

# LEARNER ADMISSIONS POLICY



**Policy group:** Quality and Support

**Effective:** February 2026

**Approved:** Rachel Butt, Chief Learning Officer

**Responsible Officer:** Tim Williams, Student Services  
Director

**Next renewal date:** February 2027

**Reference no.:** 4.16



# GUIDANCE

## Vision

Transform lives through learning

## Values



**PASSIONATE** - We are passionate about inspiring young people, adults and our Purple People to be their best and we take pride in creating a positive learning environment to fulfil their potential.



**UNSTOPPABLE** - We are unstoppable in our quest for the pursuit of excellence. We are dedicated and resilient to develop ourselves and our learners.



**RIGHT** - We treat each other with respect and strive to do the right thing through insight, inclusion, honesty, growth and trustworthiness.



**PARTNERSHIPS** - We support the people surrounding us in our everyday lives, building effective partnerships with businesses, learners and all stakeholders where we can pass on our knowledge and skills to help them meet their goals.



**LEARNERS** - Learners are at the centre of everything we do and we are driven to provide life-changing and life-long learning for them.



**EMPOWERED** - We encourage our Purple People to be independent and autonomous to maximise their goals surpassing their barriers and targets. Feel it, believe it, live it.

## Tone of voice

Our tone of voice takes its direct influence from our core values. We are passionate about people and learners and are driven to get the best out of everyone by understanding them. We are caring and supportive, as well as being determined and striving for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

## SUMMARY OF CHANGES

Date	Page	Details of amendments
February 2026	All	New Policy

## INTRODUCTION

Learning Curve Group (LCG) is one of the largest national education and training providers in the UK. All companies within the LCG family uphold the same company vision, mission and core values and follow our group policies and procedures.

LCG is committed to fair, transparent, and inclusive admissions practices. We welcome applications from all prospective learners and ensure that no individual is discriminated against based on any protected characteristic under the Equality Act 2010.

This policy outlines the standards, processes, and responsibilities involved in admitting learners to our Academies.

## Applies to

This policy applies to all learners seeking to enrol at LCG Academies and to all staff involved in recruitment, admissions, and enrolment processes.

## Principles of Admission

LCG will:

- Ensure staff involved in admissions are trained, competent, and equipped to make fair and informed decisions.
- Provide accurate, accessible, and inclusive promotional information to help applicants make informed choices.
- Operate clear, consistent, and transparent selection procedures supported by published entry requirements.
- Offer impartial advice and guidance tailored to the needs of each applicant.
- Give applicants the opportunity to discuss specific needs or attend taster sessions where appropriate.
- Conduct all admissions processes courteously, efficiently, and in line with documented procedures.
- Inform applicants promptly of next steps, requirements, or any changes to their programme prior to enrolment.
- Provide clear feedback to unsuccessful applicants upon request.
- Address complaints or appeals fairly and promptly in accordance with relevant procedures.

# ADMISSIONS REQUIREMENTS BY FUNDING ROUTE

## DfE Funded Learners (England)

Applicants residing in England must meet eligibility criteria set out by the Department for Education (DfE), including but not limited to:

- 16–19 Study Programme requirements
- Adult Skills Funding (ASF) funding rules
- Advanced Learner Loan rules

### **Admissions Process:**

1. Learner is identified and completes digital enrolment with LCG staff, initiating the admissions process.
2. On completion of digital enrolment and confirmation of funding eligibility, an enrolment date is issued.
3. The learner attends enrolment, is registered through ProSolution, and begins induction.

## DfES Funded Learners (Wales)

Applicants residing in Wales must meet eligibility criteria set by the Department for Education and Skills (DfES), including the JGW+ specification.

### **Referral pathway:**

Learners will follow one of two routes:

- **Via Careers Wales:** An Assessment and Referral Report (ARR) is produced and submitted to ACT for approval.
- **Via MPCT:** An Eligibility and Referral Report (ERR) is created following an interview and submitted to ACT for approval. ACT uploads the approved referral to Vision.

### **Admissions process:**

1. Learner attends a pre-start meeting where admissions formally begin.
2. Once eligibility is confirmed, a start-meeting date is issued.
3. The learner completes all documentation at the start meeting and is officially enrolled.

## Complaints and Appeals

Any complaints relating to the handling of applications or any appeals against admission decisions must be submitted to the Student Services Director.

## Responsibilities

- **All Academy staff** must ensure each learner is accurately enrolled onto the correct programme.
- **Academy Managers** are responsible for ensuring that the learner journey begins at enrolment and is monitored at every stage thereafter.

## RELATED DOCUMENTS

4.13 Learner Support Policy

4.12 Learner Attendance Policy

3.1 Equality, Diversity and Inclusion Policy

8.9.1 Fitness to Study Procedure