

The logo for Central Film School features the text 'Central Film School' in a bold, black, sans-serif font, stacked vertically. To the right of the text is a blue graphic element consisting of a vertical bar with a curved, semi-circular cutout on its left side.

**Central  
Film  
School**

# Admissions Policy 2021

# Admissions Policy

## Overview

The Central Film School is committed to supporting diversity and ensuring equality of opportunity for all applicants, in keeping with the Equality Act, 2010. This Admissions Policy sets out the School's principles and processes used to select and admit new students to both undergraduate and postgraduate programmes.

The Admissions Policy is reviewed annually by the Head of Marketing, Admissions and Student Recruitment, Head of Compliance and Student Engagement and the Head of Curriculum.

## Admissions Principles

The School will admit students to its courses in line with the following principles:

- a) Selection and admissions processes will be transparent, implemented fairly and consistently.
- b) There will be a reasonable expectation that the applicant will be able to fulfil the necessary expectations of the programme and achieve the standard required for the award.
- c) All received applications will be treated equally and where programmes have reached capacity, qualified applicants will be offered the opportunity to defer to the next intake and join a waiting list if appropriate.

## Published Information and Admissions Management

Enquirers, prospective applicants and applicants can expect up to date, accurate programme details to be available in all published information when making a decision to apply for a place to study at the School. This information will include the application deadlines and deadlines for submitting visual portfolios.

## Admissions Requirements

The admissions procedures for undergraduate and postgraduate programmes are outlined in the [Selection Criteria and Admissions Policy and Procedure](#).

## **Contextual Admissions**

As part of the School's ongoing commitment to widening participation, we will be using contextual data in our admissions process for 2020-21.

The use of contextual data will enable us to build a holistic view of an applicant and their potential. In order to ensure each applicant is judged fairly, we will consider a number of contextual factors when assessing the application and visual portfolio. These contextual factors will aid us in identifying applicants who may not have reached their potential due to personal disadvantage or prior education circumstances. The use of contextual data and the factors taken into consideration will be reviewed annually to ensure it is fit for purpose and continues to be in line with the School's Access and Participation Plan.

The School accepts a wide range of level 3 qualifications, and at present the UCAS points are not a barrier to access. Therefore the contextual data will apply more readily to the visual portfolio, personal statement and interview.

All level 3 applicants applying for a BA programme at the school who are domiciled in England will be eligible for a contextual offer if they meet the following criteria:

- Live in a POLAR4 Q1 or Q2 postcode and attend a English state school/college
- Someone who has been in the care of the local authority for at least 13 weeks since the age of 16, as set out by The Children (Leaving Care) Act 2000
- Studied a recognised and registered Access to Higher Education course and will be 21 on or before the 1st of October in the year of commencing the BA programme
- A verified participant in selected outreach programmes run by the School

### **The Contextual Admissions process:**

On application, the criteria will be applied and adjusted made during assessment of the visual portfolio, review of the personal statement and at interview

- Students will apply as normal through UCAS (Institution code: C34) or directly to the School via our website. There is no need for an additional application or subsequent data

to be sent to the School in support of a contextual application. The School has access to all necessary information through existing systems and channels.

- Where contextual admissions applies, the following actions will be taken:
  - Applicant will be invited to interview, upon receipt of visual portfolio
  - The academic team will assess only the overarching story of the visual portfolio, to ensure applicants are not disadvantaged by lack of available equipment and/or lack of wider community support
  - Applicant will be invited to an online Interview Support session prior to interview.

The School reserves the right to apply this process to applications using data available at that time of assessing the application, visual portfolio or interview. Where there is no data available in order to make a fair judgement or the applicant is not eligible, the School will not apply the contextual admissions policy to the application.

More information on the School's commitment to widening access and increasing participation can be found in the [CFS Access and Participation Plan](#)

## **Unsuccessful Applications and Complaints**

The following procedure underpins all Appeals and Complaints:

### [CFS ADMISSIONS APPEALS AND COMPLAINTS PROCEDURE](#)

#### 1) Appeals

Appeals must be made by the applicant, appeals by a third party will not normally be considered.

Appeals must be raised within 10 working days of the unsuccessful decision.

All Appeals should be sent to [admissions@centralfilmschool.com](mailto:admissions@centralfilmschool.com); the email must include your full name and the programme applied for. The applicant will then be informed in writing of the process for re-interview.

#### 2) Complaints

Complaints must be made by the applicant, complaints by a third party will not normally be considered.

Complaints must be raised within 10 working days of the action causing concern.

All complaints should be sent to [hello@centralfilmschool.com](mailto:hello@centralfilmschool.com); the email must include your full name, programme applied for, and details of your complaint. Upon receipt, the complaint

will be acknowledged and the complainant will be informed which manager the complaint has been forwarded to for review.

If the complaint is not resolved to the satisfaction of the prospective student through the above means, the complainant may then request a review by the Head of Marketing, Admissions and Student Recruitment. They, or a nominee, will investigate the complaint fully with relevant staff, and reply in writing within 30 working days.

### **Additional Policies**

Where there is a conflict in policies regarding Admissions, the School will defer Applicants to the validation partner's Admissions Policy

### **Data Protection**

All personal data is managed in accordance with the School's published [Privacy Policy](#). All information about applicants and candidates offered places should be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained.

The collection of data relating to applications, offers on programmes, acceptances, enrolments and progression will be collected in adherence to the Privacy Policy, to allow for the submission of data for statutory reports, analysis of data and the monitoring of the School's Access and Participation Plan.

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