Admissions Policy

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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.

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Introduction

DLD College is a co-educational, independent day and boarding school for students aged 13 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":

- Sex
- marriage and civil partnership;
- pregnancy and maternity;
- gender reassignment;
- race;
- 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 processing applications, arranging interviews and tours, creating offer letters and also helping them to prepare for visa applications.

Definition of Domestic and International students

Domestic students are UK citizens with a valid British passport or with Settled Status in the UK.

International students are those who are citizens of any other country other than the UK.

Enquiries

- From any person or organisation who expresses interest in the college
- They can come via a variety of mediums such as website submissions, telephone, email, or through marketing events/visits
- Our responses should be sent the same day

Enquiries are handled by:

- College Admissions staff
- Regional Managers – at home and overseas
- The Principal and senior staff
- Agents
- 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 academic offering of the college, including details of subjects and study programmes.
3. Accommodation.
4. Welfare.
5. Fees.
6. The application process.

Handling individual enquiries from students, parents and agents.

Whenever possible, replies to enquiries should go out the same day as they are received.

Domestic enquiries should be invited to visit and tour the college and boarding accommodation, if required. International enquiries should be sent immediately to the IAC or relevant Regional Manager for them to respond and to process.

Equal treatment
We welcome students from different ethnic groups and backgrounds. All candidates will be treated equally irrespective of their sex, race, colour, sexual orientation, language, religion or belief, disability, age or gender reassignment. Our minimum age of entry is 13 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 be 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 providing 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 (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school 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 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 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 community to remain at the college.

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

Applications

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

Applications may be received via website submission, by email, in person, by post, by Regional Managers or through marketing staff on visits / events.

The IAC team input and maintain the application data on the schools MIS (iSAMS) during the admissions process.

To formally apply, prospective students must provide the following required documents

- Completed application form
- Copies of their most recent school report and/or 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 birth certificate or identity card
- Provide copies of any current UK visa that the student may hold, or may have held in the past

The admissions team is responsible for obtaining all of the above paperwork either directly from the student or via an agent. 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 further.

Interview

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

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

An interview can be conducted with a prospective student either:

- Face-to-face with one of the individuals named above.
- Online via Microsoft Teams/Zoom 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 of spoken English *(where a student has no International English Language Test – IELTs, they student must also sit an internal OPT (Oxford Placement Test) prior to interview).*
- Reasons for studying in the UK, if appropriate.
- a student's competency to study his/her intended programme at DLD College London.

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 College London by informing the student that they will receive an unconditional/conditional offer.

Offer Letters

- The interviewer from the college must make the final decision on the interview notes and advise whether an offer and what type of offer can be made.
- 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 to secure the place.
- Offer letters must also include 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 for the first year and bank details of the college in order to facilitate payment.
- IAC will produce the offer letter and send to the agent/student directly, copying in the relevant Regional Manager.

Confirmation Letters

- The Finance Bursar checks the bank daily for payments and emails IAC team with any updates/entries.
- Once a deposit and registration fee is confirmed as received by the college, iSAMS is updated with the amount received and the applicant's status is changed from "Offered" to "Accepted" in iSAMS.

- The IAC will produce a Confirmation Letter which is sent to agent/student with Regional Managers in copy.

Student details recorded the on schools MIS (iSAMS)
The school collects, uses and stores personal data in line with the General Data Protection Regulations. A copy of the Abbey DLD Colleges Privacy Notice for Pupils and Parents is available on the Abbey DLD Colleges portal, or on request.

iSAMS contains the following information for each student:

- Full name
- Sex
- Date of Birth
- Name and address of all parents/guardians and at least two telephone numbers
- Details for an emergency contact
- 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, College Awards and Bursaries

There are three types of financial awards offered by DLD College London.

1. **Alpha Scholarships**:

The DLD Alpha Scholarship is open to both domestic and international passport holders who have accepted their offer of a place at DLD College London. The scholarship lasts for the duration of the student's course, although we reserve the right to withdraw it if the student does not fully engage and commit to their studies and meet expectations.

There are three Alpha Scholarship pathways:

- **Hume Pathway for Economics and Politics**
- **Faraday Pathway for Science**
- **Busby Pathway for Humanities**

These are worth 50% off tuition fees and require students to take part in a scholars' programme during their time at DLD College London.

2. **College Awards:**

Our College Awards are available to domestic applicants only, who hold a British passport or who have British citizenship. There are several different types of awards available offering up to 30% remission against tuition fees.

College awards are available to applicants in the following three areas.

- **Academic College Award** – This is awarded to students who can demonstrate academic excellence and potential. Students who wish to participate should choose one or two subjects that they are strong in and plan to study at A Level or BTEC.
- **Creative College Award** – Available to applicants who excel in Art or Drama. Assessment includes a performance/portfolio plus an assessed written piece of work.
- **Sports College Award** –If applicants compete in football, netball or boxing, a Sports Award may be available to them. Applicants will be assessed either during a club fixture or on an individual basis by our Head of Sport. Sports Award applicants are also interviewed and will be expected to be fully involved with the school team and activities.

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

Six months before the start of the course, the IAC Visa Team starts to send out '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 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 Visa Team will issue the CAS document for the student to apply for their visa.

The CAS number and date of issue are also entered onto the colleges MIS (iSAMS).

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 that they send us details of their visa, which is then saved electronically in the student's file once the details have been checked and added to iSAMS 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 an online interview via Zoom or Microsoft TEAMS
5. The student is 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 school registration fee (£250 excluding VAT, £300 including VAT) and deposit (£2000) are paid.
9. Student induction information is sent to students and parents. The student database is updated at each stage.

Domestic Students Entry points

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

September

Age 13: Year 9
Age 14: two-year GCSE programme
Age 15: one-year GCSE programme
Age 16: two-year A-Level/BTEC programme
Age 18: one year A-Level retakes

Domestic Students Entry Requirements

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

A-levels – 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.

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 Regional Managers

2. Depending on student location or nationality the relevant Regional Manager then contacts the enquirer.

3. Application form is sent to the enquirer.

4. An interview is arranged normally online via TEAMS

5. The student's English ability is assessed, and appropriate tests are carried out.

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.

10. Acceptance form is received

11. The College registration fee (£500 exlcuding VAT, £600 including VAT) and deposit (£2000) are paid. The registration fee includes a boarding reservation fee of £250. In some markets, students are required to pay an additional £2500 advance tuition fees.

12. CAS issued if necessary

13. Student induction information is sent to students, parents, agents, and guardians. The student database is updated at each stage.

International Students Entry points

The *usual* entry points depending on age, ability and language level are shown. For the Academic Preparation 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 13 +

- Academic Preparation Programme (minimum level B1 on the Common European Framework)
- Year 9 (minimum level B1 on the Common European Framework)
- GCSE 1 year / 2-year programme (NQF Level 2)
- 2 Year A-Level programme (NQF Level 3)
- 2/3 course A-Level retakes (NQF Level 3)
- International Foundation Programme (NQF Level 3)

- BTEC Programme (NQF Level 3)

January
Age 13+:

- Academic Preparation Programme (minimum level B1 on the Common European Framework);

International Students Entry Requirements

For the Academic Preparation Course 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 must have 5.0 minimum in reading and writing components.

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 IELTS certificate or equivalent.

For Foundation Programme 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 Student Visa 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 international students, if IELTS, GCSE English, a Cambridge Exam or a TOEFL certificate cannot be produced the Oxford Placement 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. 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 Director of Boarding and a team of Houseparents. Allocation of boarding places is managed by the Director of Boarding.

Boarding accommodation designated for male and female students is allocated according to biological sex for the purposes of the Equality Act 2010.

The college retains the right to stipulate if a student is required to board at the college, especially in respect to Child Student sponsored students, in line with UKVI requirements for Child Student visas.

Enrolment and Induction

Enrolment

Students/parents/agents will be sent a welcome email with access to the DLD College London Welcome Portal once their application has been marked to 'Confirmed', 'Visa Awarded' or 'Awaiting Visa' status. The welcome portal will provide students with useful information and handbooks on what to expect on arrival, including details of pre-arrival data that is needed in advance of their enrolment.

All Students are expected to arrive at the college for Enrolment Day, the date will be communicated to students/parents/agents in good time to allow families time to make suitable travel arrangements.

Students must complete the following pre-arrival information before enrolment day

- Arrival form (international students only)
- Data Collection form
- Photo
- Medical form

On arrival, students will be given an 'enrolment checklist' which will detail any information that is outstanding. All students, including domestic, must produce their original passport for scanning using our verified document scanner before admittance.

During enrolment, the admissions team/ college staff members will: -

- Take a scan of the student's identity page and visa/travel vignette from their passport and /or separate BRP using a verified document scanner. The verified scans are saved electronically into the student's file on iSAMS.

- Ensure that any supporting documents are scanned and saved (e.g., any GCSE results)

- Ensure the student has an appropriate head and shoulders ID photograph for their school ID.

The above actions will take place PRIOR to the student being given his/her timetable and ID Card. Only once the above actions have been satisfactorily completed will the student be formally admitted to the College and begin his/her studies.

Any student who arrives more than ten days after the start of term should have written authorisation from the college that they are permitted to commence their studies at a later date.

Any student who makes/returns no contact with the college for ten consecutive days of the expected enrolment date will be reported to the UKVI.

Any student who makes no contact with the college for ten consecutive days and then arrives afterwards, will be informed they have been reported to the UKVI and advised to return home as soon as possible.

Induction

All students must participate in the college induction day which will take place before their lessons officially start.

The aims for induction are for:

- Students to feel settled, happy and have a sense of belonging
- Students to know who to contact if they need help with something specific
- Students can access IT and use the different systems (Teams, email, OneDrive, Office 365)
- Students can navigate around the building and local area
- Students have their timetable and understand where they're meant to be and when
- Students know which House they're in, who their HM and Tutor are, and know some others in their tutor group

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 which apply to our students:

Child student
This will include students who are studying APC, GCSEs, 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 may work for up to 10 hours per week and full time in holidays.

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

Course changes for students with visas

- The college compliance team is to be informed of any students wishing to change course in order to check the validity of the change for UKVI purposes.
- The college compliance team is 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 iSAMS.

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.

Students leaving before the end of the course

- Compliance Manager to be informed about any students who are leaving.
- Compliance Manager to send out 'Leavers Form' and follow up on student destinations.
- Compliance Manager records all correspondence relating to this in the electronic student file.
- iSAMS 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 spreadsheet, along with all details provided.

Full details can be found in our Leavers Policy.

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 Abbey DLD Group of Colleges 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.

Confirmed student - 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/conditional offer from the college.

Enrolment - 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 regard 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 Abbey DLD Group of Colleges.

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

MIS – Management Information System

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