



CASPIAN
SCHOOL OF ACADEMICS

Policy 3.0

ADMISSION, RECRUITMENT AND WIDENING ACCESS POLICY

Admission, Recruitment and Widening Access | August 2026



www.caspianschool.ac.uk

Admission, Recruitment and Widening Access

Admission, Recruitment and Widening Access

Document Control

Document title	Admission, Recruitment and Widening Access
Document reference	Policy 3.0
Policy category	Admission, Recruitment and Widening Access
Document type	Policy
Status	Current
Policy owner	Principal
Approved by	Academic Board
Publication classification	Public
Current controlled version	Caspian Policy Library - caspianschool.ac.uk/policies/

Version History

Version	Approved by	Approval date	Effective date	Next review date
1.9	Academic Board	14 August 2026	14 August 2026	14 August 2027

Table of Contents

Introduction.....	4
Terminology.....	4
Scope.....	4
Aims.....	4
Objectives.....	4
Admissions procedures.....	5
UK Quality Code references:.....	5
Other external reference points:.....	5

Introduction

The School considers the efficient running of a student admissions process to be critical to its success.

Terminology

'Admissions' is defined as any procedures through which students are told about the School, apply for its programmes, are selected for enrolment, and are informed of the requirements of their chosen programmes in the framework of this policy.

Scope

This policy includes the procedures for informing students about the School and enabling them to choose appropriate programmes, as well as enrolment applications, diagnostic testing, selection, enrolling, and the planned induction of new students.

Aims

The policy's main aim is to guarantee that the School follows a clear, fair, and consistent set of procedures for selecting and admitting students, as well as for introducing them to their programmes of study. The School operates its admissions policy and procedures in line with its widening participation and social including agenda and its Access and Participation Statement. The School will not knowingly place barriers in the way of any student's application in accordance with the conditions of the Equality Act 2010. Further, the School will seek ways of attracting and engaging with applicants from underrepresented groups to facilitate their access to courses.

Objectives

The Admissions Policy and its procedures have the following goals:

- to guarantee that any promotional materials used to tell potential students about the School are accurate, thorough, and suitable for their intended use
- to guarantee that any commissioned or directly organized face-to-face student recruiting efforts are managed effectively and professionally, and that prospective student inquiries are handled in a polite and helpful way
- ensuring that all selection criteria are fair, reasonable, and clearly stated, and that all staff involved in student selection interact with prospective students in a helpful and polite way.
- to develop plans for the efficient and confidential documentation of all selection choices, as well as to ensure that all interactions with prospective students are helpful and non-bureaucratic.
- to ensure that successful candidates are fully aware of the School's admissions standards
- to ensure applicants fully understand the entry criteria for their chosen course and to explain, as needed, how they can demonstrate that they meet the entry requirements
- to make clear any English language proficiency requirements and evidence of proficiency, and to make available internal English language proficiency tests as appropriate
- to ensure applicants understand the time and commitment they will have to make to their studies
- candidates who have not been given a place are notified in a polite and sympathetic way
- to make sure that all student admissions complaints and appeals are handled in a timely, fair, and reasonable way
- ensuring that all selection criteria are fair, reasonable, and clearly stated, and that all staff involved in student selection interact with prospective students in a helpful and polite way.
- to ensure that new student induction is conducted in a timely, helpful, and instructive way, with adequate evaluation of induction outcomes

- to examine the functioning, currency, and suitability for purpose of all procedures connected to student admissions on a regular basis
- to easily and effectively track student attendance after enrolment

Admissions procedures

Procedure 3.1 Student recruitment and Admissions

Procedure 3.2 Students Contact Details Collection

Procedure 3.3 Student Induction Programme and Declaration

Procedure 3.4 Student Records

Procedure 3.5 Meeting Competition and Markets Authority (CMA) Expectations

Procedure 3.6 Admission Complaints and Appeals

Procedure 3.7 Access and Participation Statement

Procedure 3.8 CSA Widening Participation and Social Inclusion Strategy

Procedure 3.9 Applicant and Student Criminal Convictions

Procedure 3.10 Admissions Audit Procedure

Procedure 3.11 Break in Learning

Procedure 3.12 Admission Flowchart.

If a need for more guidance or clarity is determined, additional procedures may be issued.

UK Quality Code references:

THE UK QUALITY CODE, ADVICE AND GUIDANCE: ADMISSIONS, RECRUITMENT AND WIDENING ACCESS

Other external reference points:

Current regulations and protocols from DfE and SLC relating to student funding.

Current regulations and protocols from Awarding Bodies