

## D.1 Student Admissions Policy

### Policy Statement

Bishopstrow College welcomes non-native English-speaking students of all faiths, cultures, nationalities and family backgrounds.

Bishopstrow College welcomes applications from all sections of society and is non-discriminatory in line with the Equality Act (2010) and the College Equal Opportunities Policy, (see Manual Section D.2). The College seeks to ensure that disabled prospective students and those with SEND 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 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.

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

### Admissions Procedure

#### 1. Application

The College accepts applications from children aged 7-17 (Key Stages 2,3 & 4), 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. All cases are considered on an individual basis.

A translated School Report and Character Reference from the applicant's current school are sent to the Registrar along with the College Application Form which includes:

- Full Name;
- Gender;
- Nationality;
- Name and address of all parents/guardian with an indication of the parent/guardian with whom the student normally resides;
- Two telephone numbers for contacting parents and/or the guardian in the event of an emergency; \*
- Date of Birth;
- Date of admission and the intended length of stay;
- Name and address of previous school; and
- Any known special educational needs or pre-existing medical conditions.

\* Where parents have appointed a family friend or family member to act as an educational guardian, the College will need to be comfortable with the arrangement and will exercise judgement on a case-by-case basis. The College will therefore conduct its own checks to ensure that the arrangement is

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legitimate and these will include conversations with both the guardian and student and may include a visit to the guardian’s home by a member of staff.

The College will also require copies of the following documents to keep on file:

- Valid photo ID – e.g., passport or driving licence;
- Proof of address dated within the last 3 months – e.g., a utility bill; and
- Proof of right to live in the UK for guardians who are not British citizens – e.g., BRP.

The Application Form must be signed by both parents/guardians. A non-refundable Registration Fee must also be paid.

## 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.
- Online interview or in-person interview conducted during a visit to Bishopstrow College. The interview will be conducted by the Principal, Director of Studies or Learning Coordinator 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).

## 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 11-14
- Senior College Programme – Key Stage 4. For students aged 14-17
- 1 Year IGCSE Programme – Key Stage 4. For student aged 15-16

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

Applicants for the Middle College and Senior College Programmes should have an English Language level of A2 or higher on the CEFR. Applicants are assessed as above. Candidates joining the 1 Year IGCSE Programme in September should have an English Language Level of B2 or higher on the CEFR and must complete a Password assessment in Maths and English.

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## 4. Offer of a Place

A final decision will be made by the Principal, 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, Acceptance Form, invoice and Medical Questionnaire, together with the enrolment procedures (containing full Terms and Conditions) will then be sent to the family.

A signed Acceptance Form (incorporating the Medical Questionnaire) and payment of the course deposit must be returned to the College within 3 weeks of the date of the Offer Letter in order to guarantee a place for the student. The remaining fees are due 8 weeks before the student commences their course. The Uniform Sizing Form must be returned 8 weeks before the student arrives, or immediately if the acceptance is within 8 weeks before the student's arrival.

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

A CAS number or other supporting visa documentation will not be issued to a student until they have paid the deposit and first term's fees as a minimum.

## 5. Withdrawals

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

## Exceptional circumstances

On occasion, it may be necessary for the College to adapt the admissions process to suit the needs of prospective students. Situations to which this would apply could be:

1. Students who are attending another school which has requested the student attend a small number of classes at Bishopstrow College. This is usually on a non-fee paying basis.
2. Students who, due to circumstances beyond their control, are unable to present a recent school report or other form of documentation regarding academic suitability.

In these circumstances, the College will follow all procedures required to ensure that:

- The College can offer a provision suitable to benefit the education and care for the student;
- The College and the current students are not negatively impacted by the admission of the student;
- The College policies and procedures around attendance and behaviour are applied.

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## 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, we require all students to sign in their Passports and BRPs, which are scanned and then retained in a lockable non-portable safe so that they can be stored with us for safekeeping until required by the student for travel.

## Non-arrival of Student

Our procedures comply fully with Home Office guidance.

In the event of a non-arrival of a student, the College will contact the agent, or parents, to seek clarification and if necessary review the date for admission, which where necessary will be updated on the UKVI Sponsor Management System (SMS).

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

Should the student not require a visa or be attending the College using another category of 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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