

Admissions Policy

1. Introduction

Francis James Ltd is committed to providing an accessible, fair and transparent admissions process that supports our mission to deliver high-quality education. This policy aligns with the requirements set by the Office for Students (OfS) and promotes equality of opportunity for all prospective learners.

2. Scope of the Policy

This policy applies to all applications for undergraduate programmes offered by Francis James Ltd. It covers all stages of the admissions process, from initial application through to enrolment.

3. Principles

Our admissions process is guided by the following principles:

- **Fairness:** Decisions will be made impartially and without discrimination.
- **Transparency:** Criteria for admission will be clear and publicly accessible.
- **Merit-based Assessment:** Applications will be assessed on the basis of academic potential and preparedness for the chosen programme.
- **Accessibility:** We will seek to remove barriers to higher education and support widening participation. This includes offering appropriate reasonable adjustments during the admissions process to support applicants with disabilities or specific learning differences.

4. Entry Requirements

Entry requirements are set out in the Pre-Contract Information provided to applicants. They are explained in brief in this section.

4.1. Academic Requirements

Applicants must meet the published entry requirements for their chosen programme. For the BSc in Construction and the Built Environment, the standard entry requirements include:

- A levels: grades CCC, or
- T level: Pass grade, or
- Other equivalent level 3 qualifications (for example, BTEC National Extended Diploma: MMM grade)

Relevant professional experience may be considered as an alternative to formal qualifications under the Recognition of Prior Learning (RPL) policy.

4.2. English Language Requirements

Applicants whose first language is not English must demonstrate proficiency through an approved English language test, such as IELTS (minimum score of 6.0 overall, with no less than 5.5 in each component).

5. Application Process

5.1. Submission and review

Applications must be submitted through the online application portal on Francis James' website.

Once an initial review has been made of the application, applicants may be asked to submit supporting evidence (such as academic transcripts or references). All required documents, such as academic transcripts, personal statements, and references, must be provided by the deadlines by Francis James.

Applications will be assessed against the published entry criteria. Where applicable, interviews or additional assessments may be conducted to further evaluate an applicant's suitability.

5.2. Decision-making

Admissions decisions will be communicated to applicants in a timely manner.

Francis James may make conditional offers - these will specify any conditions or actions that must be met before enrolment. Otherwise Francis James may accept an application and progress the learner directly to the enrolment stage.

Feedback for rejected applications can be provided upon request.

6. Equality and Diversity

6.1 Commitment

Francis James is dedicated to promoting equality, diversity and inclusivity in all its admissions practices, in accordance with:

- Requirements of the Office for Students
- Equality Act 2010 and other relevant UK legislation

Francis James aims to eliminate unlawful discrimination and promote a culture of respect and equal opportunity. Staff involved in admissions decisions will have undergone training in equality, diversity and inclusion.

6.2. Widening Participation and Access

Francis James is committed to widening participation and may, where and if possible:

- provide outreach activities to underrepresented groups
- offer contextual admissions by considering an applicant's background and circumstances
- offer financial support packages, such as scholarships and bursaries, to eligible learners.

7. Monitoring

Monitoring and review of admissions decisions for each programme will be undertaken periodically (at least annually) by the Academic Quality and Standards Committee.

Francis James will collect and monitor applicant data (e.g., demographic information) to identify any gaps or trends in the admissions process; this includes reviews to identify potential bias or underrepresentation.

8. Appeals and Complaints

Applicants who wish to appeal an admissions decision or lodge a complaint about the admissions process may do so in accordance with the Admissions Appeals and Complaints Procedure available on the Francis

James website. Appeals must be based on procedural irregularities or new evidence not previously available.

9. Data Protection

Francis James will comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 when handling applicant data. Personal data will only be used for admissions purposes and will be stored securely.

10. Policy review

This policy will be reviewed annually to ensure it remains compliant with OfS regulations and reflects sector best practices.

Written By	Revision Date	Revision Number	Approved By	Review Date
K Tucker	31/12/2024	1	 S Graham	31/12/2025
H Barratt	28/08/2025	2	 S Graham	28/08/2026