Further Education (FE) Admissions Policy

Policy Number:
080-2024

Academic Year:
2025/2026 Onwards

Target Audience:
All Staff, Students, Governors, Members of the Public

Summary of Contents
This Policy outlines the process the College will follow to ensure a consistent approach to Further Education (FE) admission and enrolment of students into the College.

Enquiries
Any enquiries about the contents of this document should be addressed to:

Title: Head of Admissions and Information Services

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Review Information (Responsible Owner):
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~~No~~/Minor/~~Significant~~ (delete as appropriate)

Approval/Noting By:
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Lead GB Committee: Education Committee

Governing Body Approval: June 2026

Related Documents:

Further Education (FE) SOP

Fees Policy

Complaints and Compliments Policy

Superseded Documents (if applicable):
N/A

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25 June 2024

Date of Last Accessibility Screening:
March 2025

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1.0 Change History

Changes to this Policy are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Purpose

SERC recognises the importance of admitting applicants to a course suited to their ability and aspirations. The admissions procedure takes account of all aspects of the application process, not just an applicant's academic profile to ensure equality of opportunity to all. SERC is committed to widening participation and to promoting wider access to Further and Higher Education.

All applications are considered without regard to any bias e.g. age, ethnic origin, disability, sexual orientation, gender, religious or political beliefs, marital status, care experience or socio-economic background.

SERC operates an online application process for all courses through its website www.serc.ac.uk. Applicants can use one of various social media accounts to register e.g. Facebook, Instagram. The online application portal will open in January each year for full time Further Education admissions and in May each year for part-time Further Education admissions.

3.0 Scope

This Policy will apply to all Further Education admissions at SERC. It will outline all aspects of the admissions process and will bring together the application and enrolment process.

This Policy also meets Competition and Markets Authority guidance for Further & Higher Education, and Awarding Organisation requirements.

4.0 Procedure

4.1 Further Education Applicants

Applicants will apply online and receive an automatic acknowledgement email confirming receipt of their application.

Applicants may be invited to attend a mandatory pre-entry advice and guidance session and may need to complete an assessment e.g. an audition / submission of a portfolio / skills test. SERC's pre-entry advice and guidance sessions will take place between April and June each year, with follow-up sessions, if required, being offered in August.

The College will communicate the outcome of these sessions via email within 5 working days (see definitions in section 5.0).

Applicants are issued with either a Conditional Offer (Firm), Conditional Offer (Waiting List) or, if they already meet the entry criteria, they will be moved to 'Enrolled' status. Applicants who have been unsuccessful
with their application will be referred to the Careers Team for further advice and guidance.

4.2 Admissions Criteria

The College reserves the right to enhance the entrance criteria for all courses based on demand and required academic standards as specified by the awarding body/validating organisation. The College will notify applicants in writing of changes to admissions requirements prior to the commencement of any programme of study.

All applications will be received in the English language. Applicants for full-time FE Programmes must be competent in same.

Applicants applying for ESOL Provision can avail of the google translate function on the SERC Website, whereby they can complete their application in their home language, subsequently their application will be received in the English Language.

4.3 Applicants with Additional Needs

The College welcomes applications from all learners who have a learning disability and / or difficulty. The College will make reasonable adjustments to ensure support for any applicant with a learning difficulty and/or disability to assist them in the admissions and enrolment process and in the progression and completion of their studies.

There may be times, however, taking into account the resources of the College, when the nature of a student's ill health or behaviour requires support and adjustments beyond the expertise or capacity that the College can reasonably offer.

The College reserves the right to refuse admission to an applicant who has been previously excluded from the College or partner organisations or who previously attended but failed to make sufficient effort towards successfully completing their studies. The College reserves the right not to admit an applicant who has any outstanding debts to the College.

5.0 Definitions

Type of offer or enrolment	Definitions
Conditional Offer (Firm)	Applicant has attended pre-entry advice and guidance session (where applicable), has met the requirements from same but has not yet attained the required entry criteria. Their place will be held until 10am on the day results are issued
Conditional Offer (Waiting List)	Applicant has attended pre-entry advice and guidance session (where applicable), has met the requirements from same but has not yet attained the required entry criteria. Their place is not secure and they will be advised to consider alternative programmes. They will only be offered a place once all Firm offers have been exhausted.
Application Approved	Part time further education applicants who have applied for a course that requires an interview prior to acceptance will be moved to this progress code once they have met the entry criteria.
Further contact to follow	Applicant has attended a pre-entry advice and guidance session but is required to submit something further or attend a follow-up session.
Entry requirements not met	Applicant has been unsuccessful in gaining a place on their chosen course.
Enrolled	Applicant's place has been confirmed.

6.0 Disclosure of Criminal Convictions

SERC is committed to ensuring the safety and wellbeing of all applicants, trainees and staff while they attend the College. SERC is also committed to making sure that there is an equality of opportunity for all applicants including those with criminal convictions.

To help the College fulfil its commitments, all applicants must declare whether they hold or have held any convictions at the time of their application. Such declarations will be dealt with via the Criminal Disclosure Procedure. Where appropriate a risk assessment and management plan will be completed and agreed with the applicant prior to the offer of a place on a course.

7.0 Tuition Fees for Further Education

Full time Further Education courses, including Applied A Levels, are free of charge.

Non- Applied A Levels, if aged 19 or over on 1 July, will incur a fee. Please refer to Fees Policy, available at link Public Information - SERC

Part time Further Education students must pay any associated fees at the point of enrolment. Details on payment methods and concessions can be found in the College Fees Policy, available at link Public Information - SERC

8.0 Complaints and Appeals

If an applicant wishes to lodge a complaint about the admissions process, they should refer to the College Complaints Process, available at link Public Information - SERC

9.0 Responsible Owner

It is the responsibility of the Head of Admissions and Information Services to ensure that this Policy is implemented, adhered to and reviewed.

10.0 Communication Plan

This Policy is available at www.serc.ac.uk under 'public information' and is accessible in house on the College intranet. It will be referred to during staff induction and training.

11.0 Review

This Policy will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	April 2024	Policy created
1.1	May 2024	Accessibility checked
1.2	March 2025	Cover Sheet updated Responsible owner title updated
1.3	October 2025	No changes required
1.4	April 2026	4.1 - (Firm), Conditional Offer (Waiting List) 5.0 Definition of Conditional Offer Firm and Waiting List updated