

# LATE START POLICY - 2023/24 ACADEMIC YEAR

**Responsible for Implementation: Head of Admissions**

**Latest Review Date: August 2023**

**Next Review Date: August 2024**

**Authorised By: Chief Commercial Officer**

**Version (optional): 1.1**

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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'), National College for Creative Industries ('NCCI') and Access Sport.

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## Admissions Protocols

- 1 This note provides guidance on how to answer queries from staff and prospective students who wish to start their course late, and who are worried about the amount of work they will need to catch up.
- 2 The document refers to timings in terms of 'course weeks'. Each course begins with a short induction window, known as week zero, prior to classes starting, with course week one being the first week of teaching immediately following the induction period.
- 3 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.

- 4 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.
- 5 Note that the Head of Admissions and the relevant Centre Manager must be in agreement to permit late admission between course weeks 2-4. 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.
- 6 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.
- 7 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.

## Key Deadlines

- 8 Normal cut-off point for admission – Friday of course week 2.
- 9 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 successfully enrolled at their chosen centre by Friday of course week 4.
- 10 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