

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  
2023 - 24**

# 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 and Admissions and the Head of School.

## 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 2023-24.

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
  - Applicants 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](#)

## **Applying for advanced entry**

We welcome applications for advanced entry to all courses from applicants who are able to demonstrate that they can fulfil entry requirements through the Accreditation of Prior Learning (APL) process. In most cases, it is expected that this means entry to Level 5 or Level 6 of an undergraduate course.

Central Film School follows the standard principles of the Credit Accumulation and Transfer Scheme (CATS) that are recognised throughout the United Kingdom. This scheme allows applicants who have started a course elsewhere to transfer into a similar course, bringing with them any credits they have accumulated at another university.

Candidates who possess non-standard entry qualifications may gain entry via Central Film Schools Accreditation of Prior Certificated Learning (APCL) procedure.

Candidates who cannot provide evidence of prior certificated academic achievement may be able to apply via Central Film Schools Accreditation of Prior Experiential Learning (APEL) procedure. This takes account of learning experiences gained through life, work or business that by their nature cannot be evidenced through formally assessed certification or transcripts.

There is a limit on the amount of prior credit which may be brought into any Central Film School award depending on the award you wish to study for. See the Academic Regulations for details. Prior credit is normally expected to have been achieved within the last five years

Details about our APL Policy and Procedure may be found on our Student Regulations web page under 'Admissions'.

## **Deadlines and late applications**

Where application deadlines exist, these will be published on our website. For undergraduate courses, the deadline set by UCAS applies. We guarantee to consider equally all applications that are submitted by this deadline.

Where there are no official deadlines, we recommend that applicants apply early in the recruitment cycle to avoid disappointment.

A Late Application is considered as any application from the 1st of July.

Late applications will be considered only if there are vacancies available. In the case of highly competitive courses where the number of applications far outweighs the number of places available, we may not be able to consider late applications. Courses that list with UCAS, and that have late vacancies after the main application period has passed, will advertise any vacancies using the UCAS Clearing process. More information about Clearing can be found on the UCAS website throughout the year. Where appropriate, we will also advertise any Clearing vacancies on the Central Film School website in August.

## **Deferred Applications**

### **UCAS:**

UCAS Applicants for Undergraduate courses are encouraged to declare their intention to defer at the point of application. This can be done by selecting the year of entry desired in the UCAS system. Should an applicant wish to defer during the cycle they are required to

Have accepted your UCAS offer and have central film school as your firm or clearing/adjustment choice.

Meet the conditions set out in the offer in line with your year of application. For example if you apply to a course in January 2025 for entry in September 2024 but wish to defer you must still meet your conditions by September 2024.

Contact [courses@centralfilmschool.com](mailto:courses@centralfilmschool.com) to request to complete a deferral form.

Complete the deferral form.

Once you have completed the deferral form an update will be made to your UCAS application.\*

### **Direct:**

Direct applicants for all courses can defer their places under the following circumstances;

You must have accepted your offer by the respective deadline

Meet the conditions set out in the offer in line with their year of application.

Contact [courses@centralfilmschool.com](mailto:courses@centralfilmschool.com) to request to complete a deferral form.

Complete the deferral form.

Once you have completed the deferral form an update will be made to your application and you will receive a confirmation of the deferral letter.\*

\*International students and Postgraduate students of all courses and all methods of application will be required to pay their respective tuition fees deposits prior to their place being deferred.

## **Late Applications**

Late applications can be made during the clearing period. These are undertaken over the phone with a member of the admissions team. Applicants who complete late application forms will not be permitted to defer their application form but can be directed to complete a full application form/UCAS application and will defer their entry in line with above processes.

If you defer your place, financial support (e.g. scholarship) together with your agreement with Central Film School (e.g. for tuition fees payable) will be determined by your year of entry to Central Film School, rather than the year you applied. (In line with 1.8 in our tuition fee policy)

Deferral is initially granted for a maximum of one year. If an applicant requests for a period that exceeds this timeframe, they will be advised to reapply.

## **Re-application and re-admission**

Applicants who have been unsuccessful in a previous admissions cycle may reapply in a subsequent cycle and their application will be considered in the normal way, without reference to any previous evidence or decision.

UCAS applicants who have applied earlier in the cycle and been unsuccessful may reapply during Clearing, if vacancies are still available and provided that they can demonstrate academic improvement and/or submit new evidence to support their application.

## Your offer

### UCAS applications:

Applicants via UCAS should use the UCAS system to reply to their offer. They have three options: to make us their firm choice; to make us their insurance choice; or to decline the offer and should adhere to the deadlines set on the UCAS website that pertain to their application, depending on the date they applied.

At the confirmation stage, we do not automatically make applicants unsuccessful if they have not met the standard academic conditions of their offer. Therefore, applicants who do not meet the standard academic conditions of their offer, or who anticipate that they may not meet the standard academic conditions of their offer, due to serious extenuating circumstances such as ill health, are advised to contact the Applicant Services Office for advice and to submit any supporting evidence in writing for consideration.

### Direct applications:

Applicants who should accept their offer by responding via their Email Offer Letter with an e-signature.

Applicants will be made aware of the terms and conditions of their offer via email from us including their right to withdraw from a course of study within 14 days after accepting their offer.

Applicants who apply directly on our website and have either conditional or unconditional offers are required to sign and accept their offer within 14 days from receipt of their offer.

### All applications:

Successful applicants that firmly accept an offer with Central Film School will be expected to pay any relevant deposit inline with our [tuition fee policy](#) and be anticipated to enrol, subject to fulfilment of any conditions of their offer.

Firm placeholders will be emailed with details to enable them to enrol online, normally two weeks prior to the first day of term.

Conditional placeholders who do not meet mandatory requirements such as the English language requirement or Home Office obligations will not be permitted to enrol, and they will be deemed unsuccessful in their application if they have not met these requirements before the end of the enrolment period.

Central Film School reserves the right to withdraw an offer made where an applicant does not meet the standards of behaviour expected of our community (e.g. by being abusive to, threatening or harassing, members of staff, students or other applicants). Allegations of

inappropriate behaviour may be referred to the Chief Executive Officer/Head of School who will consider it in line with the Student Contract.

## **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 CEO. 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 policy as outlined in the academic framework will take precedence.

### **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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