



POINT BLANK

MUSIC SCHOOL

POLICY 005

ADMISSIONS POLICY (HE)

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Version:	3	Date Approved / Committee:	23.08.24 / Academic Board	Date of next review:	August 2025

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this policy is to outline Point Blank's approach to managing admission to its Higher Education programmes consistently, fairly and equitably.
- 1.2 This policy aims to make the decision-making process transparent to all applicants.
- 1.3 This policy should be read alongside the Admissions Procedure.

2. POLICY DETAILS

Guiding Principles

- 2.1 This policy is underpinned by the following guiding principles:
 - i. Point Blank is committed to supporting diversity and ensuring equality of opportunity for all applicants, in keeping with the Equality Act (2010).
 - ii. Point Blank offers a high-quality learning environment in which all students are supported to achieve their full potential and prepare them for their professional life.
 - iii. All applicants to Point Blank programmes are considered on merit and academic potential.
 - iv. Admissions processes must remain transparent, fair and equitable and ensure that decision making is consistent.
 - v. Decision-making must employ reliable and consistent methods including consideration of evidence provided, and where appropriate, portfolios and interviews.

Responsibilities

- 2.2 The Point Blank Admissions team are responsible for the processing of applications and communication of offers. The Admissions team ensure that policies and procedures are implemented in a fair and consistent way in line with relevant legislation and Point Blank strategy.

Admissions Criteria

- 2.3 The Academic Board have responsibility for setting the entry criteria for the admission of students and will confirm each year the minimum entry requirements for all levels of provision. General entrance requirements, including the required minimum level of English Language proficiency, are set by the validating partner, Middlesex University, and are reviewed on an annual basis.
- 2.4 Specific programme entry requirements are detailed in the relevant programme handbook and provided on the programme web pages. These set the minimum standards each applicant must meet to be eligible to study on each given programme.
- 2.5 Prior to entry, minimum levels must be obtained in GCSE (or equivalent) English Language. The minimum requirement is normally expected to be a GCSE grade of 4 or above (or equivalent), however programme-specific requirements may differ. Applicants are advised to review the programme-specific requirements of their desired programme via the programme handbook and web pages.
- 2.6 Applicants must provide evidence that they possess at least the minimum level of English Language proficiency. The minimum level is set by the validating body, Middlesex University. Details of the English Language requirements are provided on the [Middlesex University website](#).

- 2.7 Applicants who have non-standard qualifications or have work experience they wish to have assessed may be considered on an individual basis in line with the general aims and principles of the Admissions and Recognition of Prior Learning (RPL) policies.

Additional Requirements

- 2.8 In accordance with Home Office regulations, Point Blank are required to ensure that all students hold valid immigration permission granting study in the UK for the duration of the course.
- 2.9 The Admissions team will require a copy of each applicant's passport (or birth certificate) and where applicable, evidence of immigration permission to confirm the right to study in the UK in accordance with Point Blank's Student Visa Policy. For applicants who hold settled / pre settled status will be required to provide Point Blank with their share code for the Admissions team to review their settlement status certificate. A copy of the certificate will then be saved onto the learner profile.
- 2.10 Any applicant who requires a visa to reside and study in the UK must declare this at the point of application.
- 2.11 In order to apply for a visa, students must hold a Confirmation of Acceptance (CAS) from the provider at which they wish to study. Before issuing a CAS, Point Blank will confirm with the applicant if they are able to meet the requirements for the required visa. If an international applicant fails to meet the conditions of their offer or Point Blank does not believe the applicant meets the requirements for the required visa, then the applicant's offer may be rejected. In this instance an alternative offer may be made.
- 2.12 Applicants who are classed as international fee payers are required to pay the first year fees in full as part of the application process. For students who require a visa, this must be done before a CAS can be issued.

Selection

- 2.13 Point Blank's aim is to select those applicants who are likely to succeed academically and with relevant technical proficiency (i.e. ability to use industry standard software). Aptitude for an individual programme is the primary criterion for selection.
- 2.14 Our selection criteria and process ensure the following:
- i. Decisions are fair and consistent in relation to the published entry criteria.
 - ii. Evidence of a candidate's potential to succeed on the course is considered. Where appropriate, admissions staff may consider contextual factors in relation to an application.
 - iii. Point Blank operates a transparent selection process. Selection may be based on an application form (with or without additional required written work or a portfolio) or on application form plus interview. Where interviews form part of the selection process, candidates will be informed of the process in advance.
 - iv. Outcomes are communicated to the applicant in a timely way. Point Blank will communicate via email and via UCAS.
- 2.15 Successful applicants are issued with either a conditional or unconditional offer. Conditional offers usually include the requirement to provide documented evidence of their qualifications/ attainment.
- 2.16 Applicants who are made a conditional offer and who do not meet the conditions of their offer before their chosen start date will not be registered on to their course. In any such case, the applicant may defer their course to the following start date, or any start

dates within a period of one year from the original intended start date. If conditions are not met within one year, the applicant must reapply for their chosen course.

- 2.17 Unconditional offers are awarded to applicants who have met the terms of their conditions as per the details of their conditional offer letter. Unconditional offers may also be made to exceptional applicants who demonstrate their ability through examples of previous work and/or achievement in previous academic study.

Deferral of Offers and Re-Application

- 2.18 Point Blank understands that some applicants may wish to, or be required to, defer their entry to a later point. Deferral may normally be approved for up to one year.
- 2.19 Requests to defer must be communicated to the Point Blank Admissions team via email as soon as possible and before two weeks after the start date initially offered. Requests after this point may not be considered and may result in a withdrawal.
- 2.20 Applicants with personal mitigating circumstances may request to defer for over a year. In which case, this request must be made via email to the Admissions team and submit the request along with any supporting documentation relating to the mitigating circumstances. Applicants should be aware that there is no guarantee that this request will be approved.
- 2.21 Point Blank may consider applicants who have previously withdrawn for re-entry to Point Blank on the same or an alternative programme of study. As with all applications, each case will be considered entirely on its merit.
- 2.22 If an applicant has withdrawn from a programme of study and wishes to re-enter into that programme or a different programme of study, a new application is required and will be processed as such in the normal way.
- 2.23 Point Blank reserves the right to not consider applications from any applicant whose previous study has been terminated or was in poor academic standing at the point of their withdrawal.

Refunds

- 2.24 Students are entitled to a refund of any advance fees paid if they change their mind about studying at Point Blank from the day of payment until 14 days after enrolment (the end of the cooling-off period).

UCAS Similarity Detection

- 2.25 UCAS carries out an automated Similarity Detection Service which checks each Personal Statement against those that have previously been submitted to detect plagiarism. Point Blank reserves the right to reject applicants who are identified through this process.

Age

- 2.26 There is no minimum age for entry to Point Blank but offers for undergraduate courses are normally made on the basis of national qualifications which will be obtained by the age of 17/18. There is no upper age limit.
- 2.27 Point Blank does not accept an in loco parentis responsibility for children (i.e. those under 18 years of age at entry) but expects confirmation of guardians for students who are under the age of 18. Full details of Point Blank's approach to admitting under 18s can be found in the Under 18s Policy.

Mature Students

- 2.28 Point Blank encourages applications from mature students, believing that mature students make an important contribution to Point Blank life through their range of experience and qualifications.
- 2.29 Anyone beginning an undergraduate course who is aged 21 or over is classified as a mature student. Mature applicants may satisfy the entry requirements through standard academic qualifications. However, Point Blank gives careful consideration to those who can provide evidence of their commitment to academic study through a range of other awards and experience.

Disabled applicants and individuals with additional needs

- 2.30 Point Blank welcomes all disabled applicants, those with Specific Learning Difficulties (such as dyslexia, dyspraxia, and ADHD) and those with long-standing medical conditions.
- 2.31 Applicants are strongly encouraged to inform Point Blank of their individual requirements at the application stage to allow adequate time for reasonable adjustments to be made, and the required support in place at the point of commencing studies.
- 2.32 We understand that some applicants may not feel comfortable disclosing a disability or additional need before receiving an offer. Applicants and enrolled students may choose if and when to make a disclosure at any point before or during their studies and may refer to the Disability and Mental Health Support Policy for further details.
- 2.33 Applicants are also strongly encouraged to disclose any additional needs that may call for adjustments to be made to the application process. In these circumstances adjustments are made to the processes and ways in which the competency standards are measured, no adjustment will normally be made the minimum competency standards as set out in the entry requirements.

Criminal Convictions

- 2.34 Disclosing a criminal conviction is not a requirement when applying to study at Point Blank, and applicants will only ever be assessed on their academic suitability.
- 2.35 The exception are applicants who require sponsorship for a Student Visa to study in the UK, as this information is a mandatory part of the CAS application process.
- 2.36 Applicants with convictions currently on license, are expected to notify Point Blank of any license conditions which may prevent full engagement. Where possible, Point Blank will make reasonable adjustments to facilitate inclusion.

Disclosure of information and false information

- 2.37 Failure to disclose relevant information or knowingly providing false information may result in the offer of a place being withdrawn.
- 2.38 Point Blank will not accept any subsequent applications, in any future year, from applicants who have had their application cancelled or withdrawn due to fraud or misrepresentation.

Feedback

- 2.39 Point Blank will reject applicants who do not or cannot meet Point Blank's entry requirements; (whether academic or non-academic). This can be difficult news for

applicants to receive, but constructive feedback for the reasons of rejection is available on request.

- 2.40 Requests for feedback should be made in writing by the applicant to the Admissions Manager within two weeks of the decision. We aim to respond to requests for feedback within 20 working days of the request.

Complaints

- 2.41 Point Blank is committed to delivering a high quality, efficient and fair admissions service in line with its selection criteria and policy. If an applicant wishes to make a formal complaint, Point Blank will follow a complaints procedure (outlined in appendix A) which ensures that all complaints are dealt with fairly, promptly, consistently and with due regard to the Equalities Act 2010. If a complaint is upheld, Point Blank will take appropriate action. If a complaint is not upheld, the reasons for the decision will be communicated clearly to the applicant.
- 2.42 An applicant does not have the right to appeal against an academic decision not to offer them a place at Point Blank, if the decision can be shown to have been reached fairly and in accordance with the University's published entry requirement and selection criteria.
- 2.43 A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.

3. POLICY SCOPE

- 3.1 This policy applies to prospective students applying to any Higher Education programme at Point Blank.
- 3.2 This includes students applying to Point Blank London and Point Blank Online.
- 3.3 This policy does not apply to individuals seeking to study a Point Blank Short Course (formerly known as Professional Courses).

4. RELATED POLICIES

- 4.1 This policy should be read alongside the following related policies:
- i. Recognition of Prior Learning Policy
 - ii. Finance Policy (HE)
 - iii. Disability and Mental Health Support Policy

5. POLICY OWNER

This policy is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Academic Board delegates the operational responsibility of this policy to the following staff:

- Registrar
- Head of Education and Curriculum
- Programme Leaders
- Admissions Manager
- Visa and Immigration Compliance Manager

- Admissions Officers

6. PROCEDURES

The relevant procedure(s) to accompany this policy is titled PRO_005_Admissions Procedure and can be found at www.pointblankmusicschool.com/legal/public-policies/.

7. EXHIBITS, APPENDICES AND FORMS

- 7.1 Appendix A: Admissions Complaints Procedure

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Learning and Teaching Strategy
- Student Protection Plan
- HE Student Terms and Conditions

8.2 External

- Middlesex University Regulations – General Criteria for Admissions
- Middlesex University English Language Requirements
- Middlesex University international qualifications matrix
- UKVI regulations

Appendix A: Admissions Complaints Procedure

1. Informal Procedure

- 1.1 Most complaints can be resolved informally. Applicants should normally raise the matter within 10 working days of the event that brought rise to the complaint.
- 1.2 The matter should be raised in writing or by e-mail to the Admissions Manager who will respond in writing within 20 working days.
- 1.3 Where the complaint concerns non-selection (rejection of the application) and the Admissions Manager is satisfied that the application was considered fairly and that the decision complies with the selection criteria, they will respond explaining the context of the decision and any selection processes that were applied. The Admissions Manager will also at this stage draw to the attention of the complainant the Complaints Procedures, should they wish to pursue the matter further.
- 1.4 If the Admissions Manager concludes that the decision was unfair and/or not in accordance with the Admissions Policy; they will refer the complaint to the Registrar as per item 2.3 below.

2. Formal Procedure

- 2.1 If the complaint is not resolved to the satisfaction of the applicant, the complainant should then write formally to the Registrar, via email to admissions@pointblankmusicschool.com.
- 2.2 The letter should enclose copies of all previous correspondence; and disclose in full as to why the applicant remains dissatisfied with the application outcome.
- 2.3 The Registrar shall investigate the complaint with relevant staff and/or a third party if it is deemed necessary and endeavour to reply within 30 working days. The decision of the Registrar shall be final.
- 2.4 If an applicant is not offered a place on their chosen course, they may reapply for a Point Blank higher education course and the application will be assessed fairly and judged on its own merit.