



School of Coding & AI

Student First Always

HIGHER EDUCATION

Admission Policy

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal		01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI
Company Number: 10808021 Registered in England & Wales
Registered Address: Unit 8-8b, Newton Court, Westrand, Pendeford Business Park,
Wolverhampton, WV9 5HB



Introduction

At the School of Coding Higher Education, we are committed to providing a fair, transparent, and inclusive admissions process that upholds the principles of equal opportunity and widening participation. This Admissions Policy sets out the overarching framework for how applications to our accredited undergraduate and postgraduate programmes are managed and assessed. It reflects our institutional values of academic excellence, diversity, and integrity, and aims to ensure that every applicant is treated with respect and considered on their individual merits.

We recognise the richness that students from varied educational, social, and cultural backgrounds bring to our learning environment. Therefore, we are particularly supportive of applicants who may have faced barriers to accessing higher education, including those with care experience, disabilities, refugee or asylum-seeker status, or other challenging personal circumstances.

This policy outlines the roles and responsibilities of those involved in the admissions process, the selection criteria applied, and the procedures in place to maintain high standards of fairness and consistency. It also addresses important considerations such as academic and non-academic requirements, disclosure of criminal convictions, support for disabled applicants, and the institute's approach to safeguarding the integrity of the admissions process.

In line with regulatory expectations and sector best practice, this policy is designed to ensure that admissions decisions contribute to our wider mission of delivering inclusive, high-quality higher education and enabling all learners to achieve their full potential.

Purpose

This policy provides an overarching framework for higher education admissions policies and procedures. It covers applications from all categories of students to accredited programmes of undergraduate and postgraduate study at School of Coding Higher Education.

Definitions

Asylum seeker: someone whose request for sanctuary has yet to be processed (UNHCR).

Care-experienced: Anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short, including adopted children who were previously looked after. Care may have been provided in one of many different settings, such as residential care, foster care, kinship care, or looked after at home with a supervision requirement.



Widening participation: The process of creating opportunities for individuals who have been traditionally under-represented in higher education, including those from lower socio-economic backgrounds, individuals with Special Educational Needs and Disabilities (SEND), and those with care experience or other life disadvantages (COWA).

Diversity: The recognition and valuing of difference within society, in terms of factors such as age, disability, gender, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, and pregnancy and maternity. It encompasses the acceptance of these differences and the understanding that they contribute to the richness of society, and the belief that everyone should have the opportunity to reach their full potential, free from discrimination or prejudice.

SEND (Special Educational Needs and Disabilities): A term that refers to individuals who have learning difficulties or disabilities that make it harder for them to learn. than most children and young people of the same age. This includes needs related to cognition and learning, communication and interaction, social, emotional and mental health, and sensory and/or physical needs. (SEND Code of Practice, 2015)

Roles and Responsibilities

University of Wolverhampton are responsible for setting entry requirements for the programmes delivered by School of Coding Higher Education.

Admissions decisions are made by the School of Coding Higher Education admissions staff.

Heads of Departments are responsible for ensuring that these staff are appropriately qualified and experienced and that the institute maintains clear and transparent admissions criteria and procedures.

Admissions staff are provided with regular training on admissions issues and are expected to follow School of Coding Higher Education admissions policies, procedures and guidance.

Selection

For all programmes, the selection process will take into account:

- Achieved and pending academic qualifications
- The academic context in which qualifications have been achieved
- Whether an applicant has experienced a disadvantage, such as a refugee or asylum seeker status, care experience, or social deprivation, as well as any other specific challenging circumstances that may have affected pre-application education



- Whether an applicant has experienced educational disadvantage due to SEND or long-term health needs
- An applicant's stated interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- Where required, an applicant's research proposal
- An applicant's English language proficiency.

Each application will be considered on an individual basis by appropriately trained and qualified staff working to the agreed selection criteria.

Admissions decisions will be made as quickly as possible. However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases, it may take longer for decisions to be made.

For admission to some postgraduate programmes, a full or partial 'gathered field' will operate, whereby some or all applications from suitably qualified candidates will be held until the application deadline before decisions are made.

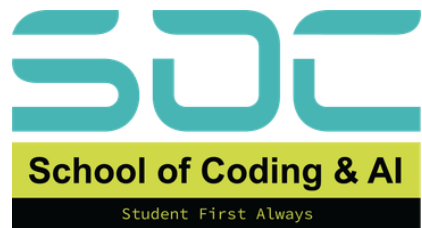
Undergraduate applications are assessed in line with the UCAS equal consideration deadlines and all applications received prior to the relevant UCAS deadline will be given full and equal consideration.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

In some cases where the institute is unable to make an offer for an applicant's programme choice, an offer for an alternative programme may be made.

Fraud and Plagiarism

School of Coding Higher Education will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. Where an applicant is suspected of having provided a fraudulent or plagiarised application the application will be assessed in the first instance based on standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud or plagiarism will be carried out before the final decision is made.



School of Coding Higher Education reserves the right to reject or cancel an application under these circumstances, and also to reject future applications for a stated period, or indefinitely, from an applicant who has previously submitted a fraudulent application. School of Coding Higher Education may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the institute.

Disclosure of Criminal Convictions

The institute has a duty to ensure the safety of its student and staff community. For certain programmes involving interaction with children and/or vulnerable adults, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

All other applicants are encouraged to discuss any pending charges or restrictions relating to a conviction which may impact their ability to study with the Head of Admissions in the Student Recruitment & Admissions Dept.

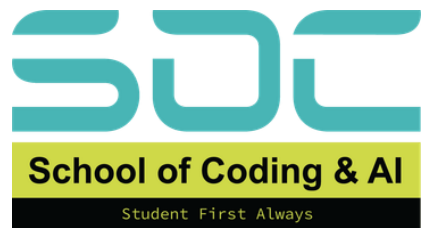
Challenging Circumstances

Applicants who have faced challenging circumstances which have had a long-term impact on their education are encouraged to provide relevant information in their application. This will allow admissions staff to consider the context of the applicant's achievement in the selection process.

The institute is not best placed to fairly and consistently take account of any adverse circumstance which may have affected an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness at the time of exams, the impact of changes to qualifications, curriculum or the examination system studied, or how grades are awarded. The institute expects applicants to have taken appropriate action to ensure that the relevant examination bodies have allowed for such circumstances before the announcement of results or following an appeal.

Applicants with learning differences

School of Coding Higher Education is committed to inclusive education and welcomes applications from individuals with disabilities, health conditions, Special Educational Needs and Disabilities (SEND), and specific learning differences.



All applicants are encouraged to disclose any disability, health condition or learning difference and SEND during their application. This information is not considered in academic decisions; rather, it is used to ensure programme accessibility for the relevant applicant and used solely to determine if any adjustments are required to facilitate their study at the institute. This consideration occurs separately from, and only after the academic selection decision is complete, and all offers are made based on aptitude, skills, and programme-related abilities alone.

For programmes involving an interview, audition or portfolio inspection, admissions teams may use disclosed information to identify applicants needing specific adjustments to ensure they are not disadvantaged in the selection process, such as extra time in interviews.

Interaction between School of Coding Higher Education and the applicant

The School of Coding Higher Education is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

Applicants should note that the institute will not tolerate inappropriate behaviour or language towards its employees or members of the wider institute community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.

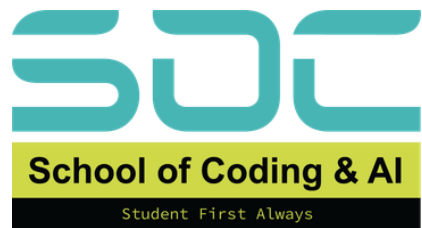
The School of Coding Higher Education will normally warn an applicant that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

Applications

Applications to all full-time undergraduate degrees should be made via UCAS.

Applications for part-time undergraduate study are made directly to the School of Coding Higher Education.

All applications received prior to the relevant UCAS deadline will be given full and equal consideration. No preference will be given to applications submitted early. Late applications will be considered at the discretion of the admitting institution.



Applications for deferred entry will be considered on a case-by-case basis for most programmes. Where deferred entry is not accepted; this will be clearly stated within the degree finder.

Applications for postgraduate programmes should be submitted directly to the School of Coding Higher Education.

Academic and non-academic entry criteria for postgraduate programmes will be described in the institute's online portal and some print brochures and guides.

Applicants to postgraduate degree programmes are normally expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying or to be in the final year of such an undergraduate degree programme. Additionally, applicants to some postgraduate research programmes will be expected to hold a Master's degree in a discipline relevant to their proposed studies and to submit a satisfactory research proposal.

Offers to postgraduate research programmes will only be made when the School of Coding Higher Education can offer satisfactory research supervision in the area of the applicant's intended research.