

Central Film School

2025-26

Central Film School

Admissions Policy

1. Introduction

- 1.1. This Admissions Policy is for students applying for their course in the admissions cycle for 2025/26. It covers applications from Home and International students across our undergraduate and postgraduate courses.
- 1.2. Central Film School is committed to welcoming students from diverse backgrounds onto our programmes, including those which are under-represented within Higher Education and the Screen Industries.
- 1.3. This Admissions Policy sets out the school's principles and processes used to select and admit new students to both undergraduate and postgraduate programmes.
- 1.4. Central Film School stands by the following principles:
 - **Transparency in procedures** - The school is committed to providing clear, accurate and accessible information regarding its courses, relevant entry requirements and associated admissions procedures. Applicants will have access to information about the admissions process via emails throughout the process or via our website.
 - **An equitable admissions process** - Central Film School is committed to supporting diversity and ensuring equality of opportunity for all applicants, in keeping with the Equality Act, 2010.
 - **Consistency in information** - Staff dealing with applications will be trained to give consistent and detailed information about the admissions process to applicants and their advisors.

- **Commitment to maintaining standards** - Central Film School aims to admit students of all backgrounds who will be able to fulfil the necessary expectations of the programme.
- **Accurate information** - Enquirers, prospective applicants and applicants can expect up to date, accurate programme details to be available in all published information when making a decision to apply for a place to study at the school.

2. Overview

- 2.1. Applicants are encouraged to disclose all relevant information that may help us proactively identify and provide help with support needs throughout their time at the school and as part of the application process.
- 2.2. The school provides a number of application routes depending on the course that you're applying for. Please refer to our [application pages](#) on our website to provide further information about the various application routes.

3. How to apply

- 3.1. UCAS - Undergraduate Only
 - We encourage applicants that are looking at multiple institutions at Undergraduate level to apply through [UCAS](#) (Campus Code: C34) as this will have information held centrally on there.
- 3.2. Direct
 - For International applicants at Undergraduate level or Postgraduate students, we encourage applicants to apply directly through our [application form](#).

4. When to apply

- 4.1. Undergraduate courses
 - Our undergraduate courses have application deadlines that align with UCAS and in complying with UCAS deadlines, Central Film School will give equal consideration to all applicants applying by the equal consideration deadlines in January. After which date any remaining places will be advertised through UCAS Extra and furthermore through clearing Clearing.
- 4.2. Postgraduate courses
 - For our postgraduates courses although there is no specific deadline we recommend that applicants apply early in the recruitment cycle to avoid disappointment as places are first come, first served along with fulfilling conditions of offers.

5. What happens next

- 5.1. Once an application has been received, a member of our Admissions Team will assess the application against our entry criteria.
- 5.2. Although we aim to make academic decisions as effectively as possible, Central Film School may require further information to support in making a decision. An applicant will also be notified of any clearance checks that may apply to them such as, but not limited to, the need for proof of residency entitlement, English language ability or personal identity (Passport). All applicants must provide proof of their right to study in the UK to enrol onto a course at Central Film School.
- 5.3. In addition to this an applicant will be required to submit creative work. If applying via UCAS, an email with a submission link will be shared to the applicant.
- 5.4. Portfolio submissions will be provided via an online form sent via an email. Please see this [guide](#) for submission requirements. All applicants who have a successful initial assessment will be invited to a virtual interview.
- 5.5. If an applicant has applied for multiple courses during the application process, they will be required to submit different materials required for the creative work and undergo multiple interviews as part of the process.

6. Admissions criteria

- 6.1. The school aims to admit students who demonstrate the talent, commitment, and qualities necessary to succeed in a career within the screen industries, specifically in the field of the undergraduate or postgraduate programme to which they have applied.

7. Minimum qualifications

- 7.1. Undergraduate with Foundation Year (Three-Year Programme)
 - Admission to this course usually requires a Level 3 qualification or equivalent equal to 64 UCAS tariff points.
 - Applicants applying as home students, meeting certain criteria, may be eligible for a contextual admissions offer if they apply with a Level 3 qualification or equivalent equal to 32 UCAS tariff points. See section 3.5 for details.
 - Applicants may be considered for a place at the Central Film School if they hold different qualifications that are equivalent to the standard minimum entry requirements (as detailed above) or they have.

7.2. Accelerated Undergraduate (Two-Year Programme)

- Admission to this course usually requires a Level 3 qualification or equivalent equal to 112 UCAS tariff points.
- Applicants applying as home students, meeting certain criteria, may be eligible for a contextual admissions offer if they apply with a Level 3 qualification or equivalent equal to 96 UCAS tariff points. See section 3.5 for details.
- Applicants who do not meet the standard academic entry requirements may still be considered through the Accreditation of Prior Learning (APL) route. Please refer to Section 8 of this policy for further information.

7.3. Postgraduate

- The school welcomes applications from individuals holding a Level 6 qualification (e.g. a bachelor's degree) in any field. While all subject areas are considered, qualifications in relevant disciplines and/or additional industry experience are particularly desirable.
- Applicants are normally expected to hold at least a 2:2 honours degree (or international equivalent).
- Applicants who do not meet the standard academic entry requirements may still be considered through the Accreditation of Prior Learning (APL) route. Please refer to Section 8 of this policy for further information.

8. Accreditation in Prior Learning (experiential or credit based)

- 8.1. Central Film School appreciates that not all prospective students meet the standard entry criteria for its programmes, but that such applicants may have achieved equivalent learning outcomes through other qualifications, self-directed study, and/or professional experience. The School has, therefore, developed a policy and procedure that provides prospective students with the opportunity to demonstrate how they meet the entry criteria in other ways. This process is referred to as the Accreditation of Prior Learning (APL).
- 8.2. Accreditation of Prior Learning refers to the recognition of previous certificated learning and/or learning experience undertaken by a student and/or applicant. This recognised learning can also be given a 'credit-value', which may permit a prospective student to commence a programme of study at a later stage, or with some credits exempted. This is sometimes referred to as 'transferring with credits', which may enable a student direct entry into Level 5 or Level 6 of an undergraduate degree.

8.3. The criteria for students using Accreditation of Prior Learning is as follows:

- **Foundation Year:** Applicants must be over 21 and applying with some work experience demonstrating transferable skills that prepare them for success in higher education.
- **Undergraduate:** Applicants must be over 21 and applying with either two years of industry experience or one year worth of creative short courses.
- **Postgraduate:** Applicants must be over 23 and applying with either two years industry experience or two years of work experience which provides transferable skills for the degree they are applying to.

8.4. The procedure for applicants utilising Accreditation of prior learning is as follows:

- **Application Submission** - The applicant submits an application to Central Film School for their chosen programme of study.
- **Initial Assessment** - The application undergoes the standard initial assessment to determine general eligibility for the programme.
- **APL Form Submission** - Eligible applicants are invited to complete and submit an Accreditation of Prior Learning (APL) Form, providing evidence of relevant prior learning and/or experience.
- **APL Review Outcome** - The submitted APL form is reviewed by the Student Recruitment and Admissions Team. Applicants are informed of the outcome, which will be either:
 - **Successful** – the prior learning is accepted as meeting entry requirements, or
 - **Unsuccessful** – the prior learning is not deemed sufficient.
- **Interview Invitation** - Applicants with a successful APL outcome are invited to attend a formal interview as the final stage of the admissions process
- **Final Decision** - Following a successful interview, an offer of admission may be made.

8.5. Applicants seeking to transfer into Level 5 or Level 6 of a programme at Central Film School must submit an official academic transcript as part of their application. The transcript must clearly show:

- The total number of credits achieved
- The modules completed, and

- The final award or pass level attained for each stage of study.
- 8.6. This documentation is required to assess whether the applicant meets the entry criteria for advanced entry.

9. English language requirements

- 9.1. All courses at Central Film School are taught and assessed in English and proficiency in the language is essential to engage with successful applicants.
- 9.2. All applicants must therefore show proof of their English ability as part of the admissions process; however applicants who have not yet secured evidence can apply first and receive an additional condition that will be added to any offer made.
- 9.3. In most cases this is done via one of the following ways:
- An English language test such as IELTS (academic) that has been completed a maximum of 2 years before the course start date. A full list can be found on our [website](#) with corresponding minimum results.
 - An applicant can also submit proof of studying a qualification that was taught and assessed in English.
 - Alternatively if your current job or previous study requires you to speak predominantly in English this may also be considered on a case by case basis. If this particular scenario applies to you please contact the admissions team for further information on how to be assessed for this option.
- 9.4. If an applicant has been living/studying in one of the Majority English Speaking Countries as classified by [UKVI](#) hereby they are also exempt.
- 9.5. Applicants who do not meet the minimum requirements of their course may be referred on to a relevant pre-sessional English course as part of their application or any offer. Further information can be found [here](#).

10. Non academic criteria

- 10.1. Applicants are required to demonstrate their creative ability through the submission of creative work. Each course will have its own brief of what can be submitted. For course specific creative requirements, please check our [supporting evidence](#) page on our website.
- 10.2. All applicants will need to submit a personal statement if applying for a place as an undergraduate or postgraduate with Central Film School. This personal statement will need to indicate aspects to their background, interest in the chosen creative field they wish to pursue and what they aspire to achieve whilst on the programme.

11. Interviews

- 11.1. Applicants will be invited to interview only after all required application materials have been received and approved. These include:
- Creative work
 - A personal statement
 - Academic transcripts or evidence of sufficient predicted grades
 - A successful Accreditation of Prior Learning (APL) outcome, if applicable
 - Passport and settled status share codes, if applicable
- 11.2. Applicants who are invited to interview will be expected to demonstrate:
- A genuine passion for the area of the screen industries related to the course they are applying for
 - Strong communication and teamwork skills
 - Clear and persuasive reasons for wanting to study the chosen degree
 - The talent, knowledge, and aptitude required for study at foundation year, undergraduate, or postgraduate level
- 11.3. Prior to the interview, the interviewer will review the applicant's submitted materials, including the visual portfolio, personal statement, and application form. The interview will begin with a standard set of questions asked of all candidates. Following this, the conversation may take a more open format, allowing the interviewer to explore the applicant's individual interests, experience, and suitability for the course.
- 11.4. In some cases, if further information or clarification is needed, applicants may be invited to attend a second interview with a different member of staff.

12. Offers

- 12.1. If applicants are successfully offered a place on the course of their choice, they will receive this information in the form of an offer that outlines a statement of conditions to be satisfied or have successfully met.
- 12.2. Conditional offer
- The school may decide to make a conditional offer to an applicant. This conditional offer may specify: Meeting minimum academic requirements, providing creative material, successfully passing at interview and in some cases, passing the accreditation in prior learning process.
 - For those not from a Majority English-Language Speaking Country, meeting the English Language requirement as per UKVI guidance.

- Candidates will be sent a conditional offer either via email if they have applied directly or via UCAS, which clearly sets out any further requirements.

12.3. Unconditional offer

- Students that have met the necessary criteria for their application will be sent an unconditional offer via email if they have applied directly or via UCAS, which clearly sets out the terms under which the offer of admission is made.

12.4. Contextual offer

- As part of the School's ongoing commitment to widening participation, we will be using contextual data as part of the admissions process.
- The use of contextual data will enable us to build a holistic view of an applicant and their potential. In order to ensure each applicant is judged fairly, we will consider a number of contextual factors when assessing the application and visual portfolio.
- These contextual factors will aid us in identifying applicants who may not have reached their potential due to personal disadvantage or prior education circumstances.
- All applicants applying for an undergraduate programme (including both three-year and two-year pathways) at the school who are domiciled in United Kingdom will be eligible for a contextual offer if they meet one of the following criteria:
 - Live in a POLAR4 Q1 or Q2 postcode
 - Must be a receipt of Free school meals at present or during secondary education
 - Someone who has been in the care of the local authority for at least 13 weeks since the age of 16, as set out by The Children (Leaving Care) Act 2000
 - Have been granted refugee status
 - Has undertaken [caring responsibilities](#) during the period when either they were studying their highest qualification or directly before their application to study at CFS.

12.5. The contextual admissions process

- Upon application, the criteria will be applied and adjustments made during assessment of the creative work, personal statement and at interview as well as on predicted grades (if awaiting results) or final grades if applying with results.

- Students will apply as normal through UCAS. There is no need for an additional application or subsequent data to be sent to the school in support of a contextual application. The school has access to all necessary information through existing systems and channels.
- Where contextual admissions applies, the following actions will be taken:
 - The academic team will assess only the overarching story of the visual portfolio, to ensure applicants are not disadvantaged by lack of available equipment and/or lack of wider community support.
 - The team members interviewing will be notified and take this into consideration when making their offer decision.
 - If successful at all other stages of the application process a conditional offer will be made on the lower UCAS tariff boundaries stated in section 7.
- The school reserves the right to apply this process to applications using data available at that time of assessing the application, visual portfolio or interview. Where there is no data available in order to make a fair judgement or the applicant is not eligible, the school will not apply the contextual admissions policy to the application.
- More information on the School's commitment to widening access and increasing participation can be found in the [CFS Access and Participation Plan](#)

12.6. Changes and updates to requirements

- CFS reserves the right to change the selection process for a course at any point in the recruitment cycle. For example, we may remove certain criteria during certain parts of the year or give alternative assessments if suitable.

12.7. Alternative Offers

- If an applicant doesn't meet the standard criteria for the course they have previously applied for, the Recruitment and Admissions Team will explain the requirements for the course and offer an alternative course for them that they are suitable for.

13. Offer acceptance process

13.1. Direct acceptance

- Applicants who have applied to Central Film School directly will be sent their offer via email. The offer email will include the following:
 - Offer Type: conditional or unconditional

- A copy of the Terms and Conditions
- A link to the offer acceptance form
- Applicants receiving either an offer through this route are typically required to sign and accept their offer within 14 days of receiving the offer email.
- The Recruitment and Admissions Team reserves the right to grant an extension to the acceptance deadline in certain circumstances, such as when an applicant is awaiting the outcome of a scholarship decision or facing other legitimate delays. Extensions are considered on a case-by-case basis, and applicants must contact the Admissions Team in advance of the deadline to request consideration.
- Applicants holding conditional offers will be upgraded to unconditional offers once they have provided satisfactory evidence that all the conditions outlined in their offer have been met. This may include, but is not limited to, academic transcripts, certificates, English language test results, or other relevant documentation. The offer will be converted once the Student Recruitment and Admissions Team has verified that all conditions have been fully satisfied, and communicated to the applicant via email.

13.2. UCAS acceptance

- Applicants applying via UCAS receive their offer through the UCAS portal. They will have the option to:
 - Make Central Film School their firm choice
 - Make Central Film School their insurance choice
 - Decline the offer
- Applicants must adhere to the UCAS deadlines, which vary depending on their application date.
- At the confirmation stage, applicants who do not meet the standard academic conditions of their offer are not automatically rejected. Central Film School may consider admitting applicants who have not met the conditions of their offer, subject to course availability and at the discretion of the Admissions Team. Such cases will be assessed individually, taking into account relevant factors including the applicant's overall potential and any extenuating circumstances.
- Applicants who:
 - Have not met their offer conditions, or

- Anticipate they may not meet the conditions due to serious extenuating circumstances (e.g. illness)
- are strongly advised to contact the Admissions Team as soon as possible. Any supporting evidence must be submitted in writing for review and consideration.

13.3. General terms for all applicants - Acceptance

- Successful applicants who firmly accept an offer from Central Film School will be required to pay any relevant deposit where applicable, as outlined in our [Tuition Fee Policy](#). They will then be expected to enrol, subject to the fulfilment of any conditions specified in their offer.
- Firm placeholders will be sent an email with detailed instructions on how to complete their online enrolment, typically two weeks before the first day of term.
- Applicants with conditional offers who fail to meet mandatory requirements, such as the English language requirement or Home Office obligations, will not be permitted to enrol. If these conditions are not met by the end of the enrolment period, the applicant will be deemed unsuccessful and their offer will be withdrawn.
- Central Film School reserves the right to withdraw an offer if an applicant does not meet the standards of behaviour expected within our community. This includes, but is not limited to, being abusive, threatening, or harassing towards staff, students, or other applicants.
- Allegations of inappropriate behaviour will be referred to the CEO/Director of Courses and Curriculum, who will review the case in line with the Student Contract and determine any necessary action.

14. Deferring entry

14.1. Applicants who wish to defer their entry to the following academic year may do so, provided the following conditions are met:

- **Acceptance of the Original Offer** - The applicant must have accepted their place on the course by the relevant deadline set by the school.
- **Meeting Offer Conditions** - Applicants must meet all conditions of their offer by the original start year. For example, if applying for entry in 2026 and wishing to defer to 2027, applicants must have met their offer conditions by September 2026.
- **Deposit Payment** - A deposit must be paid if required (this applies to International, self-funding undergraduate and postgraduate students).

- **Deferral Request Form Submission** - Applicants must complete and submit a Deferral Request Form before their original start date. This is reviewed by the Recruitment and Admissions Team, which will approve or reject the deferral request.
- 14.2. Any financial support provided by Central Film School, such as tuition fee discounts or scholarships, cannot be deferred and will not carry over to the deferred year. The same applied to accommodation bookings with the school's accommodation partner.
- 14.3. Applicants are typically not permitted to defer their place on a course over two consecutive years.
- 14.4. Applicants accepted through the Clearing process will not be eligible to defer and must re-apply in the following year if they wish to be considered for entry.

15. Enrolment at Central Film School

- 15.1. Registration at the School takes place in two parts. In order to enrol, applicants must meet their requirements as stated in their offers and have submitted all prior documentation as requested by the Recruitment and Admissions Team.
- 15.2. Online registration
- Applicants who have accepted their place on the programme are sent login details to complete the registration from prior to induction week.
 - Applicants are encouraged to disclose all up to date and relevant information that may help the school to proactively identify and provide help with support needs throughout their time at the school.
- 15.3. In-Person registration
- During the first week of term ('induction week'), applicants will be invited to the campus to enrol. If they haven't provided the all required documentation prior to enrolment, they will be required to bring this with them to be reviewed by the Recruitment and Admissions and Registry Teams. This may include the following:
 - Passport
 - Pre Settled/Settled Status share code if required
 - E-Visa share code if required
 - Transcripts and Certificates if applicable
 - Central Film School will inform relevant applicants if this applies to them and specifically what evidence they need to provide.

- Applicants are deemed to be enrolled students of the school once registration is completed in full.

16. Unsuccessful applications

- 16.1. Applicants who are unsuccessful in an admissions cycle may reapply in a subsequent cycle. Their new application will be considered on its own merits, without reference to any prior decisions or submitted materials.
- 16.2. For UCAS applicants who were unsuccessful earlier in the cycle, reapplication is possible through the Clearing process, provided course places on the course. To be eligible, applicants may be required to demonstrate academic improvement and/or submit new supporting evidence to strengthen their application.
- 16.3. An applicant may submit a representation regarding any aspect of the student admissions procedure in one of two ways:
 - **Appeal Against an Admissions Decision**
 - This involves challenging a specific admissions decision made by the school. Please click here to see our [policy](#).
 - **Complaint Regarding the Admissions Procedure**
 - This involves raising concerns about any part of the admissions process, even if the decision made was favourable to the applicant. Please click here to see our [policy](#).
- 16.4. For externally accredited programmes, the school must adhere to the rules and regulations set by the accrediting body. In the event of a dispute or uncertainty, the accrediting body's rules will take precedence over those of the school.

17. Appeals

- 17.1. All participants in the admissions appeal process must be aware that the school is required to follow UK laws, including regulations regarding the admissions of students residing outside of the UK.
- 17.2. For further information, please see our [Applicants Complaints and Appeals Policy and Procedure](#).

18. Applicants Under 18 years of age

- 18.1. Due to the fast paced and practical nature of our programmes, Central Film School welcomes applicants under 18 who meet the entry criteria

to apply for a place on our three-year degree programmes with foundation year.

- 18.2. Parents/guardians of applicants who would be under the age of 18 at enrolment should familiarise themselves with the our [Applicants Under 18 Policy & Process](#).

19. Agents

- 19.1. Central Film School works with partner agents globally who provide assistance to applicants with their application and visa process.
- 19.2. All agents must comply with all relevant legislation, Central Film School policies and provide a fair, transparent, and consistent admissions service to students. Agents must have an active partnership agreement in place with CFS in order to represent applicants.

20. Additional policies

- 20.1. Where there is a conflict in policies regarding Admissions, the policy as outlined in the academic framework will take precedence.

21. Data protection

- 21.1. All personal data is managed in accordance with the School's published [Privacy Policy](#).
- 21.2. All information about applicants and candidates offered places should be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained.
- 21.3. The collection of data relating to applications, offers on programmes, acceptances, enrolments and progression will be collected in adherence to the Privacy Policy, to allow for the submission of data for statutory reports, analysis of data and the monitoring of the school's Access and Participation Plan.

22. Use of AI in Creating Application Submission

- 22.1. While CFS recognises that applicants may use innovative tools such as generative AI to support the creation of work, the purpose of requiring written and creative submissions as part of the application is to better understand our applicants' motivations and capabilities as visual storytellers.
- 22.2. Therefore, we request applicants to submit work that is primarily of their own creation, and to appropriately attribute where such tools have been used.
- 22.3. CFS reserves the right to request resubmission of materials which we deem has been created using AI inappropriately and/or without the required attribution.

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