

Responsible for Implementation: Head of Admissions

Latest Review Date: August 2025

Next Review Date: August 2026

Authorised By: Chief Commercial Officer

Version: 1.3

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About Us

Access Further Education Ltd ('The College') has subsidiary companies, trading names and trading partnerships through which it operates. The trading names and partnerships might have their own names or brands, but the legal entity for the purpose of this policy is Access Further Education Ltd. Trading subsidiaries, trading names and trading partnerships include Access Creative College ('ACC'), Access Sport College ('ASC') and Access Industry ('AI'). The dBs Institute (DBS Music UK Holdings and its subsidiaries), whilst a separate legal entity, shares common Directorships with the College.

For the purpose of this policy a 'Late start' learner is defined as anyone who has enrolled on a study programme offered by the ACC or ASC provision, from or after the Friday before the start of the induction week. Due to their late enrollment onto their course the late start learners could be at a disadvantage and will be required to complete the late starter checklist to ensure the learner the best possible start to their time studying with the College.

Admissions Protocols

The document refers to timings in terms of 'course weeks'. Each course begins with a short induction window, known as Induction week, prior to classes starting, with course week one being the first week of teaching immediately following the induction week.

A late start learner will be permitted to submit an application until the end of course week five. Offers from the admissions and centre team will cease on 7th October 2025. The last possible date for a learner to enroll will be the end of week five.

A detailed schedule of the start dates for courses within each academic year is available on each respective institutional website. It is also available for staff with the Product Sheet which is stored within the ACC Curriculum shared drive for the respective academic year. The Product Sheet is overseen by the Chief Commercial Officer in collaboration with the Director of Quality and Curriculum.

Attendance is a significant metric behind student attainment and every effort should be made to ensure that prospective students understand the importance of high attendance and its impact on their studies.

Note that the Head of Admissions and the relevant Centre Manager must be in agreement to permit late admission between course weeks 2-5. If staff have an applicant who they think may qualify they must log the request with the Head of Admissions and Centre Manager. If approved the staff member who logged the request and Admissions practitioners will both receive confirmation of the approval.

When taking a decision on a prospective student looking to start late, matters to take into account include;

- the support plan that the centre is able to offer the prospective student,
- the number of sessions missed,
- the prospective student's academic background, and
- their other commitments which may affect their ability to catch up.

The decision should be made on the basis that prospective students will not be unduly disadvantaged by the institution accepting the student as a late starter. They will be expected to catch up and will be given support to do so.

A late start learner once enrolled will be added on to the colleges At Risk Register. The learner will only be removed from the register once they complete all of the required actions stated on the [Late Start Flow Chart](#).

Key Deadlines

Normal cut-off point for admission – Friday of course week 2.

Cut off point for admission under extenuating circumstances – Friday of course week 4 with approval from the Head of Admissions and relevant Centre Manager. Please note for applicants being considered within this window they must;

- have submitted their application by Friday of course week 2;
- have successfully completed the interview process by Friday of course week 3;
- have received offer by Tuesday 7th October 2025;
- have successfully enrolled at their chosen centre by end of course week 5.

In all cases students will need to be updated on the contents of the induction sessions and any taught elements missed. Resources will be available to help them do this on the Virtual Learning Environment (VLE).

Updates Log

Version	Amended By	Amendment Summary	Date
1.0	Chief Commercial Officer	Initial Policy created and approved for submission to the Executive Leadership Team	19/06/23
1.1	Chief Commercial Officer	Initial Policy approved by ELT for publication.	15/08/23
1.2	Head of Safeguarding and Student Support	Review of the policy	29/07/25
1.3	DPO	Update name change and logo for Access Sport College	7/8/26