

Admissions and Enrolment Appeals Policy

1. Scope and Purpose

- 1.1. Loughborough College Group is committed to offering accessible, inclusive, and high-quality education to all prospective and continuing learners. The College aims to provide a welcoming and supportive admissions and enrolment process that enables individuals from a wide range of backgrounds to join a programme that meets their needs, interests, and aspirations.
- 1.2. This policy has been developed to ensure that admission and enrolment decisions are made fairly, transparently, and consistently, based on published entry criteria requirements, considering prior attainment, grades, individual circumstances, and where appropriate, additional support needs. It establishes a clear appeals process for applicants who wish to challenge a decision not to offer them a place on an A-Level or vocational qualification programme whether due to unmet entry requirements, oversubscription, prior conduct, or other risk-related considerations.
- 1.3. This policy applies to Loughborough College Group and its colleges. References to the Group or College refer to all parts of the group.

2. Policy Statement


- 2.1. Loughborough College Group aims to provide all applicants with the opportunity to access education that supports their individual goals, aspirations, and long-term development. We have an inclusive culture and are committed to ensuring that all applicants have a fair opportunity to access appropriate educational programmes, and to appeal admission and enrolment decisions where appropriate.
- 2.2. The College will make reasonable adjustments throughout the process to ensure equality of access for all.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.

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- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Appeal Process

- 4.1. Applicants may appeal an enrolment decision if they are refused entry to an A-Level or Vocational qualification. An appeal can be submitted where the refusal is based on one or more of the following reasons:
- Entry requirements - You did not meet the minimum academic entry requirements but believe there are valid reasons why an exception should be made (e.g., mitigating circumstances or other relevant factors).
 - Oversubscription - Your chosen course was full at the time of application, even though you met the entry requirements.
 - Behaviour or risk concerns - Your application was refused due to concerns about your previous behaviour or risks posed to yourself or other learners.
- 4.2. If you are refused a place on your chosen programme, the College will offer advice and guidance on alternative options. This may include a place on a different course at the College or referral to another provider if appropriate.
- 4.3. You may still submit an appeal even if you accept an alternative course offer. However, you may be required to begin studying the alternative course while your appeal is being considered.
- 4.4. All appeals must be made by email to the Director of Governance & Legal Services at appeals@loucoll.ac.uk, within 5 working days of receiving a refusal letter or email and must state the grounds for appeal along with any supporting evidence.
- Appeals relating to entry requirements or oversubscription should explain why an exception should be considered.
 - Appeals based on behaviour or risk should address the concerns raised in the decision, and if possible, include evidence of positive change.

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- 4.5. The Director of Governance & Legal Services or nominated representative will review the appeal submitted to ensure that it includes grounds of appeal. The Director of Governance & Legal Services may request further information from the person appealing. Where an appeal is submitted without valid grounds of appeal, the Director of Governance & Legal Services may dismiss the appeal. In exceptional circumstances, the Director of Governance & Legal Services in consultation with the Vice Principal - Learner Services & Quality can uphold the appeal without a hearing. In all other cases, where a valid appeal has been submitted, an appeal panel will be convened.
- 4.6. Upon receipt of an appeal, the Director of Governance & Legal Services or nominated representative will acknowledge the appeal in writing via email and log it for review. All admissions and enrolment appeals will then be referred to the relevant Head of Department (or nominated representative) and a member of the Wider Management Team (WMT) who has had no prior involvement in the matter.
- 4.7. The Head of Department and WMT member will conduct a desk-based review within 10 working days of receipt of the appeal to determine whether the original decision should be upheld or overturned. In exceptional circumstances, the applicant may be invited to attend a short meeting to discuss the appeal further with the Head of Department and WMT member.
- 4.8. An outcome letter will be sent within 5 working days of the desk-based review and will normally be sent by email to the applicant's email address. Requests can be made for the letter in other formats. The letter will clearly state the outcome of the appeal, including whether the original decision has been upheld or overturned. Where the appeal is successful, the letter will outline the next steps for enrolment. If the appeal is not upheld, the reasons for the decision will be provided.
- 4.9. The decision of the appeal panel is final and concludes the College's internal admissions appeals process. No further right of appeal will be granted.

5. Location and Access

- 5.1. This document can be found here:
- The Loughborough College Group's Website
 - The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

- 6.1. You may wish to view the following policies:
- Equality and Diversity

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- Learner Recruitment Policy and Procedure
- Career Policy

7. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

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