applicant will normally commence study in the next available intake or the following academic year. Such decisions are made at the discretion of the College.

## **13. Right to Study in the UK**

13.1 Applicants must provide evidence that they hold the right to study in the UK or are eligible to apply for a Student Route visa, where applicable. The type of evidence required is determined by the Admissions Team, Student Administrative Services, and the College's Compliance function. The College reserves the right to assess and determine eligibility to enrol based on an applicant's immigration status.

## **14. Criminal Convictions**

14.1 The College has a duty of care to all staff and students and may refuse entry to an applicant where it reasonably believes that the applicant poses a risk to the safety of others. The College reserves the right to request verification of any information provided and expects applicants to disclose any relevant unspent criminal convictions prior to admission.

14.2 Applicants are also required to inform the College if, at any time during their studies, they receive a criminal conviction. This includes circumstances where a

conviction is received during a period of interruption of studies or following withdrawal and subsequent readmission.

14.3 The College has a responsibility to ensure the safety and wellbeing of its student and staff community, as well as others with whom students may interact as part of their course of study. Where it is identified that any aspect of an application, or any information provided to the College, is incorrect, misleading, or incomplete, the College reserves the right to withdraw or amend an offer of admission in accordance with the circumstances.

14.4 Applicants applying for programmes where placements involve regulated activity with children and/or vulnerable adults are required to declare all criminal convictions, including those that are spent, as well as cautions or bind-over orders. Such applicants may be required to undergo an enhanced Disclosure and Barring Service (DBS) check and/or an equivalent check in their home country. Where applicable, the College will require confirmation that this process has been satisfactorily completed prior to enrolment.

14.5 Information relating to relevant criminal convictions or charges is processed in accordance with applicable data protection legislation and retained only for as long as necessary. In most cases, such information will be retained for no longer than six months following a decision on an application or the termination of studies. Where information is received relating to a current student, it may be retained for the duration of the student's studies in order to allow appropriate oversight and monitoring.

14.6 Where the College receives information from a current student about a new criminal charge, it will be retained until the studies have been completed. This is to allow us to monitor any subsequent conviction. The legal basis for processing criminal convictions data is conditions 10 (Preventing or detecting unlawful acts) and 18 (Safeguarding of children and of individuals at risk) in the DPA 2018 Schedule 1; and Articles 6(1)(e) and 9(2)(g) of the GDPR.

## **15. Fraudulent or Misleading Information**

15.1 Applicants and their representatives are expected to provide full, honest, and accurate information in support of an application and in all subsequent communications with the College.

15.2 Where it is identified that an application contains false, misleading, or plagiarised information, or that relevant information has been omitted, the College reserves the right to investigate and, where appropriate, withdraw an offer of admission or terminate a student's registration.

## **16. Refusal of Admission**

16.1 The College reserves the right to reject an application or withdraw an offer at any stage of the admissions process where it determines that the applicant does not meet the required standards, has provided inaccurate or misleading information, or where behaviour is deemed unacceptable in accordance with the College's policies and procedures.

## **17. Feedback, Complaints and Appeals**

17.1 The College is committed to providing feedback on admissions decisions where appropriate and where resources allow. The Admissions Team will record the basis of decisions and will consider requests for feedback submitted in writing by the applicant. Requests from third parties will not normally be accepted.

17.2 Where a concern arises in relation to the admissions process or decision, applicants are encouraged to seek informal resolution in the first instance through contact with the Admissions Office. Where this is not possible or appropriate, applicants may submit a complaint or appeal in accordance with the College's Admissions Appeals Policy and Student Complaints Policy.

## **18. Admission to Practical Ministry Courses**

18.1 The minimum entry qualifications for practical or foundation-level courses are specified in individual programme regulations and may typically include:

- A minimum standard of general education, normally demonstrated through recognised qualifications such as GCSEs or equivalent; OR
- Relevant experience, including prior learning, work experience, or vocational activity, which demonstrates the applicant's ability to undertake the course of study.

18.2 Applicants may also be required to demonstrate suitability for the course through interview, written assessment, or other appropriate means.

## **19. Admission to Level 4 Programmes**

19.1 The minimum entry qualifications are specified in individual programme regulations and may typically include:

- A minimum number of GCE A Levels or recognised equivalents. In terms of equivalence, achievement at a lower level will be subsumed into the higher level; i.e. AS qualifications will be subsumed into A Level qualifications in the same subject and will not normally be accepted separately for entry; OR
- Successful completion of a recognised Level 3 or Access course; the full International, European, or Welsh Baccalaureate; or other qualifications deemed acceptable by the College.

## **20. Admission to Level 5 Programmes**

20.1 The minimum entry qualifications are specified in individual programme regulations and may typically include:

- Successful completion of 120 academic credits at Level 4, or other qualifications deemed acceptable by the College.

## **21. Admission to Level 6 Programmes**

21.1 The minimum entry qualifications are specified in individual programme regulations and may typically include:

- Successful completion of 120 academic credits at Level 4 and 120 academic credits at Level 5, or other qualifications deemed acceptable by the College.

## **22. Admission to Level 7 Programmes**

22.1 The minimum entry qualifications are typically:

- A first degree with Honours or a recognised equivalent qualification;  
AND/OR
- Relevant professional experience deemed to be equivalent.

### **23. Internal Course Transfers**

23.1 Subject to any course-specific requirements, and with the approval of the relevant Course Leaders, a student may be permitted to transfer from one undergraduate course to another at the same stage, provided that the intended course learning outcomes and curriculum can be demonstrated to be equivalent. Where the intended course learning outcomes and curriculum are demonstrably different, the provisions relating to Recognition of Prior Learning (RP(E)L) will apply.

23.2 Requests for internal transfer must be submitted within the timescales specified by the College. Transfer applications are normally required to be made by the end of the second week of teaching at the beginning of the academic year. Where courses include year-long modules, transfers will not normally be permitted after the second week of the academic term. Requests submitted after these deadlines may not be considered.

23.3 Applications are submitted through the appropriate College process and will take into account course-specific requirements. Applications will be reviewed by the Admissions Office in conjunction with the relevant academic leads or nominated representatives. The outcome of the review will confirm whether any previously achieved credits may be recognised as part of Recognition of Prior Learning (RP(E)L). Students will normally be informed of the outcome of their application within a reasonable timeframe following submission.

23.4 Where a student transfers between courses, they may forfeit the right to resit or retake any outstanding modules where these are not applicable to the new course of study. Credit cannot subsequently be reclaimed where it does not form part of the new programme requirements.

23.5 Where a student transfers internally and uses credit previously achieved, including credit recognised through RP(E)L, the academic record and associated grades relating to that credit will remain part of the student's record.

23.6 Students will not normally be readmitted to the same course, or to another course leading to an award of the College, where any of the following applies:

- The student has been withdrawn from a course by the relevant Assessment Board with an interim award, having not met the requirements for a higher award.
- The student's studies were terminated on the grounds of academic failure.
- The student was excluded from the College for any other reason.

## **24. Applicants Returning to Education**

24.1 The College welcomes applications from individuals returning to education following employment or other experience. Such applications are assessed against standard entry criteria, with consideration given to the applicant's suitability for the chosen programme.

24.2 The College recognises the importance of prior learning and seeks to ensure that applicants are not required to repeat learning where they can demonstrate appropriate knowledge, understanding, and skills. Applicants are required to provide relevant evidence of prior achievement, which may include professional experience. Where appropriate, applicants may be required to undertake an assessment to demonstrate their readiness for study.

## **25. Monitoring and Review**

25.1 This Policy, together with related recruitment and admissions procedures and practices across the College, is overseen by the Admissions Committee. Any developments or activities with implications for the Policy are considered as part of the Committee's regular review cycle.