



## Admissions Policy and Procedure

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## Admissions Policy and Procedure

### Enquiry

1. Telephone or e-mail enquiries are received by Admissions and Marketing Manager
2. The Admissions and Marketing Manager will send full information about the college and courses (including application procedure, fees), address the specific query, if applicable, encourage them to ask further more specific questions copying in other members of staff, where relevant.
3. All leads generated from overseas recruitment events are followed up by Admissions and Marketing Manager immediately after the event and later contacted with relevant information.
4. If the enquirer shows further interest an *Application Form* is sent together with request for academic information from past studies, such as copies of their most recent or relevant academic results, for example GCSE or A Level (or equivalent) results, and any English language qualifications where relevant.
5. If a completed application form is returned along with the requested academic information and if the registration fee is paid, the applicant's file is passed to the Principal for review. Arrangements are then made for the necessary entrance assessments to be carried out.
  - a. As soon as any documentation is received, an electronic file is created. Electronic files are stored on the shared (J:\) drive under Students\Prospective Students.
  - b. The prospective student data is recorded on the admissions spreadsheet.
6. All applicants are given the opportunity to complete admissions assessments (CAT4 aptitude test and subject paper tests), even if provisionally considered not suitable.
7. An interview can be conducted at any stage of the admissions process (at initial meeting or after completion of the entrance tests).
8. Students are encouraged to visit the college in person or meet with the college representatives overseas where possible.
9. It is assumed that all students are applying for the selective programme, unless specified otherwise.



## Interview and admissions tests

1. A new student interview is carried out by the Director, Principal, Chief Education Officer, either in person or on Skype.
2. Interviews do not normally form part of the decision and are offered as an opportunity for the applicant and their family to ask questions and make informed decision.
  - a. An interview may not be offered if the application is not considered to be strong enough or if the College is unable to provide the course for which the applicant has applied. In these cases, the applicant is informed of the College's decision.
  - b. It may be decided that applicants for short courses (usually revision courses) or supplementary tuition do not require an interview although the application is to be processed.
3. The applicant may request a draft invoice at this stage, in which case point 2.c. of the 'Registration – Stage 2: Acceptance' is followed.
4. Follow-up correspondence is sent from either the Principal or the Admissions and Marketing Manager: an offer may be made (see the process outlined in the section 'Registration – Stage 1: Offer'); or the applicant may be notified of the College not offering them a place.

## Registration – Stage 1: Offer

1. The Admissions and Marketing Manager sends an offer letter which outlines the conditions of the offer which usually include a deposit, an IELTS qualification and copies of recent school reports and academic certificates. This list is not exhaustive and may include other conditions.
  - a. Applicants for short courses may not be issued an offer letter as there may not be much information that is required and any information that is required is usually obtained in the enquiry stage.
2. If no response received from the parent/agent within one week, follow-up email is sent asking if any further information is required and offering a SKYPE meeting with Director/Principal/Chief Education Officer.
3. Contact is regularly made until the offer is either accepted or explicitly declined.
4. No further action is taken until all the conditions of the offer have been fulfilled. It is explained that the entire deposit is held until completion of the course when it is returned in full minus any outstanding charges.
  - a. When an applicant notifies the Admissions and Marketing Manager of a transfer of funds for a deposit, this is verified by the Bursary.



- b. Any documentation received in the process of the applicant fulfilling their conditions is added to their prospective student electronic file.
- c. If the applicant was required to have an IELTS qualification as a condition of their offer, the received copy of their IELTS Test Report Form (TRF) is verified on the online IELTS Test Report Form (TRF) Verification Service.

### Registration – Stage 2: Acceptance

1. Once all the conditions of the offer have been fulfilled, the Admissions and Marketing Manager sends an acceptance letter to the student.
2. A copy of the acceptance letter is then sent to the following members of staff with the following requests:
  - a. Director of Studies – to create a timetable;
  - b. Student Services Manager – to allocate accommodation, inform social services (if required), send pre-arrival documentation/forms, create a physical file and organise induction;
  - c. Bursary – to issue an invoice based on a *Fees Worksheet*;
  - d. Study Room Co-ordinator – to organise post-arrival benchmarking;
  - e. MIS Co-ordinator – to enter the student onto Engage.
3. If required, Admissions and Marketing Manager sends a CAS request form to The Taylor Partnerships to initiate the visa application process.

### Registration – Stage 3: Pre-Arrival

1. A confirmation of the issue of a visa is received by the Principal
2. The Student Services Manager finalises arrival and accommodation arrangements.
3. The Director of Studies finalises the student's timetable and notifies tutors.
  - a. The student's timetable may be emailed to the student in advance of their start date, but in most cases, timetables are given to students on the first day of their course.
4. The Bursary confirms payment of first term's fees to the Principal, Admissions and Marketing Manager, the Director of Studies and the Student Services Manager.

### All students:

The Principal or another member of staff will look after the student until they can move into their accommodation (which can sometimes be a few hours later if the host family members have work commitments).



## Induction

- Within reason, induction day is always on a Monday.
- Induction day is divided into morning session and afternoon session with a break for lunch.
- The morning session is a meeting with Student Services during which the student can expect to:
  - Sign in at reception.
  - Meet with the Student Services Manager.
  - Go through the pre-arrival documents, checking that all information is correct and complete (including passport, visas, medical records, etc)
  - Go through the Student Handbook with the Student Services Manager.
  - Be given a tour of the building.
  - Be introduced to staff and at least one other student.
  - Be briefed on Health & Safety and Fire Evacuation rules.
  - Be introduced to Director of Studies and given an up-to-date timetable.
- The afternoon session is for benchmarking during which the student can expect to:
  - Sit various tests in their chosen subjects under examination conditions (usually this means in the study room with the study room supervisor invigilating). NB: Students who have test results and certificates may be allowed to skip this stage.

## Entry Requirements Guidelines

Entry requirements guidelines (see table below) differ from course to course. For students where English is not their first language, an IELTS qualification is important and may be a visa requirement. This qualification, together with the student interview, is a useful indicator as to whether a student will be capable of studying at the required level. GCSE students are not always old enough at application stage to take the IELTS exam which has a minimum age of 16. In these circumstances the English Language Placement Test can be used as a guideline but must be sat under examination conditions and schools and agents can often be relied upon to ensure that this is the case.

A-level Programme	Entry requirements	Class size	Start dates
Group Programme	Minimum 6A* grades at GCSE with IELTS 6.5 or equivalent	max 16	Sept and Jan
Mini-Group + Individual Tuition	Academically non-selective with IELTS 5.5 or equivalent	max 6	Sept and Jan



Individual Tuition only	Academically non-selective with IELTS 5.0 or equivalent	1	Flexible start
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### NSI – New Student Interview

During the interview a full and detailed background of the student is taken. All student information can be given by a parent/guardian, agent or student. The interview is usually informal. On occasion a parent/guardian or agent may have to provide sensitive information prior to an informal interview. Discussions around special educational needs should ideally happen prior to this meeting unless all those present are comfortable with the discussions.

Information regarding a student's academic progress and current academic circumstances is taken. If a student presents international qualifications, this is followed by a discussion as to where they fit in the British educational tariff system.

A discussion takes place as to where and what they may possibly want to study at university and this information is subsequently used to help guide subject selection. Taking into consideration the student's age, background and current academic history, the course and subject selection will be made.

If the student is changing educational institutions, the availability of modules and course deadlines will be checked and confirmed with the Director of Studies and Examinations Officer.

Permission to seek school references is requested on the Application Form and if this information has not been provided, it should be sought during the interview.

Statements of Results from previous examination series should have been provided together with the application form. Where this information has not been provided, this should be discussed at interview.