

Admissions Appeals Policy

POLICY DETAILS	
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Approving Authority:	Academic Board
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Author:	Quality Manager
Owner (if different from above):	Principal
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Related Policies / Procedures	Admissions Policy Student Complaints Policy Equality, Diversity and Inclusion Policy Recognition of Prior Learning (RPL) Policy Information, Advice and Guidance (IAG) Policy
Effective Date:	February 2026

1. Purpose

1.1 The purpose of this policy is to establish a fair, transparent and consistent process for reviewing admissions decisions where an applicant believes that their application has been incorrectly assessed or that relevant information has not been properly considered.

1.2 This policy supports compliance and alignment with:

- UK Quality Code for Higher Education
- Equality Act 2010.
- Competition and Markets Authority (CMA) consumer protection guidance.
- Fair Admissions Code of Practice

1.3 The policy ensures that applicants are treated equitably, without discrimination and that admission decisions are subject to appropriate review mechanisms.

2. Scope

2.1 This policy applies to all applicants to Results Consortium (hereafter the College) higher education programmes, including:

- Higher National qualifications.
- Franchised higher education programmes.

2.2 This policy applies only to appeals against admissions decisions. Complaints about staff conduct or wider institutional issues must follow the Student Complaints Policy.

3. Definitions

3.1 An admission appeal is a request for review of an admissions decision based on one or more defined grounds.

3.2 An admission complaint relates to dissatisfaction with how the process was conducted and not limited to decision outcome itself.

4. Grounds for Appeal

4.1 Appeals must be based on one or more of the following grounds:

4.1.1 Procedural irregularity or administrative error in the admissions process.

4.1.2 Relevant new evidence that was not available at the time of the original decision.

4.1.3 Evidence that the applicant was treated unfairly or inconsistently with published admissions criteria.

4.1.4 Disagreement regarding academic or English language entry requirements where supporting evidence is provided.

4.2 Appeals based solely on disagreement with academic judgement without supporting evidence will not normally be considered.

5. Procedure

5.1 The Admissions Board is responsible for implementation of this procedure and, by review of policies, procedures and records, will ensure that no applicants are discriminated against. The procedure ensures that any appeals are handled in a transparent way and all applicants are offered an equal opportunity for admission to the College.

5.2 Where an application is rejected because of an inability to privately fund studies, the applicant may contact the Admissions Department with additional evidence of their ability to cover the cost of tuition fees. The Admission Panel will then review the application and make a final decision.

5.3 Where an applicant appeals against an English language or numeracy offer condition and does not believe that a further test is required, the applicant should send a written statement describing the reasons for the appeal to the Admissions Department. The Admission Panel will then review the application and make a final decision. The College reserves the right to request a re-sit of any conditional test prior to re-consideration of an application.

5.4 Where an applicant appeals against a decision on any grounds other than those described in 5.2 and 5.3 of this procedure, they should contact the Admissions Department with a written statement describing why their application should be accepted. The Admission Panel will then review the application and make a final decision.

5.5 Where an applicant believes that they have not been treated fairly in the admissions process, they may make a complaint against the College in accordance with Student Complaints Policy. Applicants wishing to appeal admission decisions must follow the procedure detailed above first. Complaints about application decisions made under the College's Student Complaints Policy, that are not accompanied by evidence that this Admissions Appeals Policy has first been followed and exhausted will not be considered.

5.6 Applicants must submit a written appeal to the Admissions Department within 10 working days of receiving the admissions decision.

5.7 Appeals will be reviewed by the Admission Panel.

5.8 Members involved in the original decision must not participate in the appeal review to ensure independence and fairness.

5.9 Appeals will be acknowledged within 5 working days.

5.10 Possible outcomes include:

- Upholding the original decision.
- Revising the decision.
- Requesting further evidence or assessment.

5.11 Records of appeals must be maintained to support audit, regulatory review and continuous improvement.