
UNIVERSITY ADMISSIONS POLICY: UNDER 18 APPLICANTS

Version 1

Policies superseded by this version

This document replaces the 'University Admissions Policy: Under 18 Applicants' document (legacy City) and Section 13 of the 'Admissions Policy' (legacy St George's), with effect from July 2026 for the 2027 admissions cycle.

Summary of changes to previous version

The policy has been re-written following a review prompted by the need to update and harmonise admissions policies across City St George's following the merger.

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1 Introduction

- 1.1 City St George's, University of London (the University) encourages applications from all academically suitable applicants irrespective of age. When assessing an applicant for entry, all applications are considered on equal merit. However, there are some additional checks required for Under 18 applicants as detailed in this policy.

2 Freedom of Speech and Academic Freedom

- 2.1 The University regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law:
<https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>.

- 2.2 Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

3 Equality, Diversity and Inclusion

- 3.1 The University works to advance equity, diversity and inclusion in its activities, processes, and culture, for the whole University community, including staff, students and visitors.
- 3.2 The University will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, disability, neurodiversity, sex, gender reassignment, gender identity, marital status, pregnancy, caring responsibilities, sexual orientation, race, nationality, ethnic origin, religion and belief and socio-economic background.

4 Definitions

- 4.1 **Under 18:** The definition of Under 18 covers applicants who are under the age of 18 and therefore considered to be children under UK law at the point the course starts. This policy may also apply to applicants who turn 18 before the start of term, if age-related checks are required for them as part of their student visa application or in order to meet the offer conditions.
- 4.2 **Applicant:** Any individuals who have submitted an application to study to the University. It covers the application and pre-registration period up to completion of registration at the start of the individuals University course.
- 4.3 **Student:** The definition of student covers an individual who has completed registration and is holding confirmed student status on a course at the University.
- 4.4 **School(s):** The University has six academic units called Schools, each of which oversees specific subject areas and is responsible for the management of admissions, curriculum, and student administration for programmes within its discipline.
- 4.5 **In loco parentis:** The term 'in loco parentis' is Latin for 'in the place of a parent'. In accordance with [UK Government guidance](#), 'in loco parentis' refers to a person who does not have parental responsibility but who is caring for a child in the absence of a parent or guardian, or to circumstances in which the University assumes certain responsibilities comparable to those of a parent, particularly in relation to applicants or students under the age of 18.

5 Policy

- 5.1 **Purpose**

This policy supports the equitable assessment of applications, according to academic merit and irrespective of the applicant age whilst ensuring that the safety of applicants and students is prioritised.

5.2 Scope

- 5.2.1 This policy applies to all applicants/students and parents/guardians of under 18 applicants/students.

5.3 Principles

- 5.3.1 The University community and campus is predominantly an adult environment. It is important that individuals under the age of 18 and their parents/guardians understand this principle.
- 5.3.2 Applicants and Students are responsible for their own well-being, supported by safeguards set by the University.
- 5.3.3 The University does not take on the rights and responsibilities nor act in loco parentis of parents/guardians in relation to those who are under the age of 18.
- 5.3.4 Regardless of age, the University expects all students to possess the maturity and skills needed to navigate University life independently, conducting themselves as responsible members of the University community, and to comply with the University's rules and regulations whilst also respecting the rights of others.
- 5.3.5 Whilst the University provides academic and pastoral support for students, it does not normally provide any special support or supervision for students under the age of 18; other than those detailed in this policy.
- 5.3.6 An applicant who is offered a place by the University will, on acceptance of that offer, enter into a legal contract subject to the University's student [Terms and Conditions](#).
- 5.3.7 The University is committed to taking reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study, live and learn.
- 5.3.8 The University remains mindful of its duty of care to all of its students and its other legal obligations including those arising under the [Equality Act 2010](#) and [Data Protection Act 2018](#).
- 5.3.9 The University is committed to ensuring that it has arrangements in place, across the breadth of its activities, which allow it to carry out its functions in a manner which safeguards and promote the welfare of children and vulnerable adults. These arrangements include processes for the safe recruitment and selection by the University of individuals to work with children and vulnerable adults. This policy should be read in conjunction with the University's [Safeguarding Policy](#).
- ## **5.4 Roles and responsibilities**
- 5.4.1 The relevant Admissions team are responsible for ensuring that the admissions processes are initiated and adhered to. Under 18 students are supported by their School Safeguarding Officer and Academic Adviser.

6 Procedure

6.1 Admissions Process

- 6.1.1 The University will write to applicants who will be under the age of 18 at the start of the course to inform them of additional Under 18 checks that must be satisfied in full for an applicant to meet their offer conditions.
- 6.1.2 The University will require that such applicant's parents or legal guardians complete an Under 18 Acknowledgement Form and return this completed document to the Admissions Office by the deadlines set out in the offer letter or written communication from the University.
- 6.1.3 The University will ask the parents/guardians of such applicants to confirm that they will act, as the nominated contact responsible for the applicant's well-being, until they turn 18. This will include being able to act promptly and effectively, including in person, on any relevant situation that could impact on a student's well-being. This policy should be read in conjunction with the University's [Emergency and Trusted Contacts Policy](#).
- 6.1.4 Where parents/guardians are not able to fulfil the responsibilities under 6.1.3, they may nominate someone else to act on their behalf. We refer to this nominated individual as having responsibility 'in loco parentis'. A person acting in loco parentis should be somebody responsible, who can act promptly and effectively, including in person, on any relevant situation that could impact on a student's well-being.
- 6.1.5 With the exception of medical, criminal or similar emergencies the University will not communicate with parents, legal guardians or those acting in loco parentis unless the University has received express written permission from the student to do so.
- 6.1.6 The University is not responsible for vetting the suitability of those acting in loco parentis.
- 6.1.7 The University will not permit an Under 18 applicant to receive an unconditional offer or permit registration until the Under 18 form is received. The form must be completed in full including provision of a UK based loco parentis.
- 6.1.8 Applicants who require a student visa to study may also be required to provide additional documentation, and this will be detailed in a written communication from the University.
- 6.1.9 Upon successful receipt of the Under 18 Acknowledgement Form, the Admissions Office will inform the relevant Department within the University to ensure that the student is assigned an Academic Adviser who has been [Disclosure and Barring Service \(DBS\)](#) approved.

6.2 Studying and Living at University

- 6.2.1 Each School within the University will have a designated Safeguarding Officer who has been DBS approved, and this individual is responsible for all Safeguarding matters within that School.
- 6.2.2 Students who are under 18 at the point of Registration will be asked to provide the contact details of their guardian, who must be resident in the UK until they turn 18.
- 6.2.3 Students who are under the age of 18 may be provided with a student ID card that clearly distinguishes them from students who are over 18. Students will be invited to collect a replacement ID card once they turn 18.
- 6.2.4 Where applicants wish to apply to stay in the University's approved provider accommodation, they will need to be 18 years old by the end of that calendar year.
- 6.2.5 University approved provider accommodation is predominately an adult environment.
- 6.2.6 The Licence Agreement for University owned accommodation, Horton Halls, needs to be signed by the parent or legal guardian for students under the age of 18.
- 6.2.7 The University provides email and unregulated internet services for all its students. These services are provided on an unsupervised basis. Students are expected to act in an adult and responsible manner when using these facilities and are required to abide by the University's regulations.
- 6.2.8 It is illegal for alcohol and other restricted goods or services to be sold to, or bought by, students who are under the age of 18. Students under the age of 18 will be restricted from some on campus facilities, activities and organised events due to age restrictions in place.

6.3 Professional and Clinical Placements

- 6.3.1 For courses with some form of mandatory professional placement, the student under the age of 18 will be responsible for ensuring their Right to Work.
- 6.3.2 Students under the age of 18 are not able to attend clinical placements, interact with patients or undertake certain other activities.
- 6.3.3 Students under the age of 18 on courses that require mandatory placements may have their application deferred to an entry year at which point they have reached the age of 18. This will occur in instances when their age will preclude them from being permitted onto the placement, thereby preventing them from completing the requirements of the course.

7 Advice and guidance

- 7.1 Advice and guidance for applicants will be provided by the relevant Admissions team. Admissions teams can be contacted via the [online contact form](#). Current students seeking advice and guidance should contact the Course Office in the first instance. Contact details can be found via the [StudentHub](#).

8 Failure to comply

- 8.1 The University, applicants and students must comply with this policy. The University reserves the right to deny admission to applicants who fail to comply with this policy. Applicants and students who believe that the University has failed to adhere to this policy can submit an appeal or complaint via the [Admissions Complaints and Appeals Procedure](#).

9 Review

- 9.1 The policy is reviewed by the Director of Admissions, supported by the Admissions team, and is approved by the University Senate, chaired by the President of the University. The policy is reviewed on an annual basis.

Policy information

Should you require further information regarding this policy or access to the policy in an alternative format, then please contact the Admissions team via the [online contact form](#).

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