



Admissions Policy 2024 - 25

CONTENTS

1. Introduction	3
2. The application process and how to apply	4
2.1 How to apply	4
2.2 When to apply	4
2.3 What happens next	4
3. Admissions criteria	5
3.1 Minimum qualifications	5
Foundation Year	5
Undergraduate	5
Postgraduate	5
3.2 Accreditation of prior learning (experiential or credit based)	6
3.2 English language requirements	7
3.3 Non academic criteria	7
Creative work	7
Personal Statement	8
3.4 Interviews	8
Interview procedure:	8
3.5 Offers	8
Conditional offer	8
Unconditional offer	8
Contextual offer	8
The Contextual admissions process:	9
Changes and updates to requirements	10
3.6 Accepting an offer	10
Direct acceptance	10
UCAS acceptance	10
General Terms for all applicants - Acceptance	11
3.7 Deferring entry	11
4. Enrolment at central film school	12
4.1 Online registration	12
4.2 In Person registration	12
5. Unsuccessful applications	12
5.1 Appeals	13
6. Compliance	13
6.1 Applicants Under 18 Years of Age	13
6.2 Agents	14
6.3 Additional Policies	14
6.4 Data Protection	14

1. Introduction

This Admissions Policy is for students applying for their course in the admissions cycle for 2025/26. It covers applications from Home and International students across our undergraduate and postgraduate courses.

Central Film School is committed to welcoming students from diverse backgrounds onto our programmes, including those which are under-represented in Higher Education and the Screen Industries.

This Admissions Policy sets out the School's principles and processes used to select and admit new students to both undergraduate and postgraduate programmes.

Central Film School stands by the following principles:

- **Transparency in procedures.** The school is committed to provide clear, accurate and accessible information regarding its courses, relevant entry requirements and associated admissions procedures. Applicants will have access to information about the admissions process via emails throughout the process or via our website.
- **An equitable admissions process.** The Central Film School is committed to supporting diversity and ensuring equality of opportunity for all applicants, in keeping with the Equality Act, 2010.
- **Consistent in information.** Staff dealing with applications will be trained to give consistent and detailed information about the admissions process to applicants and their advisors.
- **Commitment to maintaining standards.** Central Film School aims to admit students of all backgrounds that will be able to fulfil the necessary expectations of the programme and achieve the standard required for the award.
- **Accurate information.** 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.

2. The application process and how to apply

Central Film School is committed to providing an inclusive learning environment and welcomes applicants from a diverse range of backgrounds. Applicants are encouraged to disclose all relevant information that may help us proactively identify and provide help with support needs throughout their time at the school and as part of the application process.

2.1 How to apply

The school provides a number of application routes depending on the course that you're applying for. The [application pages](#) on our website provide further information about the various application routes.

2.2 When to apply

Undergraduate courses

Our undergraduate courses have application deadlines that align with UCAS and in complying with UCAS deadlines the Central Film School will give equal consideration to all applicants applying by the equal consideration deadlines in January. After which date any remaining places will be advertised through UCAS Extra and furthermore through clearing Clearing.

Postgraduate courses

For our Postgraduates courses although there is no specific deadline we recommend that applicants apply early in the recruitment cycle to avoid disappointment as places are first come, first served.

2.3 What happens next

Once an application has been received, a member of our Admissions Team will assess the application against our entry criteria.

Although we aim to make academic decisions as quickly as possible, the Central Film School may require further information to reach a decision. An applicant will also be notified of any clearance checks that may apply to them such as, but not limited to, the need for proof of residency entitlement, English language ability or identity. All applicants must provide proof of their right to study in the UK to enrol onto a course at Central Film School.

In addition to this an applicant will be required to submit a portfolio. If applying via UCAS a portfolio will be requested over email once the application has been submitted.

Portfolio submissions will be provided via an online form see X for submission requirements. All applicants who have a successful initial assessment will be invited to a virtual interview.

3. Admissions criteria

The School seeks to recruit students who possess the talent, determination and attributes to pursue a career as a screen industries in the area of the undergraduate/postgraduate programme for which they have applied for.

3.1 Minimum qualifications

Undergraduate applicants are not required to have studied specific subjects related to visual media subjects though Level 3 qualifications in visual media subjects are desirable, as are creative writing, drama and other related subjects.

Foundation Year

- a) Admissions to this course usually require a Level 3 qualification or equivalent amounting to 64 UCAS tariff points.
- b) Applicants applying as Home students will be eligible for a contextual admissions offer of 32. See section 3.5 for details.
- c) You may be considered for a place at the Central Film School if you hold different qualifications that are equivalent to the standard minimum entry requirements (as detailed above) or you have equivalent evidence of experiential learning. See section 3.2 for details.

Undergraduate

- a) Admissions to this course usually require a Level 3 qualification or equivalent amounting to 112 UCAS point
- b) Applicants applying as Home students will be eligible for a contextual admissions offer of 96. See 3.5 for details
- c) You may be considered for a place at the Central Film School if you hold different qualifications that are equivalent to the standard minimum entry requirements (as detailed above) or you have equivalent evidence of experiential learning. See section 3.2 for details.

Postgraduate

We welcome applications for Postgraduate applicants with Level 6 qualifications in all fields with relevant subjects areas and/or additional industry experience are desirable.

- a) You will need at least a 2.2 honours degree

- b) Applicants who do not meet our minimum academic qualifications should consider applying under our accreditation of experiential learning route. See section 3.2 for details.

3.2 Accreditation of prior learning (experiential or credit based)

Central Film School appreciates that not all prospective students meet the standard entry criteria for its programmes, but that such applicants may have achieved equivalent learning outcomes through other qualifications, self-directed study, and/or professional experience. The School has, therefore, developed a policy and procedure that provides prospective students with the opportunity to demonstrate how they meet the entry criteria in other ways. This process is referred to as the Accreditation of Prior Learning (APL).

Accreditation of Prior Learning refers to the recognition of previous certificated learning and/or learning experience undertaken by a student and/or applicant. This recognised learning can also be given a 'credit-value', which may permit a prospective student to commence a programme of study at a later stage, or with some credits exempted. This is sometimes referred to as transferring with credits, which may enable a student direct entry into Level 5 or Level 6 of an undergraduate degree.

The criteria for students using Accreditation of prior learning is as follows:

Foundation Year: Applicants must be over 21 and be applying with some work experience

Undergraduate: Applicants must be over 21 and applying with either two years industry experience or one year worth of creative short courses.

Masters: Applicants must be over 23 and applying with either two years industry experience or two years of work experience which provides transferable skills to the degree they are applying for a place on.

The Procedures for Applicants utilising Accreditation of prior learning is as follows:

- The Applicant submits application to Central Film School for a programme of study.
- The Application then undergoes an initial assessment.
- Applicants are invited to submit an Accreditation of prior learning form.
- Applicants are given an outcome on their Accreditation of prior learning form which could be successful or unsuccessful.
- If the accreditation of prior learning is successful applicants are informed and invited to the final stage of the process which is an interview.
- Upon successful completion of interview, applicant is made offer

If applicants are applying to transfer into Central Film School at Level 5/6 they will be required to submit a copy of their transcript which shows the correct amount of credits have been attained along with modules undertaken and final award/pass at Level.

3.2 English language requirements

All courses at the Central Film School are taught and assessed in English and proficiency in English language is essential to engage with the applications chosen successfully. All applicants must therefore show proof of their English ability as part of the admissions process however applicants who have not yet secured evidence can apply first and an additional condition will be added to any offer made.

In most cases this is done via one of the following ways:

- An English language test such as IELTS (academics) that has been completed a maximum of 2 years before the course start date. A full list can be found on our website with corresponding minimum results.
- An applicant can also submit proof of studying a qualification that was taught and assessed in English.
- Alternatively if your current job requires you to speak predominantly in English this may also be considered on a case by case basis. If this particular scenario applies to you please contact the admissions team for further information on how to be assessed for this option.

If an applicant has been living/studying in one of the Majority English Speaking Countries as classified by UKVI [here](#) then they are also exempt.

Applicants who do not meet the minimum requirements of their course may be referred on to a relevant pre-sessional English course as part of their application or any offer. Further information can be found [here](#).

3.3 Non academic criteria

Creative work

Applicants are required to demonstrate their creative ability through the submission of a portfolio. Each course will have its own brief of what can be submitted. For course specific portfolio requirements please check our [supporting evidence](#) page on our website.

Personal Statement

All applicants will need to submit a personal statement if applying for a place as an undergraduate or postgraduate with Central Film School.

3.4 Interviews

Successful candidates who reach the interview stage will need to demonstrate a passion for the area in which the course they have applied for within the screen industries, and will have strong communication and teamwork skills. They will be persuasive in their reasons for studying the degree for which they have applied and demonstrate the skills, talent, knowledge and aptitude for studying at degree level.

Interview procedure:

Before the interview, the interviewer views the visual portfolio, reads the application and personal statement of the candidate. The School has a standard set of questions it will ask each interviewed candidate, but the interview can thereafter take on a variety of paths as the interviewer seeks to gauge the candidate's suitability for the course. Occasionally, where more information is required, candidates may be asked to attend a second interview with a different interviewer.

3.5 Offers

Conditional offer

The School may decide to make a conditional offer to a prospective BA student. This conditional offer may specify: Meeting minimum UCAS requirement, providing visual portfolio material, For those not from a Majority English-Language Speaking Country, meeting the English Language requirement as per UKVI guidance. Candidates will be sent a conditional offer letter, which clearly sets out any further requirements.

Unconditional offer

Students meeting the essential criteria will be sent an unconditional offer letter, which clearly sets out the terms under which the offer of admission is made.

Contextual offer

As part of the School's ongoing commitment to widening participation, we will be using contextual data as part of the admissions process.

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.

All applicants applying for a undergraduate programme (including the foundation year) at the school who are domiciled in United Kingdom will be eligible for a contextual offer if they meet the following criteria:

- Live in a POLAR4 Q1 or Q2 postcode
- Must be a receipt of Free school meals at present or during secondary education
- 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
- Have been granted refugee status
- Has undertaken [caring responsibilities](#) during the period when either they were studying their highest qualification or directly before their application to study at CFS.

The Contextual admissions process:

Upon application, the criteria will be applied and adjustments made during assessment of the visual portfolio, personal statement and at interview as well as on predicted grades (if awaiting results) or final grades if applying with results.

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:

- 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
- The team members interviewing will be notified and take this into consideration when making their offer decision
- If successful at all other stages of the application process a conditional offer will be made on the lower UCAS tariff boundaries stated in 3.1.

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](#)

Changes and updates to requirements

CFS reserves the right to change the selection process for a course at any point in the recruitment cycle. For example, we may remove certain criteria during certain parts of the year or give alternative assessments if suitable.

3.6 Accepting an offer

Unconditional offers are made subject to the applicant providing proof of qualifications at the enrolment stage. In order to accept an unconditional offer candidates should read the relevant terms and conditions and e-sign the offer letter.

Conditional Offers are made with specific conditions attached, and candidates must fulfil those conditions before being issued an unconditional offer. The candidate must read the relevant terms and conditions and e-sign the offer letter in order to accept the conditional offer.

Direct acceptance

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.

UCAS acceptance

Applicants through UCAS may accept the offer through UCAS portal. Once candidates have agreed to the terms and conditions of their admission, they move into the Enrolment Stage of the admissions process.

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 Admissions Team for advice and to submit any supporting evidence in writing for consideration.

General Terms for all applicants - Acceptance

Successful applicants that firmly accept an offer with Central Film School will be expected to pay any relevant deposit in line 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.

3.7 Deferring entry

Applicants who wish to defer, can defer their entry by academic year if the following conditions have been met:

- Accepted a place on the course any deadline set out to them.
- Met the conditions of their offer by the original year of applying. For example, if you are applying for 2025 and wish to defer to 2026 you will need to meet your conditions by September 2025.
- Pay a deposit if required (International, undergraduate - self funding and postgraduate students)
- Complete a deferral form before enrolment

If you defer your place any financial support such as bursaries, scholarships or accommodation can not be deferred.

Applicants via the clearing process will be unable to defer their application to a future year and must re-apply in the following year.

4. Enrolment at central film school

Registration at the School takes place in two parts.

4.1 Online registration

Unconditional Offer Holders that have accepted their place on the programme are sent login details to complete the registration from prior to the first day of term. Applicants are encouraged to disclose all up to date and relevant information that may help the School to proactively identify and provide help with support needs throughout their time at the school.

4.2 In Person registration

During the first week of term, Offer Holders will be invited to the campus to enrol, they are required to bring original copies of all relevant documentation that may not have been provided previously such as Qualifications, Passport or identity document, Visa or BRP card (if applicable).

Central Film School will inform relevant applicants if this applies to them and specifically what evidence they need to provide.

Offer Holders are deemed to be students of the school once registration and enrolment is completed in full.

5. Unsuccessful applications

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 once more during Clearing, if vacancies are still available and provided that

they can demonstrate academic improvement and/or submit new evidence to support their application.

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

1. A 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.

5.1 Appeals

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

An appeal must be made formally in writing by the applicant using the appropriate form.

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 communication of unsuccessful applications.

A request to appeal should be sent to 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/next steps.

6. Compliance

6.1 Applicants Under 18 Years of Age

Due to the fast paced and practical nature of our programmes Central Film School welcomes applicants under 18 who meet the entry criteria to apply for a place on our Foundation year.

Guardians/parents of applicants who would be under the age of 18 at enrolment should familiarise themselves with the our Applicants Under 18 Policy & Process.

6.2 Agents

Central Film School works with partner agents globally who provide assistance to applicants with their application and visa process.

All agents must comply with all relevant legislation, Central Film School policies and provide a fair, transparent, and consistent admissions service to students. Agents must have an active partnership agreement in place with CFS in order to represent applicants and receive remuneration.

6.3 Additional Policies

Where there is a conflict in policies regarding Admissions, the policy as outlined in the academic framework will take precedence.

6.4 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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