

Admissions Policy

Primary person responsible for updates to this policy: Irfan Latif

Job title: Principal

Last review date: June 2019

Next review date: June 2020

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.

Contents

Page Number

| | |
|----|---|
| 3 | Introduction to DLD College |
| 3 | The Admissions Team |
| 4 | Definition of Domestic and International students |
| 4 | Enquiries |
| 5 | Handling Individual Enquiries |
| 5 | Equal treatment |
| 5 | Disability |
| 5 | Disclosures |
| 5 | Admissions Policy for SEND |
| 6 | Applications |
| 6 | Interview |
| 8 | Conditional Offer Letters |
| 8 | Unconditional/Accepted Offer Letters |
| 9 | Student details recorded on the Admissions Register |
| 9 | Scholarships and Bursaries |
| 9 | CAS and Visa Application Guide |
| 10 | Summary Admissions Procedure – domestic students |
| 11 | Summary Admissions Procedure – international students |
| 13 | For International Foundation Programme students |
| 13 | English Level |
| 13 | Testing English |

| | |
|----|---|
| 14 | Course Availability |
| 14 | Guardianship |
| 14 | DLD Boarding House |
| 15 | Information for International students with Visas |
| 17 | Academic progress for International students with Visas |
| 18 | Glossary of terms |

Introduction

DLD College is a co-educational, independent day and boarding College for students aged 14 to 20 years. It welcomes students from all different ethnic groups, backgrounds, sexual orientations, gender identities and creeds.

The College recognises the benefits of having a diverse community, with individuals who value one another, and the different contributions everyone can make. Students will be taught to value and respect others. The College is committed to being an equal opportunities education provider and is committed to equality of opportunity for all its members. The College recognises and accepts its responsibilities under the law and opposes unlawful discrimination on the basis of the following “protected characteristics”:

- gender;
- gender identity;
- marital or civil partnership status;
- pregnancy and maternity/paternity/adoption status;
- any gender reassignment;
- race and nationality;
- disability;
- sexual orientation;
- religion or belief (including lack of religion or belief);
- age.

The aims of this policy are:

- To ensure fair and consistent admissions procedures which are consistent with all relevant laws and regulations
- To explain admission procedures

The Admissions Team

Admissions is a vital part of the student recruitment process and plays a large part in helping parents, agents, agent managers and students to work through the whole application process from the very first tentative enquiry stage right through to the visa application process, if one is needed.

The admissions team are there to help guide students, parents and agents through the various stages of the application process. This includes such diverse duties as handling enquiries, processing applications, arranging interviews and tours, creating offer letters and also helping them to prepare for visa applications. Once the students arrive at the college, they are required to carry out registration duties and also to be available if the student requires help with letters to open a bank account, to prove their student status or to invite their parents over for a visit.

Definition of Domestic and International students

Domestic students are those who are the citizens of the UK or an EU country or an EEA country. The EU countries are Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. The other EEA countries are Iceland, Liechtenstein and Norway.

International students are those who are citizens of countries other than the UK, the EU and the EEA.

Enquiries

- From any person or organisation who expresses interest in the college
- They can come via telephone, email, post or through marketing staff on visits overseas
- Our responses should be sent the same day

Enquiries are handled by:

- college admissions staff
- agent managers – at home and overseas
- the Principal and senior staff
- agents
- The Alpha Plus International Admissions Centre (IAC)

All the above staff who work in the college must be well-versed in the following aspects of the college:

1. The college 'vision' and associated values.
2. The nature of the college concerning teaching, courses on offer and subjects available.
3. Accommodation.
4. Welfare.
5. Fees.
6. The application process.

Handling individual enquiries from students, parents and agents.

Replies to enquiries should go out the same day whenever possible.

Domestic enquiries should be invited to visit the college, and attend a tour of the college and accommodation on offer, along with attending a student interview. International enquiries are sent immediately to the IAC to respond.

Equal treatment

We welcome students from different ethnic groups and backgrounds. All candidates will be treated equally irrespective of their race, colour, gender identity, sexual orientation, language and religion. Our minimum age of entry is 14 on 1st September and our maximum age of entry is 19 for two-year courses, or 20 for one-year courses only, on 1st September.

Disability

The College provides wheelchair access to the college and boarding house with step free access and lifts. Students and parents are asked to submit full details of the disability to the admissions department to enable the college to assess whether we are able to provide the necessary support.

Disclosures

Parents must disclose any known circumstances relating to their child's health, development, allergies, disabilities, and learning difficulties. The college aims to ensure that it is able to fully meet the needs of the student before a place is offered. The college reserves the right to withdraw an offer if necessary information has not been disclosed during the application process and where school references are deemed unsatisfactory.

Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require. We accept admissions through the Statement/EHC plan process.

Before a place is offered at the school/college (and preferably prior to application):

- Parents must disclose to the school/college any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school/college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school/college will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school/college, we will endeavour to continue support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require,
and,
- b) we believe it is in the best interest of the child and of the school/college community to remain at the school/college.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school/college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Applications

- Any official application form, received either with or without the required supporting documents.
- Applications may be received by email, in person, by post, or through marketing staff on visits overseas.
- For international applications, the IAC should handle the individual application and following a successful interview, produce the offer, signed by a senior member of staff.
- DOMESTIC applications are handled by the in-college admissions team.

Applications may come via an agent, an in-house Marketing Manager, or direct from parents or students (*hereafter referred to in this document as the 'contact'*), before or after interview.

Each application should be handled by the team who have the overall responsibility for admissions. At least one other staff member at DLD College must have a comprehensive understanding of the admissions process.

Interview

All students who wish to enrol at the College must have been interviewed. The latter can only be conducted by one of the following members of the college:

- Principal or a Vice Principal
- A member of the Senior Leadership Team or a Director of Studies

An interview can be conducted with a prospective student either:

- Face-to-face with one of the individuals named above.
- By Skype with one of the individuals named above.
- By telephone with one of the individuals named above.

The interview must determine:

- a student's intended programme of study.
- a student's qualifications and history of study.
- a student's level spoken of English (*where a student has no Secure English Language Test – SELT, he/she must also sit an internal test under exam conditions – this can be arranged at a separate time*).
- Reasons for studying in the UK, if appropriate.
- a student's competency to study his/her intended programme at DLD.
-

Interview notes must be completed in full in all cases.

Following a successful interview, the person who conducted the interview can confirm the student's suitability for a place at DLD to the student.

The interviewer must inform the student that to formally apply they should:

- Submit a completed application form, if not already submitted.
- Provide copies of any qualifications achieved to date, stamped and verified both by the issuing body and an official translator if applicable.
- Provide a copy of the identification page of his/her passport or if this is not available at that time, a copy of their identity card if applicable.
- Provide copies of any current UK visa that the student may hold, or may have held in the past, if applicable
- It is the responsibility of the college admissions team (for DOMESTIC applicants) or the IAC (for international applicants) to ensure that all of the above paperwork is obtained from the student directly or via an agent as appropriate. If any of the required documentation is not supplied, the student's application will not be allowed to progress. In some circumstances a conditional offer may be issued with conditions that the missing information must be submitted before the application can progress to enrolment.
- Following the submission of the above, the student will be given the offer of a place in college by the admissions team. The offer may be issued with certain conditions, or unconditional.

Conditional Offer Letters

- A member of the Leadership or Interview Teams from the college must make the final decision on the application and advise whether or not a 'Conditional Offer' can be made.
- Conditional Offer letters can be written without all of the information having been received, but they must detail what is missing as part of the condition for making the offer 'unconditional' and/or 'accepted'.
- The second page of the Conditional Offer should be the Statement of Fees, which includes a breakdown of the deposit and registration fees to be paid in order to secure the place, the tuition and accommodation fees for the first year and bank details of the college in order to facilitate payment.
- For international applications, a scanned copy of the offer letter should be emailed by the IAC directly to the contact. (If possible, avoid sending the documents to agent managers to pass on their agents, but do copy the relevant DLD staff involved in to your email for their reference).

Unconditional/Accepted Offer Letters

- Unconditional/Accepted offer letters serve as a contractual agreement that the student has a place to study.
- They can only be provided once the tuition deposit and registration fees (£2,500.00) have been paid, and must list any supporting documents/evidence of language ability that have still not yet been provided, if applicable. (International students should not be issued with a Confirmation of Acceptance for Studies, or CAS, until the college has seen and verified these final supporting documents).
- The Admissions Team will be informed of payment by the Finance Team, and evidence of receipt will be included in the student file where possible.
- The admissions team will produce the unconditional offer, to be signed by the Principal or a designated member of staff.

The Finance Officer checks the bank regularly for payments, and emails the Admissions Team daily with any updates/entries.

Once a deposit and registration fee is confirmed, SIMS is updated with the amount received and the applicant's status is changed from 'Conditional Offer' to 'Accepted'.

For international applications, a scanned copy of the letter should be emailed by the IAC directly to the contact. (If possible, avoid sending the documents to marketing managers to pass on their agents, but do copy the relevant Abbey staff involved in to your email for their reference).

Student details recorded on the admissions register

The college collects, uses and stores personal data in line with the General Data Protection Regulations. A copy of the Alpha Plus privacy notice for pupils and parents is available on the Alpha Plus portal, or on request.

The admissions register contains the following information for each student:

- Full name
- Sex
- Date of Birth
- Name and address of all parents/guardians and at least one telephone number
- Address of new or additional place(s) of residence of the student, and date the student began to reside there
- Full name of parent the student lives with (if applicable)
- Date of admission/readmission
- Name and address of last school
- Name of destination school
- Start date at destination school

Scholarships and bursaries

Scholarships and bursaries are given at the discretion of the Principal or Vice Principals. Students applying for a scholarship will need to sit our Scholarship Test. There are various scholarships available including DOMESTIC Scholarships and Alpha Scholars Scholarships.

Confirmation of Acceptance for Studies (CAS) & Visa Application Guide

Three months before the start of the course, the IAC sends out a 'Draft CAS' which contains all the information (including that from any relevant documents sent in support of the application) that the college will be submitting to the UKVI as evidence that the student is a genuine and meets all the language and academic entry requirements. The Draft CAS also shows the first-year's tuition fees and for boarding students, also includes the first-year's accommodation fees.

Once the details of the Draft CAS are confirmed and the student is ready to proceed with the visa application, the IAC will contact all students that are expected for the next intake and send them their CAS statement.

Please note – If the student appears to require additional help with the visa application, the IAC can/will offer to check supporting documents before final issue of the CAS to ensure that they are up to UKVI standard.

The CAS statement will normally reflect the same information on supporting documents, fees and term dates as the offer letters.

Following issue of the CAS, the contact is asked to inform the IAC about the progress of the visa application and to notify the IAC if they are contacted by the UKVI for any reason.

Once the visa is awarded, we also ask they send us a copy of the travel vignette, which is then saved electronically in the student's file once the details have been checked and added to SIMS and the CAS and Visa Record spreadsheet.

If there are any problems with the visa application or the visa is refused, then the IAC will ask for copies of all contacts/correspondence in order to assist the student and to update the UKVI using the SMS where required.

Summary of the Admissions Procedure for DOMESTIC students

1. A student enquiry is received by telephone, the website or email.
2. The admissions department makes contact with the enquirer.
3. Application form is received which must be signed by the parents and student.
4. A student comes for an interview. If this is not possible then we will conduct a telephone / Skype interview.
5. The student advised of the outcome of their application.
6. School report and reference from the student's previous school is requested.
7. Acceptance Form signed by parents and student.
8. The College registration fee (£250) and deposit (£2000) are paid. Boarders are required to pay a boarding registration fee of £250.
9. Student induction information is sent to students and parents. The student database is updated at each stage and agent, parent, and student details included. Relevant documents are included with the student's electronic file on the database.

Domestic Students Entry points

The usual entry points depending on ability and language level are:

September

Age 14: two-year GCSE programme

Age 15: one-year GCSE programme

Age 16: two-year A-Level/BTEC programme

Age 17 plus: one-year A-Level programme / retakes

January

Age 16 plus: 18 month A-Level programme / 6 month pre-A-level programme

Domestic Students Entry Requirements

GCSE – students should have satisfactory school reports from their previous schools.

A-levels – students should have a minimum of 6 GCSE passes at C grade (Level 4) or above, including English and Mathematics. Entry requirements may vary depending upon the student's academic background and preferred course options.

BTEC - students should have a minimum of 5 GCSE passes at C grade (Level 4) or above, including English and Mathematics. Entry requirements may vary depending upon the student's academic background and preferred course options.

Summary of the Admissions Procedure for International students

1. A student enquiry is received by telephone, the website or email either by the IAC or direct to the college.
2. The IAC then makes contact with the enquirer.
3. Application form is sent to the enquirer.
4. An interview is arranged either in person, by Skype or telephone.
5. School report and reference from last school is requested for students who have previously studied in the UK.
6. English ability assessed and appropriate tests carried out.
7. Appropriate tests are done and marked. Students must either do these tests in the agents' office or in the case of direct students at their current school. If a student is over the age of 18 they will be asked to provide a formal English qualification from the Home Office list.
8. If student meets college/Home Office entry requirements, the student is offered a place at the College.
9. International students are provided with a statement of projected fees as part of their offer letter. "A projected statement of fees" is sometimes requested by some foreign banks
10. Acceptance form is received
11. The College registration fee (£500) and deposit (£2000) are paid. The registration fee includes a boarding reservation fee of £250.
12. CAS issued if necessary
13. Student induction information is sent to students and parents. The student database is updated at each stage and agent, parent, and student details included. Relevant documents are included with the student's electronic file on the database.

International Students Entry points

The *usual* entry points depending on age, ability and language level are shown. For the Pre-sessional Programme we allow students to join the course on a rolling basis throughout the year, though the usual entry points are September and January.

September

Age 15 +

- Pre-Sessional Programme (minimum level B1 on the Common European Framework);
- Two-year A-Level programme (NQF Level 3);
- A-Levels / one-year A-Level programme / retakes (NQF Level 3).
- International Foundation Programme (NQF Level 3).
- BTEC Programme (NQF Level 3);
- GCSE 2 year / OY programme (NQF Level 2).

January

Age 15+:

- Pre-Sessional Programme (minimum level B1 on the Common European Framework);
- Age 15+ plus: 18 month A-Level programme (NQF Level 3).

International Students Entry Requirements

For the Pre-Sessional Programme (English, Mathematics, PSHCE, PE and a programme of educational trips and visits). Students should have a minimum of B1 on the Common European Framework.

For A-levels

Students should have B2 on the Common European Framework / IGCSE grade C (Level 4) or above. Students with an IELTS level of 5.5 will be able to study up to 4 subjects with IELTS studied over one year alongside these A-Level subjects.

Students with 5.0 IELTS (low B2) will be able to study three A-Level subjects which should be studied alongside IELTS. These students are advised to choose subjects which are not linguistically challenging.

Students below 5.0 / B1 on the Common European Framework should study General English on its own for a minimum of one term. Students may manage to study one other subject such as Mathematics depending on their ability.

If a student already has 6.5 / C1 on the Common European Framework or above then English lessons are not required though they must produce a copy of their ELTS certificate or equivalent.

For International Foundation Programme (IFP) courses

Students should have a Level B1 on the Common European Framework. Students whose level is below an IELTS of 6.5 should study IELTS alongside the IFP.

If a student already has 6.5 / C1 on the Common European Framework or above, English lessons are not required although the student must produce a copy of their IELTS certificate or equivalent.

Entry requirements for all courses may vary depending upon the student's academic background, English levels and preferred course options.

English level

CEF IELTS Cambridge Exams

A1 1.0, 2.0

A2 3.0 KET

B1 3.5, 4.0, 4.5 PET

B2 5.0, 5.5, 6.0 FCE

C1 6.5, 7.0 CAE

C2 7+ CPE

CEF = Common European Framework

Oxford Placement test

50+ IELTS 7 CEF C1+

40+ IELTS 6 CEF B2

30+ IELTS 5 CEF B1+

20+ IELTS 4 CEF B1

Testing English

Candidates whose English is not their first language must demonstrate sufficient command of English to be able to benefit academically within the College. Under the Home Office Tier 4 system we have the responsibility to assess the student's academic ability for the course they are applying. It is therefore, important that suitable assessment takes place.

For international students English will be assessed using the Oxford Placement test or review of IELTS certificates. The IAC will inform international candidates which tests will be required for each student based upon their academic background and English levels. For students applying for a tier 4 general student visa a UKVI IELTS test will be required for their visa application.

For international students, if IELTS, GCSE English, a Cambridge Exam or a TOEFL certificate cannot be produced the Oxford Placement test English test must be taken. If a recognised EFL qualification is produced then an English test may not be required.

Courses

Courses will run subject to demand and availability. The college aims to accommodate first choice preferences as far as possible.

Guardianship

Guardianship is recommended for all students and will be stipulated as a requirement in some cases. Information about educational guardians is available to parents and students in our Educational Guardians Policy. Details of the student's chosen guardian will be recorded on our student database.

DLD Boarding House

The college provides accommodation for students in the Boarding House located in the upper floors of the building. The boarding house is managed by the Assistant Principal (Boarding) and a team of Houseparents. Allocation of boarding places is managed by the Accommodation and Compliance Officer.

The college retains the right to stipulate if a student is required to board at the college, especially in respect to Tier 4 sponsored students, in line with UKVI requirements for Tier 4 and our Restricted Admissions and Sponsorship Policy.

Information for International Students with Visas

A Certificate of Acceptance for Studies is issued in line with the Home Office requirements once the place is accepted and the deposit has been received.

There are two types of visas under tier 4 which apply to our students:

Tier 4 Child student

This will include students who are studying A levels up to the age of 18. They must be under age 18 at the start of their course. There is no work allowance for a child student under 16 but for students over age 16 they can work for up to 10 hours per week and full time in holidays. Students applying to the College aged under 16 will be issued with a CAS to support their application for a Child Student Visa. Students over 16 doing GCSEs or A Levels will be sponsored on a Child Student Visa.

Tier 4 General student (Age 18 years and above)

Those who continue their post-16 education in the UK. There are no work entitlements for students on a General visa. The General Student visa will only be allowed for courses of NQF level 3 (A levels or above) & for English courses a minimum of B1 level of English. For students aged 18 and over we will support their application for a General Student Visa. We will encourage students under age 18 to apply for a Child Student Visa.

When a student applies for a visa the student will require a CAS and proof that they have sufficient funds. They will also need to provide the education documents used to obtain the CAS. All children studying in the United Kingdom under the age of 16 must have suitable care arrangements in place for their travel, reception at port and living arrangements while in the UK. All students under the age of 18 will need their parents' written consent to the care arrangements.

Course changes for students with visas

- The college admissions team and the IAC to be informed of any students wishing to change course in order to check the validity of the change for UKVI purposes.
- The college admissions team to inform the UKVI of any permitted course changes using the SMS, and stating the reasons for the change.
- Course changes also to be updated on SIMS.

Record keeping for students with visas

As a sponsor we are required to:

- Keep copies of each migrant's passport, ID card and visa details. Where possible a copy is obtained prior to the student's arrival.
- Maintain relevant addresses and contact details.
- Monitor immigration status and check that students have appropriate visas.
- Keep attendance records.

Reporting duties:

We will report to the Home Office the following:

- If the student does not turn up
- If a student does not attend college within 10 working days of the biannual attendance checkpoints.
- If the student's visa is current for more than 4 months after their course finishes
- We stop sponsoring the student for example if they are excluded from the College or suspect that the student is breaching their visa conditions.

The college will abide by the requirements outlined in the Department for Education document Keeping children safe in education 2018 until 2nd September, at which point it will comply with Keeping Children Safe in Education 2019 in respect to students enrolling or leaving the college at non-standard transition points.

Visa extensions

- The Admissions Team are responsible for ensuring that regular reports are run to show the expiry dates of all visas.

- Students whose visas are due to expire within three months are contacted by the Admissions Team and asked to attend Visa Extension Appointments. They are also provided with a checklist of required supporting documents.
- The visa application form is completed online, and all supporting documents are checked before the application is submitted.
- Students who fail to attend Visa Extension appointments are followed up by their Personal Tutors/HOY.
- Students provide proof of posting and all subsequent with the UKVI including request letters for Biometrics, Biometrics receipts and any other correspondence from the UKVI. Copies of this correspondence to be kept in the student file.

Students leaving before the end of the course

- Admissions Team to be informed about any students who are leaving.
- Admissions Team to send out 'Leavers Form' and follow up on student destinations.
- Admissions records all correspondence relating to this in both the electronic and physical student file.
- SIMS to be updated with leaving dates and information.
- For students with visas, UKVI are informed using the SMS. This is recorded on the CAS and Visa Record spread-sheet, along with all details provided.

Academic Progress for students with visas

In accordance with UK Visa and Immigration legislation, the college follows a strict policy in relation to all students who wish to attend college, having completed previous study in the UK. These students are identified at the admissions stage or during the interview and the following must be obtained from the student before the application progresses:

1. Copy of all previous UK visas and grants of leave
2. Details of all previous schools/colleges attended
3. Details of all previous courses completed including the NQF level.

If a student is proposing a course at the same or lower NQF level as their previous course in the UK, then an initial assessment is completed (included on international interview sheet) and the student will be met by a member of the admissions team to explain:

1. Their reasons for wanting to study further at the same or a lower level
2. Their academic history and academic aims
3. How their new course would complement their new course in relation to their career aspirations (and/or)
4. Why starting again in a different pathway is necessary to their career aspirations

The UK Visas and Immigration retains the right to request further information or evidence on which the college based such an acceptance as well as enquire about the process undergone during this assessment. Details of this assessment and the reasons for accepting the student will also be included on the student's Confirmation of Acceptance for Study (CAS). The college

The Admissions Team will inform the IAC as to the change of course and justification behind the decision.

Glossary of Terms

Contact - Any person or organisation who contacts the college on behalf of the student (for example an agent, parent or student).

Agent Manager - Any person within the Alpha Plus Group who travels overseas for the purpose of marketing.

Enquirer - Any person or organisation who expresses interest.

Interview - This can happen before or after an application has been submitted, and can be conducted by Skype, in person or by telephone.

Application - Any official application form, received either with or without the required supporting documents.

Enrolment - Applicants must have completed the application form in full, produced all of the required supporting documents and attended an interview. They will have then paid the deposit and registration fee, and received an unconditional offer from the college.

Registration - The student's first day arriving at the college, where they are required to produce original passports and visas if applicable, and comply with the college's regulations in regards to checking, updating contact details and current addresses.

Induction - The student's introduction to college life and participation in welcome talks, instruction on college attendance and other required activities.

CAS - Certificate of Acceptance for Studies: online electronic document using the UK Visa and Immigration (UKVI) Sponsor Management System (SMS).

IAC – International Admissions Centre. The centralised admissions team for Alpha Plus Group schools and colleges.

SMS - UKVI Sponsorship Management System, where CAS documents are issued, and student activities in connection to their visa are reported.

SIMS – The DLD College student database for use by admissions, accommodation, teachers and other staff members.