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www.officeforstudents.org.uk

12 February 2021

Dear [Accountable officer]

General ongoing condition A1: Provisional decision to approve an access and participation plan

I wrote to you on [date] to confirm that I had approved your 2020-21 access and participation plan. As set out in Regulatory notice 1,¹ the initial approval of an access and participation plan is for a period of one year. I also confirmed in the letter that the approval of your plan would automatically roll over for a maximum period of one further year unless I expressly notify you in writing prior to this that a new plan needs to be submitted for approval.

I am writing to you now to confirm that the approval of your 2020-21 access and participation plan will roll over for the 2021-22 academic year on the same basis as your previous approval.

As your plan has been approved for two academic years, you will be required to submit a new plan for approval to cover the period 2022-23 to 2026-27. When a provider should submit their plan depends on their admissions cycle. We generally advise that providers who have courses which use the October UCAS deadline should submit their plan by **24 May 2021** and those who use the January UCAS deadline should submit by **1 July 2021**. The absolute deadline for all providers to submit a 2022-23 onwards plan to the OfS is **28 February 2022**.

The later you submit your plan, the greater the risk that you will not comply with your provision of information responsibilities (see [Regulatory notice 1](#) for further guidance). We will write to you in **March 2021** with further information about submitting a new access and participation plan.

¹ Please see Regulatory notice 1: www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/. You do not have to use the format prescribed by the OfS to publish fee information. However, if you choose to use a different format it must fulfil the publication requirements set out in Regulatory notice 1.

Next steps

If you do not accept this provisional approval decision and wish to apply for a review, you must notify independentreferrals@officeforstudents.org.uk within 28 days of the date on this letter.

To confirm your acceptance of this provisional decision, you must publish the fee information for new entrants in 2021-22 alongside your current access and participation plan on your website in accordance with section 3(3) of the Higher Education (Access and Participation Plans) (England) Regulations 2018.

You can download the relevant 2021-22 fee summary document from the OfS provider portal.

Please publish this information and send the URL for the page which contains both your access and participation plan and the 2021-22 fee information to regulation@officeforstudents.org.uk within 14 days of the date on this letter. Once we receive this updated link, we will update the Register accordingly.

I wish you, your staff and your students well over the coming months.

Yours sincerely

Chris Millward
Director for Fair Access and Participation