

Admissions Processes

Things to remember

CONTEXTUAL OFFER

Qualifying groups for reduced offers:

- Home postcode is in a Low Participation Neighbourhood - POLAR4 quintile 1 or 2
 - [Find out more about POLAR4](#)
- First generation to attend Higher Education
- Been in care or have been looked after for three months or more

Not applicable to accredited courses and direct applications.

Further information: <https://www.uwtsd.ac.uk/help-and-guidance-for-applicants/contextual-admissions/>

Where to find the information on MyTSD (Admissions)

Key applicant information	
Student ID: 2301404	Personal ID: 1659378
Applicant Name: Kate-Lynn Weston-Craft	Year of Ent
Warnings	
Replaced CAP exists	
No Disability	
Parent not in HE	
POLAR4 Quintile 1 & 2	

COMMON ISSUES

Offer making:

- Vague instructions (e.g. offer, conditional with no conditions stated etc.)
- Incorrect tariff points – use UCAS Tariff Calculator tool [UCAS Tariff Points - Calculate Your Entry Requirements](#)
- Unconditional offers made for applicants with pending qualifications

Other Issues

- Late admittance of students – should not be later than 4 weeks after a course commencement date
- Students attending courses without going through the application process
- Direct entrants onto higher levels – RPCL completion
- Continuing/upgrading students – delays with upgrade forms

Internal Upgrade Deadlines

Applications to be submitted by:

CertHE/DipHE/HNC/HND Course Start Month	Deadline for Upgrade Application Submissions
September	01-May
January	01-Dec
February	01-Dec
January Fast Track	01-Aug
February Fast Track	01-Aug
April	01-Mar