City College Norwich Admissions Policy

Congratulations on receiving a conditional offer from City College Norwich. This policy outlines our admissions and enrolment process, and the steps that will be followed where a course is oversubscribed.

A conditional offer indicates that the college intends to offer you a place on your chosen course, subject to you meeting the published entry requirements and completing the enrolment process, in line with this policy. Please be aware that all offers are provisional and are not a guarantee of a place on your chosen course.

Applications received after the March 1st 2027 deadline will be treated as late applications. Late applications will be considered after timely applications, in accordance with this policy.

1. Enrolment criteria for entry into City College Norwich

Applicants will receive one enrolment appointment for their first-choice course only. Enrolment appointments are scheduled according to the following priority order:

- Priority will be given to progressing students with a conditional offer on their first-choice course, in order of application date.
- Priority will next be given to external students with a conditional offer on their first-choice course, in order of application date.

Any applicants without a course offer may be invited in for an interview to discuss their course options.

1.1 Rescheduling an enrolment appointment

If an applicant is unable to attend their issued enrolment appointment, their place may be reserved on their course under the following circumstances:

- The reason for not being able to attend is deemed acceptable. The reasons include (but are not limited to) attending a pre-booked holiday, a medical appointment or a driving test.
- The applicant falls within the top 10% of applicants, ranked by application date from earliest to latest.
- The applicant speaks to a member of the Admissions team to hold their place on the course.
- The applicant is available to attend college for their enrolment before the end of the college day on 3rd September 2027.
- The applicant meets the entry requirements for the course.

Please note, an applicant's place can only be held until the end of their next available day. E.g, if they return from holiday on 1st September, their place will be reserved until the end of the college day on 2nd September.

Applicants who do not meet the eligibility criteria to have their place reserved should attend City College Norwich as soon as possible *after* their original enrolment appointment. Under no circumstances can an applicant enrol at a time or date before their scheduled appointment.

2. Oversubscription criteria for entry into City College Norwich

If a course is not oversubscribed, all applicants will be enrolled providing they meet the entry requirements.

Where the number of applicants is greater than the capacity of the course, the following process will apply:

- Priority will first be given to progressing students who meet the entry requirements.
- Priority will next be given to external applicants who meet the entry requirements.
- Where places remain oversubscribed, priority will then be determined by the date of application, ranked from earliest to latest. All remaining students may be placed on a waiting list and contacted if a space becomes available.

3. Appeals process

To make a formal complaint to City College Norwich, please complete the Compliments, Concerns and Complaints form via our website: Compliments, Concerns and Complaints | City College Norwich