



### ADMISSIONS POLICY

Policy	Admissions
Applies to	All students in college and boarding premises
Author(s)	Martin Meenagh
Approved by	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Governors  Martin Meenagh, Principal
Annual Review	August 2020  Martin Meenagh

## **ADMISSIONS POLICY**

### **Summary**

This policy concerns admissions to the college for pupils aged 14-19 at GCSE or A level, Foundation, and pre-A level programmes. It does not cover extramural programmes. Chelsea Independent College selects on performance at interview, previous educational record (including prior school references), entrance tests (if appropriate) and assessment of special needs. No prospective student is offered a place at the college without sitting an interview either in person or electronically.

We welcome applicants from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability. Human rights and freedoms are respected but must be balanced with the lawful needs of our college community and the rights and freedoms of others. Not all age ranges are catered for (see below) and our facilities and capacity to deliver appropriate programmes for students with various kinds of disability (including special educational needs) are not all-encompassing and are developing.

There are size limits to the number of pupils that can currently be admitted to the whole college, to individual year groups (particularly at GCSE) and to individual classes, where the college will endeavour to keep class sizes to a maximum of 8-10. For students seeking admission close to one of our entry points, there may also be timetabling constraints imposed by the combination of subjects being sought, though for those applying in good time there are no such restrictions.

### **About the college**

- Chelsea Independent College is co-educational and non-denominational.
- There are approximately 120 students on roll.
- The age range is normally 14-20, with natural entry points for pupils who have just completed Years 9, 10, 11, 12 or 13.
- The GCSE school (Years 10 and 11) comprises approximately 25 students. Approximately 85 students are studying A-levels at Chelsea Independent College. Of the remaining students, 10 annually will study for the international foundation year, and a smaller number for pre-A programmes
- Our principal entry point is in September and there is a smaller entry in January and April. However, subject to place availability, students are also sometimes accepted at other times of the year as late joiners.
- Where possible, such late joiners are integrated into appropriate groups and may receive supplementary tuition to facilitate the transition.

### **Aims of Chelsea Independent College's admissions process**

- To identify and admit students who will benefit from the academic provision available at the college.
- To ensure that prospective students understand, and are in sympathy with, the ethos and aims of the college.
- To provide educational advice leading to an academic programme tailored to each student's specific needs.

- To identify and recruit students who are keen to achieve academically and are prepared to work hard to achieve this goal.

### **Application procedure**

- Potential applicants receive a prospectus pack from the Admissions Office, containing an up-to-date college prospectus and a list of college policies.
- If a student wishes to proceed to the next stage of the admissions process, an interview is arranged via Admissions. Prospective students are usually accompanied by a parent or guardian.
- Prospective students may also attend "taster days", when they can sit in on lessons to experience first-hand what studying at Chelsea Independent College is like.

The process preceding the offer of a place at the college has four elements:

1. Interview
2. Assessment of performance in previous examinations and any entrance tests which may be required by the Principal
3. Reference from previous school
4. Assessment of special needs (if applicable) to determine any reasonable adjustments that are required, and whether college can make such adjustments so as to provide the appropriate level of service.

#### **1. Interview**

- The purposes of the interview are to:
  - o Explain the academic and extra-curricular provision available at the college.
  - o Assess the suitability of the student for his/her chosen courses.
  - o Provide advice about careers and/or entry into Higher Education.
  - o Provide an opportunity for the student and parents to look around the college. Establish whether Chelsea independent College can offer a suitable academic programme and environment.
  - o Answer any questions the student/parents may have about the college. –

Interviews are conducted by the Principal and any senior member of staff to whom the Principal delegates.

#### **2. Assessment of performance in examinations and entrance tests**

- Prospective students are sometimes required to sit a Mathematics and English Language entry test.
- Students whose first language is not English and who have not studied GCSE English Language sit a comprehension test (based on IELTS).
- Prospective A level students are normally expected to have achieved at least six GCSEs at grades A \* to C (or equivalent). Under certain circumstances we may require specific grades (usually a B or above) in certain subjects at GCSE where these subjects are to be continued at A level.

### **3. References**

- The offer of a place at the college is conditional upon a satisfactory reference being obtained from the previous school.

We also request copies of recent sets of reports. In some cases we also obtain telephone references from a senior teacher from the previous school.

At certain times of year, particularly in the period mid-August to early September when a number of students are admitted for retake courses, it is often not possible to obtain references in advance of a place being offered because many schools are closed. However, references are followed up as soon as is practicable and the college reserves the right to revoke an offer of a place should the reference contain relevant information which was not disclosed during the interview.

### **4. Disability and special needs**

- Chelsea Independent College currently has limited facilities for the disabled. However, the college will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, Special Educational Needs and Disability Act 2001 and the Children and Families Act 2014, in order to accommodate the needs of applicants who have disabilities for whom, with reasonable adjustments, the college can cater adequately. The college needs to be aware of any known disability or special educational need which may affect a student's ability to participate in the admissions procedure and take full advantage of the education provided at the college. Parents of a student who has any disability or special educational needs should provide the college with full details prior to or during the admissions process before accepting the offer of a place.
- Where appropriate, a qualified member of staff will advise the interviewer on whether Chelsea Independent College has the facilities and expertise to accommodate a particular student and, if so, the nature of the academic support that would be provided. If the student subsequently registers at the college, this member of staff will collate all relevant information from sources such as school references and educational psychologist/medical reports to produce an Individual Education Plan (IEP). If a disability or special educational need becomes apparent after admission, the college will consult with parents about reasonable adjustments that may allow the student to continue at the college.

### **Offer of a place and registration**

After the interview, an email or letter will be sent to parents summarizing our best educational advice and confirming whether or not we are able to make a formal offer of a place.

When an offer is made, parents will be given the relevant application forms. Once the Application forms are completed, returned, along with the appropriate deposit (£1500 for UK/EU students and £2750 for Non UK/EU students) and subsequently acknowledged by Chelsea Independent College, the enrolment process is deemed to be complete. At this point, both the fee payer and the student become bound by the college's terms and conditions.

Students are allowed, with the agreement of the interviewer, to adjust their academic programme, provided the college is notified of such changes before the end of August.

## **International admissions**

Chelsea Independent College welcomes applications from international students. Approximately 65% of our students have completed part of their education overseas. Working with a select network of education agents our experienced recruitment team organise in-country presentations and interview sessions. When circumstances prevent an in-person interview from being conducted, we arrange electronic interviews with the Principal.

A visa will be required if the applicant does not hold a UK passport or one issued by another country in the EEA or Switzerland. Chelsea Independent College has been awarded Tier 4 Sponsor Status by the UKVI and the college is therefore able to sponsor both Child and General Student applications. A confirmation of acceptance for studies (CAS) will only be issued when following a successful interview, evidence of the following has been received:

An English language qualification in line with the UKVI requirements (General Students only)

Transcripts of results/school reports

- Passport
- A fully completed application form and a minimum deposit of £2750 for non-EU students (£1500 for EU students)

Courses at Chelsea Independent College are taught in English. Students will need to meet the required academic criteria in order to be able to undertake these courses. Additional English language lessons are available for students alongside those for their academic subjects.

Further information about entry to the UK under the Tier 4 student procedure can be found at the website [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration), where the most up-to-date procedures are explained.

## **Disclosure**

Parents or guardians are required at the earliest opportunity to disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties or any previous disciplinary issues relevant to their application to join Chelsea Independent College.

## **Special Circumstances**

We acknowledge that a student's academic history can be affected by particular circumstances, for example:

- If he/she has been unwell when sitting examinations or tests, or has been absent for any significant period from the previous school.
- If there are family circumstances such as divorce or bereavement. If the student's first language is not English.
- If the student has a disability or specific learning difficulties.
- In such cases, the college may request additional information - such as an Education Psychologist's report, medical certificate or samples of work -to assist us in the assessment of the student's suitability.

## **Grounds for Rejection**

The following are possible grounds for not being offered a place but this is not meant to be an exhaustive list:

- Insufficient academic ability for the programme applied for
- Lack of fit with the ethos and general character of the college
- Exclusion from the previous school due to serious breaches of discipline or behaviour
- Course required is oversubscribed.
- If we have to decide between two or more applicants who meet our admissions requirements, preference may be given to a sibling of an existing student or to an applicant with particular skill, talent or aptitude

### **Financial support**

Each year Chelsea Independent College awards a number of financial awards to help fund the fees of gifted and talented students who are likely to gain particular benefit from our academic provision and the more general opportunities the college has to offer. In turn, we expect award recipients not only to contribute to the college's reputation for academic success but also to participate in broader aspects of college life. These financial awards are awarded at the Principal's discretion, on consideration of academic or needs-based criteria, in agreement with the Governors.

Each year Chelsea sets a budget for academic awards, based on anticipated fee income. The value of bursaries and scholarships ranges from 10-50% of tuition fees.

Such financial awards are typically valid for the entire duration of the programme for which a student is enrolled, subject to the college's conditions of award.

### **Conditions of Entry**

Admission to the college of a student is conditional upon the acceptance by parents of the "Terms and Conditions of Enrolment", which are contained in the college's application form. Parents are required to read these carefully. The Terms and Conditions of Enrolment bind parents and student to the College Rules which are contained in both the Student Handbook and the Handbook for Parents and Guardians.

Prospective students and their parents are always welcome to visit the college by making an individual visit, where you will be able to see what we have to offer.