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Scope

This policy relates to all students of Telford College of Arts and Technology to set out the various stages of admissions support available to students.

This document primarily deals with applications from full-time students, including Elected Home Educated 14-16, international, EU and EEA Students.

Introduction

The College sets its own admissions policy in line with the strategic plan, vision and values of the College, promoting a fair and transparent admissions process. The College ensures that this policy meets any funding requirements associated with the recruitment of students.

1. New Students

1.1 Admissions

- Centralised Admissions interviews will be conducted by the IAG staff and Admissions Manager
- Where appropriate, students will be able to participate in taster sessions, open days and displays.
- Full-time students will undergo an interview process with specialist staff. Full-time students in post 16 care or other supported environment will be offered a separate interview to ensure their needs are met.
- Students who have been elected home educated 14-16 will be offered a separate assessment/interview and undertake BKSb skills assessment. 14-16 students will also complete a 14-16 additional information form.
- Part-time students will receive initial advice from IAG staff by telephone, by staff at information sessions, at open evenings or at external venues. Some part-time students will have specialist advice and enrolment sessions.
- Employer-based students will receive advice on employer sites.
- Students who are known to have specific difficulties will be risk-assessed by the College in accordance with our procedures to ensure that potential students can be supported.

1.2 Entry Criteria

- Entry requirements are detailed in key documents, e.g. prospectus and available on the web site.
- Where applicants do not have recognised qualifications they will be given an assessment to gauge level of attainment so that the student can be placed on the appropriate level of course.

1.3 Additional Support

- Where necessary arrangements will be made to provide appropriate additional learning support either in College or external venues.
- Students will be assisted with the transition from school/home to College.

- Students will be advised in respect of travel, bursaries, discretionary funding, childcare provision and free College meals.
- Students applying for an Advanced Learning Loan will be offered an individual support interview.

1.4 Disclosure and Barring Service Checks

- Students will be informed of the requirement for a Disclosure and Barring Services (DBS) check prior to enrolment on specific courses.
- Students will be advised accordingly about their choice of course.
- Students on Sports, Travel and Tourism, Uniformed Services, Teaching, Health or Early Years may be required to obtain a DBS check to meet the needs of work placement. In the case of International students the College may apply to Home Office Policy for their overseas criminal record.

1.5 Security

All Students attending the College site will be issued with campus ID badges which must be worn at all times.

1.6 Equality and Diversity

- Disability/learning difficulty – all students who self-declare will be given an assessment by the Learning Support Manager.
- Ethnicity – Students of all ethnicities are welcome to apply/enrol on College courses. Where language support is required the Learning Support Manager will liaise with the appropriate staff.
- Mental Health – Students who declare mental health issues will be referred to the Learning Support Manager/Senior Counsellor for appropriate support and advice and may be offered a mentor.
- Ex-Offenders – Students who are ex-offenders and who are declared as such will be part of a transition plan with appropriate external agency contacts.
- In care – Students in supported care situations will be part of a College transition plan with appropriate external agency contacts and will be offered a mentor.
- Students who have specific behaviour difficulties will be risk assessed by the College in the first instance, to assess support needs and environment suitability.

1.7 Monitoring

Full-time applications and exclusions are monitored in respect of ethnicity, disability, learning difficulty, gender, age to analyse any emerging trends. Results will be made available to Senior Management Team.

1.8 Safeguarding

Safeguarding of the College community is paramount in the Risk Assessment process and Head of Student Services and the Admissions Manager are designated leads and will also involve the Safeguarding Co-ordinator.

2. Interview Process

- Admissions interviews will be held with specialist Advice and Guidance staff and the Admissions Manager. Where necessary, parents, guardians or key support workers will be

invited to attend the interview process. Parents/guardians are also invited to an initial parents' evening in September and to further parents' evenings during the student's academic year.

- Advice Evenings will be led by academic faculties and staffed by specialist staff.
- A rota throughout the year will ensure that interviewing can proceed during College identified holiday dates.

Step 1

- Application form will be checked by Admissions staff – a separate Health Declaration form will need to be completed at interview.
- If the application form is not signed by the student, the student will still be invited in for an interview and asked to sign the application form at the interview, so as not to delay the interview
- Application form will be acknowledged within 5 working days
- If predicted grades are not given on the application form, students are required to bring a copy of their last school report.
- References are only requested for Foundation learning.
- Learning, medical, pastoral and safeguarding support needs are identified
- Further information regarding support may be requested from schools/other agencies
- Childcare needs are identified
- At risk Students identified – may be offered mentoring in first instance
- Risk Assessment Forms will be completed for students who are considered to be at risk of harm to them/other and the Risk Assessment process will be followed prior to interview. External agencies will be asked to supply documentation to assist the Risk Assessment process

Students who may be considered at risk include:

- International Students
 - Exceptional entry Students
 - Students with learning difficulties
 - Ex-offenders
 - Students who have previously suffered from bullying and/or harassment
 - Students who are living alone or with foster parents/care leavers/young carers/young parents
 - Students who have a school or Future Focus or other agency reference which indicates they have had difficulties, e.g. poor behaviour or poor attendance
 - Late entries
 - Students with medical, mental health or disability issues
 - Students who have previously been elected home educated 14-16
 - Students who have previously been, or are in, a care setting and students with safeguarding issues
- A special Admissions Panel will be held for any student deemed vulnerable or whose reference or report indicate unresolved difficulties. The Admissions Panels – Conditions document guidelines are followed at Panel meetings.
 - A professionals meeting will take place for students with safeguarding issues (see Safeguarding process July 2016)
 - This will include the Social Worker and virtual Head and other relevant professionals
 - The Panel will consist of the Admissions Manager, the Head of School, Learning Support Manager and Safeguarding Co-ordinator if appropriate. In some cases the parent/carer may be asked to attend a Panel. Interview/presentation date will be set

- Some students with unresolved difficulties at school or College may be given a trial period, weekly reviews with the Course Tutor, and a mentor. Parent/guardian will be asked to attend the interview.
- Some students who have had unresolved difficulties at school or are not in education or training may be offered a transition course, such as Positive Pathways. The student will be considered for the most appropriate course.
- The College reserves the right to disallow entry on to a course where it is considered the College is not the appropriate environment, cannot meet the specific needs of a student or there is deemed to be a safeguarding risk.

Step 2

- Presentation/Interview by trained Interviewing Tutor
- English and maths assessment may be held
- Admissions Information Pack given to student
- Course information given to student
- Student completes Health Support Declaration Form if necessary
- Trial/Agreement issued if necessary (copies to student/Head of School/Personal Tutor/Parent or Guardian)
- Risk Assessment Form (if relevant) will be signed by the student following discussion between Interviewing tutor/student/parent
- Conditional or unconditional offer made

Step 3

- Students who have been identified as being at risk will be followed up by the Mentoring Team or Safeguarding Co-ordinator. The Action Plan on the Risk Assessment Form will be given to the Head of School for dissemination to the relevant staff. Mentors will share information with the Personal Tutor and Progress Coach in conjunction with tutors.
- The Progress Coach will regularly review the progress of the student with the Personal Tutor. If necessary, the student will be signposted to support services.

3. Existing Telford College Students

- ProMonitor will be reviewed by the TCAT tutor
- Students with good references will go through the interview programme
- A Special Admissions Panel will be held for students who have references which indicate unresolved difficulties. The Panel will consist of the Admissions Manager, the Head of School and tutor if available. The Learning Support Manager may also attend if appropriate. The guidelines in the Admissions Panel – Conditions document will be followed.
- With regard to progressions, the Deputy Principal makes the final decision regarding funding.
- The decision made will be recorded on the Special Panel Admissions Form.

4. 14-16 Programme Students

- If pupils from partner schools have attended a 14-16 programme the College will take up references from school and the Telford College tutor

- Pupils aged 14-16 will be offered an interview as the New Student Process

5. Access to Higher Education Students

- Application form checked and acknowledged by admissions staff and Head of School if necessary for bespoke consideration
- If new applicant:
 - Learning support/mentoring/childcare needs identified
 - If necessary, as in the case of an international student applying for an Access course, a literacy/numeracy assessment may be undertaken
 - If applying for an Advanced Learning Loan to fund the course, Learner Services staff will give advice
 - At interview the Student will complete English writing assessment. All applicants will have a literacy and numeracy assessment.
 - Offer made or application referred to a more suitable course
 - Student will be given details of 19+ College discretionary funds or the Advanced Learning Loan Bursary scheme

6. Students Who Have Been Elected Home Educated 14-16, In Home Tuition or In Care And Are Under 16 Years Of Age, And Kickstart Students

6.1 Introduction

Telford College has some classes which are suitable for 14-16 students on-site. Enrolment on such classes is dependent on availability and whether the College feels it can sufficiently meet the student's needs, both from an educational and a safeguarding stance.

6.2 Funding

- The College may receive funding from EFA/SFA; however additional subsidy for 14-16 students' fees may be charged depending on course of study which takes account of the whole learning process.
- The College can restrict the number of students at any one time and refer 14-16 students to seek other options.

6.3 Safeguarding

- The College is governed by safeguarding legislation and as such has recently reviewed the presence of under-16s on campus and in community settings.
- It is for this reason that the College considers each application individually and maintains its right to defer an offer until the student is 16 years.
- Kickstart students have a separate Admissions process.

6.4 Admissions

Applications from 14-16 students will firstly be processed by Admissions. Students will be asked to complete literacy and numeracy screening and an application form and an interview will take place with student/parent/guardian or key worker and the appropriate members of staff. The College Learning Support Manager may be asked to attend.

The following conditions currently apply to any application:

- a) Enrolment will be approved if the College deems that the class is appropriate for a 14-16 student. The College has a programme for Elected Home Educated students.
- b) Some 14-16 students may apply to attend GCSE classes either in the community or campus based
- c) Any fees paid are non-refundable.
- d) Parent/guardian or Key Worker should ensure that the 14-16 student is able to safely travel to and from classes and the parent/guardian/Key Worker must be contactable at all times during the session. Contact telephone numbers must be given to the tutor at each session.
- e) For those classes taking part in a community setting, the College will ask the parent, guardian or Key Worker to remain with the student in class unless discreet group is in place.
- f) Student Services Manager will send a letter to the student and their parent/guardian/Key Worker setting out conditions of study to all those concerned with the application. Kickstart students will go through the Kickstart application process.
- g) Student will be tracked by Progress Coaches during the first term. A Transitional Support Plan may be completed to identify on-going support.
- h) Student Services Manager will liaise with the Personal Tutor and Progress Coaches to share information with the Head of School/Personal Tutor and to assess progress of the Student.
- i) Head of School will organise additional meetings with parent, guardian, relative or external support contact, to discuss student's progress throughout the year to ensure the student is in receipt of the appropriate support and is making progress. Additional support might be given by parents, Youth Advisors, Counsellors, etc
- j) All external agencies will be issued with the College's Protocol for dealing with external agencies.
- k) If College provision is not deemed suitable at the application process, the application should follow the appeals process as in section 19.

7. Willow Tree

Willow Tree has a separate Admissions policy.

8. Students who miss original application and enrolment windows

The following procedure will apply to students who miss the original application and enrolment window:

- All students go through the interview process. Student will be invited for interview and asked to bring their final school report to the interview or reference (to ensure there is no delay in the start date and students can begin the course at the first possible opportunity)
- Admissions contact the feeder schools in June to find out which schools have final reports available
- Admissions may send off to the school for a reference
- If at interview there is no reference or school report available, the student is issued with a Trial Period Agreement document, and told that this will be removed when a

satisfactory reference is received. If no satisfactory reference is received, the Trial Period Agreement will stand

- All late starters are assigned a Mentor and a Progress Coach.

9. International/EU Students

The admissions process for overseas Students is designed to ensure that:

- The Student has a level of written and spoken English which is appropriate to achieving a learning outcome.
- The Student is placed on the appropriate level of course
- The Student has the correct documentation for studying in the UK
- The Student is charged home or overseas rate, as appropriate.
- Telford College complies with government legislation

The Student may bring a relative, friend, interpreter or support worker to the interview.

10. Enrolment Procedures - Full-time EU Students

- *The processes for enrolment are set out in Appendices 1-3*
- Students who are nationals of the Economic Union will be treated as “home fee payers” in line with UKCISA/UK Home Office guidance. Full-time EU students aged 19+ will pay an enrolment fee (subject to change). The Economic Union countries are:-
- Austria, Belgium, Bulgaria, Cyprus (Republic of Cyprus), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom.

Note: Switzerland is not in the EU or EEA but is treated for most fee purposes as if it were part of the EEA, on a par with Norway, Iceland and Liechtenstein.

- The College use UKCISA guidelines and Government regulations in determining “home fee payers”.
- Home fee payers/EEA students on a full-time course wanting to participate in an additional part-time course should contact Student Services.
- EU students or EU-dependent students who do not meet the 3-year residency rules and are not home fee payers may pay the course fees in full
- Non-payment of fees will be brought to the attention of Head of Learner Services and discussion will ensue with tutors and the Deputy Principal. In special cases reduction of fees may be appropriate. The College does not chase non-payment of fees through any judicial process.

TCAT must comply with record keeping duties – keeping copies of passports, keeping and updating student contact details.

10.1 Part-time enrolments for vocational and English language courses

Part-time Vocational courses - Part-time enrolments for vocational courses are handled by Advice and Guidance – if there are any queries about immigration status, a member of the Admissions Team is called in.

Part-time English Language courses – Part-time enrolment for English language courses are dealt with by the Adult Maths and English School, who check immigration status, offer courses, keep copies of relevant documents and complete enrolment forms.

10.2 Employer Based Learning

It is the responsibility of the employer to ensure that all necessary documentation is in place for overseas employees wishing to work in this country

10.3 Employees trained by Employer Engagement (EE)

Students on employee sites are advised by EE staff and are monitored by progress reviews.

10.4 Part-time Sponsored College Based

Part-time students who are employer sponsored need to fulfil entry criteria for their designated course. Advice sessions may be held for specific courses throughout the year. The UKCISA Code of Ethics for advisors of overseas Students applies to the above.

10.5 Part-time Students

Students can enrol directly onto part-time courses in the following ways:

- By telephone or visiting the Advice and Guidance staff in Learner Services
- By enrolling in the community via an Outreach Worker
- Some part-time courses require an interview – IAG staff will advise.
- Current funding regulations will be adhered to.
- Proof of benefits will be required if the student is eligible for fee remission.
- The student will complete an enrolment form and this must be signed at the time of enrolment or at first session in the case of telephone enrolment.
- The appropriate fee must be paid in full or in some cases staged payments may be allowed. Advice can be obtained in Learner Services.

10.6 Advanced Learning Loans

The government has introduced a new system for anyone aged 19 and above taking a level 3 or 4 course.

11. Students who are in need of Transitional Support

Some Students will need additional support to enable them to achieve their learning goals. Approach will be made by individual or external agency.

- The Admissions Manager will discuss the application with the Learning Support Manager.
- Admissions Manager and Learning Support Manager will hold an interview with the individual and/or the external contact. On occasions the Learning Support Manager will visit the applicant within their present learning environment. An initial Learning Support Assessment Interview Form will be completed.
- The Learning Support Manager, Admissions Manager, Head of School and Personal Tutor will discuss a proposed learning package, if appropriate.
- Admissions will notify individual and/or external agency of proposal.
- A Support Plan will be drawn up by Admissions and the Student will automatically be included in the Mentoring process. This will be reviewed each half term.
- During the review stage the parent, Personal Tutor, Progress Coach, Learning Support Manager or external agencies may be included to discuss issues as they arise.
- All external agencies will be issued with the College's Protocol for dealing with external contacts.

12. Equality and Diversity

- Admissions are committed to promoting equality and fairness for all applicants and to preventing unlawful discrimination, in pursuance of the College Mission Statement.
- Admissions will ensure that applicants are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, sexual orientation or other relevant distinction.

13. Adults with Learning Difficulties and Disabilities

TCAT will ensure that the Mental Capacity Act is incorporated into the Admissions process. All other legislation will be complied with and the College will maintain an accessible website/leaflets etc to facilitate capacity in choice.

14. Special Panel Admissions

Some applications may require a Special Panel Meeting. This will be reviewed by the Head is completed at this meeting to record the decision made.

15. Adults with Mental Health Issues

Admissions will ensure that Students who self-declare mental health issues are supported and directed to suitable options.

16. Students previously excluded from College or School

This may also include Students whose reference from school indicated behavioural problems. Kickstart students will be supported under Section 11.

- 1) The Initial Assessment Form or College Application Form will be completed and a risk assessment form may be completed by the Admissions Manager
- 2) The Admissions Manager will arrange meeting between Head of School, Course Tutor and Learning Support Manager to discuss application and a learning package. A Special Admissions Panel Form will be completed to record the decision. The Guidelines in the Admissions Panel – Conditions document will be followed. If the applicant is offered a place it may be conditional and a trial period may need to be undertaken. The College may offer a transitional course such as Positive Pathways in the first instance.
- 3) Interview will be held with the Student/Interviewing Tutor and/or Head of School/parent/guardian to discuss obligations of Student and College to achieve a successful outcome. Conditions of enrolment will be put in writing.
- 4) Student will be supported and reviewed by Personal Tutor every week. At this review, crucial indicators will include behaviour, attendance and attitude. The Student will be offered a mentor.

17. Special Circumstances

If a student applies and the reference has very few details, we will ask him/her to attend a meeting to go through relevant experiences which may have a bearing on attending a course at College. We may

also ask for appropriate references to help us give the student the best impartial advice and guidance to enable him/her to access the appropriate support mechanisms.

18. Exceptional Admissions

Applications to full-time courses may be unsuccessful.

- Individual applicants will be considered by an Admissions Panel.

Admissions Panel will include:

- Admissions Manager
- Head of School/Course Tutor
- Learning Support Manager if appropriate
- May include parent/carer/outside agency/social worker/virtual Head/Keyworker
- Further discussions with relevant staff may be held prior to a final decision being made
- Decisions will be recorded on the Special Panel Admissions Form.

19. Appeals

If refused a place, the applicant may appeal in writing to the Director of 14-19 & SEND Education via Learner Services. The Director will review the Appeal letter and liaise with the Student. In some cases a recommendation will be made to the Principal.

In special cases there may be a complaint against an appeal if further information becomes available. Such cases are reviewed by the Head of Learner Services in conjunction with the Director of 14-19 & SEND Education and in some cases the Principal.

POLICIES/FORMS RELATED TO THIS PROCEDURE:

- 1 Admissions Process – offer
- 2 Admissions Process Trial Period
- 3 Admissions – application form for under 16 students
- 4 Additional information 14-16 form
- 5 Health Support Declaration
- 6 Application Form for International Students
- 7 Admissions Section – International Fee Assessment Questionnaire
- 8 Admissions - International Welfare Review Form
- 9 International Authorised Absence Form
- 10 Learning Support Interview Form
- 11 Protocol for External Agencies
- 12 Special Panel Admissions Form/Admissions Panel Conditions
- 13 Risk Assessment Forms
- 14 Safeguarding Process October 2016
- 15 EHCP form
- 16 Interview Process – February 2017

APPENDIX 1

Full-time Vocational Paying Students (EU)

- 1) Student makes enquiry – this is referred to Admissions, Student Services
 - a) Fee Assessment Form
- 2) Student returns Fee Assessment Form
(If in UK asked to call in with copies of passport/visa/exam certificates etc)
- 3) Admissions assesses status/fees due

Using UKCISA Framework for Fees FE guidelines/Government guidelines (see separate folder)
- 4) Admissions copy passport/visa/UKBA letters/birth/marriage certificates as necessary if the Student is already in the UK¹
- 5) Examination certificates are compared on the NARIC International Comparisons Database
- 6) Admissions liaises with Vocational Department to decide on most suitable course

(The level of course is subject to interview, English Assessment and Literacy/ Numeracy assessment). Student sends deposit of £500 if applicable. The application form will be receipted and a photocopy returned to the student. (Enrolment form not available at this stage until student assessed)
- 7) Student has one-to-one interview and assessments. Originals of documents are inspected
- 8) Student completes full-time enrolment form –

Admissions insert course codes

Details of fee status are attached to the enrolment form - **Student must be present at enrolment**
- 9) Admissions takes Student, with fee (if applicable), to Student Services (Reception) with the enrolment form
- 10) Student pays fee due by cash, credit or debit card or

Payment Schedule agreed if Student paying by instalments.

Student receives copy of Payment Schedule Form - original held in file in the Reception and copied to Student/Tutor
- 11) Reception staff receipt enrolment form and write details of the Student

¹ If student living abroad, this will be done when they arrive in the UK

On the till roll. Student is put through on the overseas key.

- 12) Reception Staff then input student into College MIS system using ProSolution
- 13) Student receives receipted enrolment form
 - top copy for MIS/copy to Student/tutor
- 14) Finance keys in all receipts from the till roll on SUN account 0440 and records all payment details of the Student.
- 15) Finance does daily reconciliation/banking
- 16) Finance sends top copy of enrolment form to MIS

MIS then code enrolment form OVERSEAS before full input.
- 17) Student receives Induction with Vocational Department
- 18) Welfare - Student receives weekly mentoring appointment from qualified mentor

Student also encouraged to use Student Services provision

(E.g. counselling, course and careers advice, advice re grants, finance, immigration etc)
- 19) Welfare – Student receives regular welfare reviews with Admissions staff
- 20) Progress – Student will receive regular tutorials with Course Tutor
- 21) If Student does not attend classes for 4 continuous weeks,

The College will send him/her a letter
- 22) UKBA are notified if Student ceases to attend in line with UKBA regulations and the Student will be withdrawn from the course.

Appendix 2

Part-time English Language Paying

- 1) Student makes enquiry
- 2) Student given appointment for initial assessment with specialist English Language tutor
- 3) Student has one-to-one interview, at which:
 - a) Tutor takes basic information from Student
 - b) English Language Initial Assessment Form completed or on-line assessment completed
 - c) Student given information
- 4) Tutor discusses costs/status using UKCISA Framework for Fees FE/GOVERNMENT Guidelines
- 5) Tutor checks and copies passport/visa
(If full-time, Student is referred to Student Services)
- 6) Student assessed
- 7) Student given letter and appropriate paperwork to summarise fees and classes
- 8) Student invited to attend class and enrol
- 9) Student completes part-time enrolment form and fee remission form if appropriate
- 10) Student takes fee to Student Services with enrolment form
- 11) Students pays fee due by cash, credit or debit card
- 12) Student receives receipted enrolment form
Top copy for MIS/copy to tutor for class file/white copy for Student file
Student is put through till on the OVERSEAS key
- 13) Reception staff write details of the Student on the till roll then enrolls Student into MIS system using ProSolution.
- 14) Finance keys in all receipts from the till roll onto SUN account 0440 and records all payment details of the Student.
- 15) Daily reconciliation/banking is carried out by Finance.
- 16) Finance sends MIS copy top of the enrolment form and a copy to EFL Tutor
- 17) Student receives Induction by English Language tutor
- 18) Student encouraged to use Student Services support services (e.g. mentoring, counselling, course and careers advice, financial advice, immigration advice)
- 19) Withdrawals – if Student does not attend for 4 consecutive weeks will be withdrawn or an Authorised Absence Form is completed. The School's processes will be followed re attendance.

Appendix 3

English Language (Home Status) Non-Paying* (EU/Home Student/Asylum Seekers/Refugees/Recently Settled Indefinite Leave to Remain, Married to a Settled Person/ 16-18/Dependents)

- 1) Student makes enquiry
- 2) Student given appointment for initial assessment with specialist English Language tutor
- 3) Student has one-to-one interview, at which:
 - a) Tutor takes basic information from Student
 - b) English Language Initial Assessment Form completed
 - c) Student given information
- 4) Tutor discusses status and costs (if any) using Categories as listed
 - a. This is noted on the English Language Initial Assessment Form
- 5) Tutor checks and copies passport/visa (copy held in Centre folder)
- 6) Student invited to attend class and enrol
- 7) Student completes part-time enrolment form
Top copy to MIS – copy to student/copy to tutor for Centre folder
- 8) Enrolment forms are receipted as appropriate – Top copy to MIS – copies to MIS/tutor for Centre file
- 9) Collection books are passed to Finance for reconciliation and banking
- 10) Diagnostic assessment (packs) and induction to College procedures
- 11) Student receives Session reviews and termly tutorials
- 12) There is regular monitoring of attendance at Course Team Meetings
With Programme Managers
- 13) Non-attendees receive oral communication from tutors, followed by letter if necessary
- 14) If a Student does not attend for 4 consecutive weeks the Student will be withdrawn
Or an Authorised Absence Statement will be completed.