

HE Admissions Appeal Policy and Procedure

APPROVED BY ACADEMIC BOARD ON OCTOBER 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

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Environmental Impact Assessment Completed	Date:	10.26
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Policy will be communicated via:	Website, VLE, Cecil	
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1. POLICY STATEMENT

This Policy is applicable to all applicants to undergraduate and postgraduate courses advertised and delivered by University Centre Leeds (including provision delivered at the Luminate Education Group FE Campuses) and Leeds Conservatoire.

The Admissions Appeals Policy conforms to the QAA Code of Practice Principle 9: Recruiting, selecting and admitting students and Universities UK Fair Admissions Code of Practice (2025) relating to admissions, recruitment and widening access and is obliged to provide the following:

- Policies and procedures for application, selection and admission to higher education courses are transparent and accessible;
- Fair, reliable and appropriate assessment methods that enable students to be selected with the potential to complete the course successfully;
- Reduce or remove unnecessary barriers for prospective students;
- Provide Information to prospective students for recruitment and widening access purposes that supports students in making informed decisions;
- All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced;
- Develop widening access strategies and policies in line with local and national guidance;
- Allow prospective students to appeal a decision concerning selection or admission if they consider they have grounds to do so.

This policy ensures that University Centre Leeds and Leeds Conservatoire have transparent, fair and timely procedures for dealing with admissions appeals.

Admissions Appeals will be dealt with in accordance with the University Centre Leeds and Leeds Conservatoires Equality, Diversity and Inclusion commitments.

Applicants will be signposted to the [Complaints Policy](#) if the concern falls outside the scope of the Admissions Appeals Policy.

In the first instance all admission decision queries will be received by the HE Admissions Team with the aim of an informal resolution. This policy provides for cases where informal resolution has been unsuccessful, and the applicant would like to formally appeal.

2. POLICY AIMS AND OBJECTIVES

University Centre Leeds and Leeds Conservatoire aim to operate equitable, valid and reliable processes for Admissions appeals which enables every applicant to request a review of a decision on the basis of evidence or procedure for the course they have applied to study.

This Policy applies to all undergraduate and postgraduate applicants that wish to submit an admissions appeal made in relation to the University Centre Leeds or Leeds Conservatoire's Higher Education course they have applied to study and seeks to uphold the principles of fairness, consistency, equity and equal opportunities without compromising the integrity of the admissions process.

This Policy University Centre Leeds and Leeds Conservatoire are committed to admitting prospective students who are most likely to benefit from the advertised courses and aims to:

- Sustain high academic standards consistent with the requirements of University Centre Leeds and Leeds Conservatoires validating bodies;

- Commit to equality of opportunity. There will be no discrimination against prospective students on the grounds of any of the protected characteristics as defined in the Equality Act 2010;
- Create a working culture that respects, welcomes and harnesses differences for the benefit of the organisation and the individual.

University Centre Leeds and Leeds Conservatoire recognise that it may need to be flexible during the recruitment process to provide fair and equal access to all prospective students. The Provider also recognises the need to make adjustments for individual prospective students where appropriate

2 PROCEDURE

Grounds for appeal

An appeal is a request to review a selection decision.

If a prospective student feels an error has occurred they have the right to request a review of the selection decision on one of the following grounds:

- Relevant information was missing from the original application (with good reason)
- There has been a misinterpretation of information or data contained within the original application
- There is evidence of bias or prejudice
- There was a procedural irregularity in the handling of the application.

Appeals that question the academic judgement or integrity of academic staff will not be considered.

The procedure may not be used because a prospective student is simply disappointed with a rejection or unhappy with the conditions of their offer.

Due to Data Protection Legislation and GDPR, the Provider is unable to respond to appeals from a third party unless written permission has been granted by the prospective student.

Prospective students will not be disadvantaged in any way because they have made an admissions appeal.

The Provider's respective HE Registrars will prepare an annual summary of the nature and outcome of any formal admissions appeals for the Joint Academic Board.

Stage One: request for feedback

Prospective students who feel they may have grounds for appeal must formally request feedback on the reasons for the selection decision in the first instance from the Admissions Team.

Requests for feedback from a third party will not be accepted unless permission has been granted by the prospective student.

Requests must be made within 10 working days of the date given on the initial correspondence outlining the selection outcome and must be directed to the Admissions Manager, who will co-ordinate the response. This should be made in writing via email to either

admissions@leedsconservatoire.ac.uk for Leeds Conservatoire or headmissions@ucleeds.ac.uk for University Centre Leeds.

A written response will be made within 10 working days of the request being made, and this response will mark the completion of Stage One.

Stage Two: appeal

A prospective student who is dissatisfied with the response provided at Stage One may submit an admissions appeal.

Appeals must be made on the Admissions Appeal form (see Appendix 1), within 10 working days of the date of the Stage One outcome letter, and submitted to directed to the respective [HE Registrar](#), who will co-ordinate the response. This should be made in writing via email to either HEAdmin@leedsconservatoire.ac.uk for Leeds Conservatoire or University Centre - Admin universitycentre-admin@leedscitycollege.ac.uk.

Appeals should explain the grounds for dissatisfaction with the outcome at Stage One and indicate the grounds for appeal

A written response will be made within 10 working days of receipt of the Admissions Appeal form.

Stage Three: review

- A prospective student who remains dissatisfied may request a review of the decision made at Stage Two.
- The request to review the decision made at Stage Two must be submitted in writing within 15 working days of the notification of the outcome at Stage Two and directed to the Quality Team, who will co-ordinate the response. This should be made in writing via email to: University Centre Leeds (hequality@ucleeds.ac.uk) or Leeds Conservatoire (quality@leedsconservatoire.ac.uk).
- A written response will be made within 15 working days of receipt of the request to review the Stage Two decision.
- This response will be the Provider's final decision and mark the completion of the process.

3 COMPLAINTS

Should a prospective student wish to complain about any aspect of the process, they must follow the Provider's Complaints Policy. This can be accessed via our websites: [University Centre Leeds](#) or [Leeds Conservatoire](#)

If the dissatisfaction with a selection decision is based on the conduct of a member of staff, or another matter not covered by the points outlined in 1.2 above, this will be dealt with through the Complaints Policy.

4 DEADLINES

The Provider will at all times strive to respond to enquiries as quickly as circumstances allow.

If the Provider is unable to respond within the specified timeframes, the prospective student will be contacted with a reason for the delay and will be informed of when they can expect a decision/response.

To ensure that prospective students are not unfairly disadvantaged, the Provider may choose to consider an admissions appeal outside the specified timeframes.

5 BREACH OF POLICY

An Applicant is entitled to make a formal complaint via [Complaints Process](#) if they feel University Centre Leeds or Leeds Conservatoire have not complied with the Admissions Appeals Policy.

6 REVIEW

Owner: Admissions/Marketing

Introduced: May 2009

Last review: March 2026

Next Review: March 2029

The Provider reserves the right to review the policy at any time.

Change Summary		
Version	Date	Summary of Changes
5	March 2026	Review of policy and aligned for both HE institutions

Appendix 1

Admissions Appeal Form

Important Notes

Make sure you have read and understood the Admissions Appeals Procedure before completing this form.

Appeals must be submitted within 10 working days of the date given on the initial correspondence outlining the selection outcome.

Please return this form to:

admissions@ucleeds.ac.uk for University Centre Leeds appeals

admissions@leedsconservatoire.ac.uk for Leeds Conservatoire appeals

Your Details

Applicant number:

Full name:

Contact Telephone Number:

Course you applied for:

Email address for all correspondence concerning the appeal:

Grounds for Appeal

1) Relevant information was missing from the original application YES/NO

2) There has been a misinterpretation of information or data contained within the original application YES/NO

There is evidence of bias or prejudice YES/NO

3) There was a procedural irregularity in the handling of the application YES/NO

Details of Appeal

Please explain why you consider that you have grounds for appeal. Please enclose any supporting evidence that you refer to.

Declaration

I confirm that I have read and understood the Admissions Appeals procedure, and that the information I have given is true and accurate to the best of my knowledge.

Signature

Date