

D.1 Student Admissions Policy

D.1.1 Policy Statement

Bishopstrow College welcomes non-British and non-English speaking students of all faiths, cultures, nationalities and family backgrounds. The College seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process. The College can admit a student with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. Bishopstrow College welcomes applications from all sections of society and are non-discriminatory in line with the Equality Act (2010) and the College Equal Opportunities Policy. (See Manual Section D.2)

On taking up a place, an entry is made in the school's admission register (in line with the Education (Pupil Registration) (England) Regulations 2006).

Bishopstrow College reserves the right to refuse entry if the College's structure, in the opinion of the Principal, Directors and teachers does not meet the educational, pastoral and social needs of the student concerned.

Parents have the right to appeal against an unsuccessful application using the College's Complaints Procedure. (See Manual Section D.3.)

The College reserves the right to suspend or exclude a student should they fail to comply with the College's behaviour policy. (See Manual Section D.4.)

D.1.2 Admissions Procedure

D.1.2.1 Registration

The College accepts applications from children aged 7-17, who have an English level lower than that of a native speaker and who have not previously studied in the UK for a substantial amount of time. However cases can be considered on an individual basis.

A translated School Report and Character Reference from the applicant's current school are sent to the Head of Admissions (as appropriate, based on the applicant's age) along with the College Registration Form which includes:

- Full Name
- Gender
- Nationality
- Name and address of all parents/guardian with an indication of the parent/guardian with whom the pupil normally resides
- At least one telephone number at which the parent can be contacted in an emergency
- Date of Birth
- Date of admission and the intended length of stay
- Name and address of previous school

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- Any known special educational needs or pre-existing medical conditions.

The Registration Form must be signed by both parents/guardans. A non-refundable registration fee must also be paid.

D.1.2.2 Assessment

The applicant will be assessed based on the following:

- Current School Report, including marks or grades – translated into English
- Character Reference from their current school, commenting on behaviour and general attitude to study – translated into English
- Skype interview or in-person interview conducted during a visit to Bishopstrow College. The interview will be conducted by the Principal, Director of Studies or Assistant Director of Studies and will cover a number of areas, including:
 - The applicant's current school;
 - English language experience and capability level;
 - Subject experience;
 - Interests;
 - Appetite to study in the UK; and
 - Interest in Bishopstrow College.

There are no formal academic requirements; rather, the assessment will reflect the applicant's English language level, academic qualities and personal qualities (enthusiasm, attitude and behaviour).

D.1.2.3 Courses

The College offers the following courses:

- Junior College – Key stage 2. For students aged 7-11
- Middle College – Key Stage 3. For students aged 11-13
- Pre-IGCSE Programme – Key Stage 4. For students aged 14-15
- IGCSE Programme – Key Stage 4. For student aged 15+

The 1 year IGCSE programme runs from September to June every academic year.

Applicants for Middle College, Pre-IGCSE and IGCSE courses should have an English Language level of A2 on the CEFR and above. Applicants are assessed as above – D.1.2.2. Candidates joining the 1 year IGCSE programme in September must complete a Password assessment in Maths and English to confirm their level of English.

D.1.2.3 Offer of a Place

A final decision will be made by the Principal or Director of Studies, which will be communicated either by phone or email to the agent or parent. Should an offer be made, the formal offer paperwork including offer letter, invoice, acceptance form, medical questionnaire, travel information form, enrolment procedures (containing full terms and conditions), uniform list and calendar will then be sent to the family.

A signed acceptance form and payment of the course deposit must be returned to the College within 3 working weeks of the date of the offer letter in order to guarantee a

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place is held for the student. The remaining fees are due 8 working weeks before the student commences their course. A Medical Questionnaire and Uniform Sizing Diagram must also be returned to the College before a student arrives.

For offers made within 8 working weeks of the start of the new term the deposit and fees are due within 2 working weeks of the date of the offer letter in order to guarantee a place.

A CAS number will not be issued to students until they have paid the deposit as a minimum.

D.1.2.4 Withdrawals

Students are able to withdraw from their course if written notice is given 8 working weeks in advance of the date the course is due to commence.

D.1.3 Student Arrival

Students are sent a 'welcome email' from the College approximately 2 weeks before the start of the term in order to clarify and confirm arrangements for the first few days of term.

Upon arrival students' (including UK nationals) passports are scanned and retained in a lockable non portable safe and remain there until the required by the student for travel.

D.1.4 Non-arrival of Student

The College operates a 'continuous enrolment system' (students can commence their studies throughout the year). Our procedures comply fully with Home Office legislation.

In the event of a non-arrival of a student, the College will contact the agent, or parents at their overseas address to seek clarification and if necessary review the date for admission, which, where necessary be updated on the UKVI Sponsor Management System (SMS) system. This procedure also covers students who have been unable to obtain a visa in time and are not able to start the course on the required date. If a longer extension is required, we will send them an offer letter for the next appropriate intake.

If we receive no reply from the parent or agent but believe that a Tier 4 visa has been issued we will contact UKVI via the SMS within 10 working days.

Should the student not require a visa or have requested a visitor visa the agent or parent will be contacted for an explanation. The appropriate steps will then be taken to either review their arrival date or cancel their enrolment.

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D.1.5 Non-attendance of Student

College procedures monitor attendance electronically over a term (including punctuality) and student registration occurs twice a day.

If a student is unexpectedly absent without the agreed permission of the College the agent/ guardian or parent will be contacted immediately. The agent or guardian responsible for the student must provide evidence and detail of the circumstances of the absence.

If no satisfactory explanation is offered and the student does not return after 10 working days the UKVI will be informed immediately and the student's place withdrawn.

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