

**Central  
Film  
School**



**Central Film School**

**Admissions Representation**

**Procedure**



A representation by an applicant against an aspect of the student admissions procedure may take one of two forms:

1. An appeal against an admissions decision
2. A complaint against some part of the procedure, even if a decision has been favourable to the student.

In the case of externally accredited programmes the School must follow the rules of the accrediting body, which, in the case of doubt or friction will take precedence over those of the School.

All participants in an admissions representation should be aware that the School must follow UK laws (eg on arrangements for the admission of students resident outside the EU and EEA).

An admissions complaint (2 above) will be dealt with by any combination of oral and written means in line with more general procedures for receiving and dealing with complaints to the School from individuals who are not currently students or members of staff.

An appeal against an admissions decision (1 above) must be made formally in writing by the applicant. The written appeal must set out the grounds for appeal. There are three possible grounds for appeal:

- a. School has not followed correct admissions procedure
- b. more information from the applicant is now available
- c. School's first decision was perverse.

The written admissions appeal must state the remedy sought, the applicant's reasoning and evidence, and must supply any fresh admissions information which the applicant wishes the School to consider.

The admissions appeal procedure will take the form of a reconsideration of the original application alongside the appeal material. The reconsideration will follow the general admissions procedure for that programme. The appeal correspondence and the applicant's application materials will be considered by a team of (at least) two members of staff. Wherever possible, these staff will be unconnected with the scrutiny of the original application. The admissions appeal team will report to the Principal who will communicate to the applicant the School's decision on the appeal. The School's decision in any admissions representation (appeal or complaint) will be communicated in a conclusion of proceedings letter to the aggrieved applicant.

Following consideration of an admissions representation (as detailed above), no further internal appeal is allowable. Further external mechanisms (eg the procedures of the awarding body, those of the Quality Assurance Agency, English and Welsh Law) are available to a party.

Under legislation brought in by the Competitions and Markets Authority in 2015, students who are not satisfied with the outcome of any admissions appeal procedure have the right to apply to the Office of The Independent Adjudicator.



<b>Document Title:</b>	CFS Admissions Representation Procedure
<b>Document Ref:</b>	CFSARP_01
<b>Version:</b>	1.0
<b>Issuing Authority:</b>	CFS Academic Board
<b>Owner:</b>	Head of Administration & Quality Assurance
<b>Author:</b>	Brett Cuming
<b>Document Approval Date:</b>	01/05/2017
<b>Last Amended:</b>	01/05/2017
<b>Sensitivity:</b>	Unclassified
<b>Effective from:</b>	2017/2018 Academic Year
<b>Review Date:</b>	Prior to 2019/2020 Academic Year in collaboration with the awarding body
<b>History:</b>	First Published: 14/05/2017