GREENE'S COLLEGE OXFORD

Policy for Admissions

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the College Principal.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

This policy outlines the key criteria that Greene's applies for admissions to the College. The policy should be read in conjunction with Greene's *General Terms and Conditions*.

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Greene's Tutorial College, trading as Greene's College Oxford, is a company limited by guarantee, registered in England as number: 5553889

Greene's is non-selective and non-denominational. Greene's believes that equality, fairness, and transparency are essential in the admissions process. Should a student feel that they have been unjustly treated or unreasonably been refused entry to a course, they may appeal to the College Principal or the Managing Partners.

Greene's places great value in building a robust and detailed student profile prior to the commencement of study. We recognise the importance of the early stages of a new programme of study and we believe that all parties, including key front-line staff, subject tutors and Personal Tutors must have access to all necessary information in order to ensure the best possible start for our students.

The Admissions process at Greene's can be given as follows:

(1) For a student to apply to Greene's, and before tuition can begin, an application must be made in writing. This application, using an online form provided via the Greene's website, seeks to capture:
    a. the student's personal details
    b. their desired course of study, including motivation and their own appraisal of their suitability
    c. their history of study and previous schooling
    d. any predicted or confirmed examination results
    e. their current intentions vis-à-vis higher education, further study or employment
    f. any formally diagnosed special educational needs or medical disabilities (or any suspicions that there may be some)
    g. their previous learning support or pastoral provision
    h. any examination access arrangements received in public examinations, if taken
(2) Once the form has been submitted, the central academic team add a series of notes on the admission file, including any necessary changes to course option or recommendations on the provision.
(3) The student is invited to interview with a senior member of the College staff. Interview notes are prepared by the interviewer. Any questions or recommendations raised by the central academic team must be addressed in the interview notes.
(4) Following interview, and depending on the circumstances of the student, the College may require further diagnostic tests in order to ascertain the student's suitability for their proposed course of study. At this stage, if appropriate, evidence of past study and previous results will be sought. For international students, additional assessments, or qualifications, such as proof of English language proficiency, may be required.
(5) Once a course of study has been agreed, a document containing a proposal of study and the related fees is produced for the agreement of the person responsible for paying the fees.
(6) Once the student and parent has agreed to the proposed course of

study, the College requires all relevant documentation for the student, including a reference from a previous school, where applicable. The offer of a course of study remains conditional until all necessary checks have been completed.

(7) Prior to the start of tuition, all relevant details on the student's academic and pastoral history and aims are summarised and released to staff and the subject tutors and Personal tutor. This is known as the "Tutor Brief".

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