21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Admissions Policy

1. Introduction

Orchard Academy is dedicated to providing a world-class online learning experience, accessible to individuals from all walks of life. This Admissions Policy outlines the procedures, standards, and values that guide the selection and enrolment of students into our various programmes. As a fully online education provider, we offer a wide range of courses to cater to diverse interests, academic goals, and professional development needs. This policy ensures that our admissions process is transparent, inclusive, and aligned with Orchard Academy's core mission of fostering accessible and flexible education for learners globally.

---

2. Mission

Our admissions process reflects Orchard Academy's commitment to inclusivity, diversity, and excellence. We believe that education should be available to anyone with the desire to learn, and our policy reflects this by offering opportunities for students from all backgrounds and locations to pursue their educational goals. By removing barriers to entry, we aim to create a community of learners who are passionate, dedicated, and ready to advance their personal and professional development.

3. Core Objectives of the Admissions Policy

3.1 Open Access to Education

Orchard Academy promotes the principle of open access. We seek to remove traditional barriers to education, such as location, socio-economic background, and prior formal education. Our admissions process is structured to provide opportunities for anyone interested in pursuing knowledge, regardless of academic history or qualifications.

3.2 Clear and Transparent Application Process

Our admissions process is designed to be straightforward and transparent. All prospective students are fully informed of the requirements and procedures necessary to gain entry into their chosen course. Our online application platform is user-friendly and provides clear guidance throughout the process.

3.3 Equality, Diversity, and Inclusion

Orchard Academy is committed to upholding the principles of equality, diversity, and inclusion in its admissions process. We welcome students from all backgrounds and ensure that no applicant is discriminated against based on gender, race, ethnicity, age, disability, religion, or sexual orientation. We foster an inclusive learning environment that supports and celebrates diversity.

3.4 Flexible Entry Requirements

Recognising that learners come from varied educational backgrounds, we offer flexible entry routes. While some advanced or professional courses may require specific qualifications or work experience, many programmes are open to individuals without formal academic prerequisites, provided they demonstrate a commitment to learning and personal development.

3.5 Commitment to Supporting Students with Disabilities

We are dedicated to providing an accessible and supportive learning environment for students with disabilities. Our admissions team works closely with applicants who may require additional support to ensure a positive and inclusive learning experience. We encourage prospective

students to disclose any specific needs early in the application process so that appropriate adjustments can be made.

---

4. Admissions Process Overview

4.1 Application Submission

Prospective students must complete an online application form available on the Orchard Academy website. The form requests basic personal information, details of prior education or qualifications, and information about the chosen course of study. Some programmes may also require a personal statement outlining the applicant's motivation and goals for enrolling.

4.2 Entry Requirements

Entry requirements vary depending on the course level and subject area. For general or beginner-level courses, there are often no formal academic prerequisites. However, advanced or professional courses may require evidence of previous qualifications, certifications, or relevant work experience. Full details of entry requirements for each course are available on our website.

4.3 Supporting Documentation

Applicants may be asked to submit supporting documents, including:

- EHCPs
- Details of Social Workers and other named professionals
- Proof of English language proficiency (if applicable)

4.4 Application Review and Selection

Once submitted, applications are reviewed by the admissions team on a case-by-case basis and timetables are personalised to each learner.

4.5 Acceptance of Offer

Once an offer of admission is made, the applicant must formally accept the offer through our online portal. Upon acceptance, students will receive detailed instructions on how to enrol, pay fees (if applicable), and access the Orchard Academy online learning platform.

---

5. Admissions for International Students

Orchard Academy welcomes international students. As our courses are delivered entirely online, there are no visa requirements, and students can study from anywhere in the world. International students may need to provide proof of English language proficiency if their previous education was not conducted in English. Acceptable forms of proof include recognised English language tests (e.g., IELTS, TOEFL) or equivalent qualifications.

---

6. Fees and Financial Assistance

6.1 Course Fees

Information on course fees is available on the Orchard Academy website, with fees varying by course type and level of study.

6.2 Payment Plans

To prevent financial barriers to education, Orchard Academy offers flexible payment options. Students may choose to pay in full at the start of the course or opt for an instalment plan.

6.3 Scholarships and Financial Aid

Orchard Academy is committed to supporting students with financial need. We offer a limited number of scholarships, grants, and financial aid opportunities. Applicants interested in financial aid should indicate this in their application and submit the required documentation.

---

7. Appeals and Complaints

Applicants who believe their application was not treated fairly or who have concerns about the admissions process are entitled to appeal the decision. Appeals should be submitted in writing to the admissions team within 14 days of receiving the decision, outlining the reasons for the appeal and providing relevant supporting evidence.

---

8. Conclusion

Orchard Academy's Admissions Policy reflects our commitment to creating a diverse, inclusive, and supportive online learning community. We are dedicated to providing fair and flexible entry routes to all applicants, ensuring that everyone has the opportunity to pursue their educational aspirations. Our admissions process is rooted in the values of accessibility, equity, and academic integrity, aligning with our mission to offer world-class education to learners globally.

Approved by: **Management Committee**, Orchard Academy
Next Review Date: September 2025