

Admissions Policy and Procedures

Primary person responsible for updates to this policy: Liz Elam

Job title: Principal

Last review date: June 2020

Next review date: June 2021

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.

Admissions Policy and Procedures

General:

- 1) We are committed to equal treatment for all regardless of race, religion ethnicity, social background and sexual orientation.
- 2) Admissions records are kept on paper documents which are transferred onto the management information system SIMS when students accept the place. Paper records for enquiries are destroyed after 6 months.
- 3) Students for whom English is an additional language will be assessed prior to admission. Language will be assessed on arrival and appropriate IELTS, academic English or general English classes will be timetabled.

Domestic students:

- 1) An admissions enquiry is received by telephone, via the website or email, or in person
- 2) An enquiry is followed up by sending an email or letter and a prospectus, the enquirer is asked whether or not they would like to visit the college for an interview
- 3) The student comes for an interview with the Admissions Team. The student and family/guardians are shown around the college and where possible meet relevant subject staff. If the student can be offered a suitable programme a formal offer letter is written. In complex cases consultation is required regarding the most appropriate programme. This applies particularly when A-level units have already been taken. The offer may be given on the day or posted/emailed. Offers are valid for four weeks with an option to extend. Offers are made subject to seeing previous examination results (if not seen at interview) and receipt of satisfactory references and other documents outlined in the offer letter (e.g. original passport). Occasionally a parent or guardian may visit the college unaccompanied by a student. Only in exceptional circumstances would a place be offered without meeting the student. If this is the case a phone or skype interview will be undertaken.
- 4) In the case of a Year 11 student a short English and Maths diagnostic test may be undertaken to ascertain academic level if there is insufficient evidence available from a previous school.
- 5) Parents/guardians are asked to declare any health, educational or other issue that may impact on performance for the course being undertaken (as detailed in the disclosures section above). Declarations can be made on the enrolment form.
- 6) To enrol the Application and Enrolment Form must be completed and the associated paperwork (including copies of examination results, formal identification and two passport photographs) must be provided. The registration fee of £250 must be paid as this secures the place. The registration fee is not refundable.
- 7) Offers are valid for 28 days throughout most of the year, but for 4 working days or less during the summer recruitment period and in the run up to the start of term

because demand for places is high and classes fill quickly. During the summer recruitment period the first fees instalment must be paid to secure the place. Fees will then be payable by Direct Debit over 8 months, October-May

- 8) After the offer has expired the family are contacted, where possible, to ascertain whether they are still considering taking up the place. If a student wishes, on reflection, to take up the place a further phone call or meeting is required to ensure that the precise academic programme being offered is still available.
- 9) When an offer has been made pending examination results (e.g. GCSE or year 12 exams) the student or parent/guardian should contact the college within five days of the results being known to finalise the academic programme. This ensures that the student embarks on a suitable course. *Course choices will only be reserved for five days after GCSE or A-level results day even if the registration fee has been paid.*
- 10) A small number of scholarships are offered at the discretion of the Principal in consultation with the Alpha Plus Group Head Office. Scholarships are based on outstanding examination performance and future potential.
- 11) Financial assistance (Bursaries) is available at the discretion of the Principal in consultation with Alpha Plus Group Head Office. Financial assistance is limited and based on financial need and course choice. Decisions on financial support are finalised just before term starts so any applications can be reviewed and need ascertained. Documentation and evidence of financial status will be required.
- 12) Sibling discounts of 5% are available on full fees at the Principal's discretion for students who have had full fee paying brothers or sisters attending the college in the previous three years.

International students

Enquiries

- 1) A student enquiry is usually received from a student directly or from an agent representing a student. Enquiries are received by telephone, letter or email, through the website or in person
- 2) The Director of International Recruitment or the International Admissions Assistant formally acknowledges the enquiry and follows it up within two working days.
- 3) The following information is asked for as part of this follow-up:
 - A completed and signed International Enrolment form
 - A copy of the student's passport data-page (i.e. photo-page)
 - A copy of any previous or current visas for leave within the UK
 - A copy of school reports received, and examinations taken within at least three last two years
 - A copy of any UKVI approved English Language test taken

- 4) If no UKVI approved English Language test has been taken the college may ask the prospective student to sit the English test of the Abbey DLD Group of Colleges to enable an initial assessment to be made. Students must do these tests under examination conditions either in the agents' office or (in the case of direct students) at their current school.
- 5) The prospective student will also be given at least two different dates to attend an interview. This will be carried out by Skype or telephone if the student is not in the UK, or possibly in person if the student is currently studying in the UK.
- 6) The interview is designed to find out as much information as possible about the student; the level of English language skills; reasons for wishing to come and study in the UK and aspirations

Offers

- 7) Within two working days of the interview taking place a Conditional Offer letter is compiled, along with any requests for outstanding information. This will be valid for 30 days from the date of issue. However, for any offers issued during July, the validity will be reduced to 14 days and those issued in August will be further reduced to 7 days.
- 8) If the prospective student wishes to join the college, a refundable deposit (of £2,000) and a non-refundable registration fee (of £500) should be paid. If the prospective student does not decide to enrol the relevant application documents are shredded.
- 9) If the prospective student is from China or South East Asia a £2,500 advance tuition fee payment is also expected to be made at this stage
- 10) Within two working days of the registration fee, deposit and accommodation booking fee being received into the college's bank account, a Confirmation of Studies letter confirming receipt is emailed to the student or the agent representing the student

The visa process

- 11) Once all outstanding information has been received, a draft Confirmation for Acceptance of Studies letter (CAS) is issued for checking by the student or the agent. This should be done within five working days if it is less than three months before the start of the course. If payment is received more than three months in advance the CAS cannot be issued until that time
- 12) Along with the draft CAS information about the visa process in general, full instructions relating to the process and a list of what documents will be required will all be emailed to the student
- 13) A final CAS will only be issued once the college has full confidence that the student understands the visa process and has the necessary documents required under the UKVI regulations. In addition, for those students under the age of 18 a copy of the signed parental consent letter must be emailed to the college before the final CAS is given.
- 14) Once the student has been granted a visa a copy must be emailed to the college for our records before travel into the UK takes place.
- 15) The student must arrive in time for the induction period if a visa has been granted; if the visa has not been granted in time the student must keep in touch regularly with updates.

Deposits:

- 1) The deposit is only refundable if a student does not obtain their visa. The registration fee is not refundable.
- 2) If a student does not complete their course the deposit is not refunded.
- 3) Deposits are used to pay for services e.g. airport pick up/sending documents by airmail.
- 4) Deposits are refunded at the end of the course and are paid back into the account from which they were paid.