

Accommodation Admissions Policy and Procedure

Primary person responsible for updates to this policy: Chris Randell

Job title: Principal

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Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers

Accommodation Admissions Policy and Procedure

Introduction

This policy outlines Abbey College Manchester's rules on accommodation placement for students who study at the college.

Abbey College Manchester is a boarding school that provides offsite boarding accommodation of the highest quality and recognises the importance of finding the right type of accommodation for each student. The college works with the students, their families and agents to do this and, once they have arrived, to offer support and guidance throughout their time in the UK.

The college believes that the home and personal life of the student is a vital part of their experience of studying abroad and that the accommodation must allow the student not only to study effectively but be happy, healthy and well looked after.

Aims

These are to ensure that the:

- Students are placed in the best accommodation to suit their specific needs
- Accommodation is inclusive, safe, secure and supportive
- Students are well looked after to maximise their overall learning and studying experience

Types of Accommodation

Host Family

These are carefully selected to ensure a friendly, safe environment in which students can relax, integrate and study. A student will have his/her own bedroom, together with a desk and storage facilities. Bathroom facilities are usually shared with the family. However, in some cases the house will have two bathrooms and occasionally a student will have a bathroom for his/her own exclusive use.

Host families must: -

- Maintain a supportive and stress-free environment for the student and make sure they are able to study and rest adequately, free from harassment and disruption.
- Show due concern for the welfare, safety and security of their students during their stay, and maintain close liaison with the Director of Accommodation Services to help resolve any problems that may be encountered.
- Respect the different cultural backgrounds of students and be sensitive to their needs whilst also ensuring they are made aware of, and respect, basic British values.
- Help the students to feel at home and treat them as a member of the family as far as possible, rather than a paying guest

Clydesdale House

The boarding house offers high-quality, safe accommodation within a 15-minute walk of the college. The building is owned and managed by Almero Holdings UK Limited.

Fifty seven students can be accommodated over three floors divided into single-sex clusters around a central kitchen and common room; there are two clusters on each floor. Almero are responsible for cleaning the common areas

Two live-in House Parents, both female, supervise the students at Clydesdale House to ensure their safety and wellbeing. There is always at least one House Parent on site during each day and two members of staff overnight to respond to any issues or emergencies.

Clydesdale House also has 24 hour security on site, along with secure door entry system, and CCTV cameras, secure cycle storage, laundry facilities and an onsite maintenance team.

Students living at Clydesdale House are expected to behave in a way that shows respect and consideration for themselves; fellow students; the House Parents; all college and Almero staff and the building itself.

The accommodation enables students to:

- Participate in the life of the college and in the city of Manchester
- Gain experience of living both independently and as part of a community
- Acquire the skills necessary to move on to fully independent living in the future
- Have a positive experience of living in a different country

To support and maintain the health, safety and security of those residing in Riverside House, there are rules that it is important for all students to follow. The rules are generally common sense.

The rules apply to all students staying at Clydesdale House and aim to: -

- Protect student rights - especially the rights to privacy and to study
- Satisfy student needs for security, friendship and appropriate care
- Ensure student personal welfare
- Grant certain freedoms appropriate to students of 16 years or older but with the restrictions of being students attending a school not a university.

The Policy

Under 16 years old

If students are under 16 on 1st September of the academic year they must stay with a host family unless they live with a parent or other direct relative (i.e. aunt or uncle; grandparents or a brother or sister over the age of 25).

In exceptional circumstances the college will allow such students to live with a guardian who is closely related to the family and who is over 25 years of age. Before a decision is reached on this the following must have been undertaken:

- A visit to the proposed guardian must have been made by the Director of Accommodation Services to assess the suitability of the accommodation
- The proposed guardian must have been invited into the college for an interview with the Principal or other member of the Senior Leadership Team
- The proposed guardian must have provided details of the link with the student and the family, including the length of time known
- The proposed guardian must have provided evidence that they:-
 - have the right to live in the UK, e.g. a passport or visa
 - do live at their address, e.g. a council tax letter, bank statement or utility bill
- A check conducted by the Visa and Compliance Officer on the documents that will be required to be submitted as part of the visa application by any student if applicable.

Between 16 and 18 years old

These students can choose to live either in the boarding house, Clydesdale House, or within host family accommodation.

It is also possible for these students to live with a direct relative or a guardian closely linked to the family. In both cases the person being lived with must have the right to live within the UK and be able to provide evidence to show that they live at their address.

The college also reserves the right to, once more, visit the property to assess its suitability and invite the relevant family member or guardian into the college for an interview.

Students in this age group cannot live in accommodation on their own or with a family member or guardian who is under the age of 25.

19 years of age and older

If students of this age group have not studied in the UK before or who are repeating a programme of study they must live at the boarding house or, if they prefer, with a host family.

They can also live with a direct relative or guardian if preferred subject to the requirements stated above.

Students who are 19 years of age by 1st September of the academic year and have studied in the UK before and are not repeating a course are strongly encouraged to live within college accommodation. However, subject to permission from the Principal such students can live in a house of flat on their own.

In these circumstances the Director of Accommodation Services must visit the flat or house to assess its suitability. The student would also have to sign a document agreeing to be moved into Riverside House should attendance drop below a 90% threshold.

The Accommodation Process

- When a student is emailed a Confirmation of Offer Letter after payment of the initial registration fee, deposit and accommodation booking fee is received, an Accommodation Application Form is sent in the same email.
- The Application Form should be completed and emailed to the Director of Accommodation Services. The procedure then depends on the Accommodation Type chosen:
 - Clydesdale House: A tenancy agreement and the Clydesdale House Handbook will be sent, both of which need to be signed by both the parents and the student, and returned.
 - Host Family: A Confirmation of Placement letter and a Student with Host Family Handbook will be sent, both of which need to be signed by both the parents and the student, and returned.
 - Non -college Accommodation: If a student is living independently or with a guardian over the age of 25 the Independent Living Handbook will need to be signed by the student. One of the conditions in this refers to the attendance of the student, which if falling below 90% would trigger a transfer into Riverside House. The Handbook does not need to be signed if a student is living with a direct relative.
- Once these have been received, a Pre Arrival Checklist is sent to the student. This contains a list of items of what needs to be done before arrival at the college, and what to pack, and the term dates.
- The students are required to send their flight arrival details to the Director of Accommodation Services once the visa has been received and the flight is booked. If applicable, an Airport Transfer Confirmation sheet is emailed to the student for completing and returning to the Director of Accommodation.