



Admissions Policy 2021-22

David Game College (“the College”) is a co-educational independent college based in Aldgate, London, offering the academic courses GCSE, IGCSE, AS/A level and the University Foundation Programme. The College admits students between the ages of 13 and 22, subject to the availability of places.

The College complies with the needs of the Equality Act (2010) and is committed to ensuring that staff and procedures do not directly or indirectly discriminate against anyone that applies to the College. Furthermore, the College is also fully committed to the demands of the SEND Code of Practice: 0-25 years, which covers those with SEN.

This policy should be read in conjunction with the Curriculum Policy.

Admissions Criteria

1. The Co-Principal, assisted by the Head of GCSE and Head of Sixth Form, will be responsible for the admission of students.
2. The main entry points to the College are at 14, 15, 16, 17 and 18 years of age.
3. Admission is generally at the beginning of the academic year, which is in September. Admission at other times may be possible, subject to the availability of places.
4. Our GCSE and IGCSE courses are taught over one academic year, so applicants should have
either completed Year 9* or 10 in a UK school (or overseas equivalent), with satisfactory school reference and reports in terms of academic achievement, attendance, punctuality and good conduct;
*If an applicant has completed year 9 they will be considered for a two-year GCSE/IGCSE course. All subjects are taught in their entirety in one-year s if students are not ready to take the exam in the first year they may repeat the subject in the second year.
or completed Year 11 in a UK school with GCSE / IGCSE grades (or overseas with grades in a recognised equivalent qualification) which could realistically be improved to at least grade Cover one academic year from September to June (for example, D or E grades but not F or G grades); the grades must be verified by a statement of results issued by the relevant examination awarding body.
In addition we require satisfactory school reports and reference in terms of academic achievement, attendance, punctuality and good conduct.

5. The College will outline the options available and explain the different Tiers in Mathematics GCSE/IGCSE. Applicants are informed that any decision relating to Higher or Foundation Tiers will be determined by the subject tutor after one term.
6. Transfer from GCSE classes to AS level/ A level is subject to satisfactory performance at GCSE and the availability of appropriate courses of study at A-level.
7. Applicants should have the required background experience and qualifications to start an AS or A level course. The College normally requires 5 GCSE passes at grades 9 – 4 (A* - C), including English and Mathematics. A satisfactory IELTS score is an alternative to GCSE English.
8. Students wishing to study AS or A level in Mathematics, Biology, Chemistry, and Physics, must have a GCSE pass in the subject of at least 5 or equivalent; exceptions to this can be made based on individual circumstances and at the College's discretion
9. Full disclosure is required in terms of previous academic attainment and disciplinary issues, as well as SEN, safeguarding and other relevant significant matters e.g. health and mental health issues
10. Music GCSE students should be grade 4 on at least one instrument or voice by the time of recording in May; for A level entry they should have passed grade 6 /7 at GCSE or be grade 6 in an instrument /voice
Music technology students (A level) should have passed at GCSE Music and be able to play an instrument at grade 5 or above. An interview with performance will be required with the Head of Music before the student's place is confirmed
11. For students who wish to study modern languages and are not native speakers, to secure a place at A level, they must have at least grade 6 at GCSE; an interview with the teacher may be required before the course is confirmed for Music and Music technology
12. Applicants are not selected by entry tests but the College does sometimes use diagnostic tests to ascertain what level of understanding a student may have in a subject.
13. Scholarship tests are available for students whose previous performance at school or college indicates a special talent or ability. Failure to disclose any important and relevant information in terms of safeguarding, mental health, or SEN could invalidate the student's application and bring about their removal from a course of study.
14. Each applicant will be interviewed by the Co-Principal or another senior and experienced member of staff. The style of the interview is intended to be natural and informal, and provides an opportunity for the student and the family to make their own decision over the education on offer as well as for the College to learn about the family and the applicant.
15. The College sets other criteria for entry that it may explore at interview. These are that:
 - the applicant is of the appropriate age
 - Is the student serious about their intent to study
 - if the applicant has any learning difficulties or other special/complex needs that can, in the opinion of the Co-Principals, be met within the College's normal provision;
 - the applicant's present or most recent school reports confirm satisfactory attitudes and conduct of the applicant;

- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Principal and Vice Principals that they are in a position to pay the fees of the courses applied for.
16. Applicants will be made aware of any additional selection tests that they may be required to take if it is their intention to seek a university course in Law (LNAT), Medicine or Dentistry (UCAT) or entry to certain universities (BMAT).
 17. The College is fully committed to the demands and values of the Equality Act 2010; the College cannot discriminate against a pupil or potential pupil by treating them less favourably because of sex, race, religion or belief; disability, sexual orientation, gender assignment, pregnancy or maternity; nor can the College discriminate by association. If a student has a specific SEN requirement or EHC plan, then details must be made known to the college in advance of enrolment or acceptance. Although the College is committed to both the Equality Act and the SEN Code of Practice, it would need to make a risk and educational assessment to evaluate whether reasonable adjustment can be made. If the College does admit a student with SEN then appropriate procedures and evaluations will be made by the SENCo with the admissions team.

Procedure

Following an enquiry about admission, the following procedure will apply:

1. On receipt of a request, the College will provide a copy of the College Prospectus that contains up-to-date information about the College, accompanied by information about the College fees.
2. Although the College holds Open Days for prospective students and their families on several occasions each term, parents are encouraged to make an appointment to meet with College staff and to look around the College (with or without their son or daughter) to watch the students at work, to meet teaching staff and to experience the ethos and atmosphere of the College. Generally, no student is admitted until such personal contact has been made.
3. To be considered for a place at the College, an application form should be sent to the Head of Admissions along with the relevant documents eg copy of passport, school reports and any qualifications already achieved.
4. Following an interview, parents/guardians who wish to proceed with securing entry of their son/daughter/ward, are given an offer letter that outlines what has been provisionally agreed, the fees involved. Any offer letter will have the College Terms and Conditions attached.
5. If the parents and student wish to proceed with entry, they will be asked to satisfy the conditions of the offer letter, return the offer acceptance form and pay the tuition fee Deposit and Registration Fee. If a student is aged over 18 and will be paying the fees themselves, they can accept the offer without the college requiring consent from a parent/guardian.

Interview Standards

During any interview, the following checks should be made:

- The date of birth of the student is checked against their passport to confirm their DOB and full identity
- That the student has the right to study in the UK (passport is usually checked)
- A check of the student's previous educational attainment; originals of certificates must be seen and any examination statements of results should be provided for inspection.
- Does the student have any SEN requirements?
- What was the last school attended by the prospective student and are there any gaps in the education?
- What is the current level of Mathematics and English?
- What are the student's career aspirations?
- Does the student have any medical or psychological conditions that the College should know about; is the student on any specific medication?
- Are there any special circumstances that need to be taken into account?
- If the student wants to study GCSE is a suitable range of subjects being selected in accordance with the curriculum policy?
- If the student is applying for A levels, do they have a minimum of 5 GCSEs including Mathematics and English (or equivalent)?
- What is the student's attitude in general and does it fit with the ethos of the College?

Admissions Relating to Visa Students in Compliance with UKVI rules

Pre-CAS Process

The rationale behind the Pre-CAS process is to ensure compliance with the UKVI requirements. It is of fundamental importance that the College adequately assesses a student's capability and intention to study. The College must be satisfied that the prospective student has the appropriate motivation in coming to the UK to study and that the student is likely to complete the course successfully. As a part of the Tier 4 status, David

Game College takes every reasonable step to ensure that students recruited will progress in their studies and complete their course.

Once an application form is received by the College:

1. Prospective students are asked to supply a copy of their passport, GCSE transcripts (or equivalent qualification, verified by NARIC) and any secure English language certificate they may have, such as IELTS
2. The information contained in the application form is cross-checked with the documentation given and if there is any field that is incomplete or needs clarification, the student will be asked for clarification before any offer is issued. Students may also be asked to take part in a *Skype* interview (or via Zoom) if they are exempt from the English language requirement or if the College wishes to confirm the applicant's ability in English and/or suitability for the course. If the College has any concerns about the student's English language capability, then the student may be asked to sit an English language diagnostic test.
3. The Co-Principal makes an assessment according to (2) above as to whether the student is considered capable of successfully completing the course and makes the final decision as to whether the student is given a conditional/unconditional offer. The assessment of capability is based on previous attainment, qualifications and reports. The College also has to be assured of the student's intent i.e. that the motive for coming to the UK is to study and to improve career prospects. Intent is assessed by a mixture of email correspondence, telephone interviews and face-to-face interviews. If the student is coming through a trusted Agent, then the College will expect the Agent to assess capability and intent by direct interview and the submission of evidence.
4. An offer will be made only if:
 - a) The applicant has supplied a valid copy of their passport details i.e. key pages.
 - b) The applicant has met English language requirements of UKVI IELTS for 18 and over or IELTS/comparable English language assessment of e.g. minimum 5.0 IELTS in with nothing below 4.5 for A Level students and an IELTS result or English language assessment comparable to minimum overall 4 with no lower than 3.5 in any section for GCSE. Home students will be asked for a minimum of Grade 4/C at GCSE.
 - c) The applicant has completed GCSE or High School equivalents. Equivalency is confirmed by NARIC. A typical offer will require a minimum of at least 5 GCSEs at Grades 9-4 (A* - C) including Mathematics, English and any other subject related to the intended subjects of study.
 - d) The applicant has taken a diagnostic test set by the College and met the level expected to be able to cope with the course
 - e) The applicant qualifies for a Child Student Visa, in which case he or she is exempt from the secure English test but must still have proven proficiency in English.

- f) The applicant has met (4a) and (4c) but has scored a 4.5 or 5.0 overall (or 4 in a section) in their IELTS (meeting the minimum Student Visa requirements), in which case the applicant may be made an unconditional offer but asked to undertake 3 – 6 months of pre-sessional English at the College before commencing the Advanced level course.

5. Further checks will be made if:

- a) There are any outstanding documents outlined in (4) above.
- b) The applicant has yet to take a secure English test and meet the minimum requirements outlined in (4b) above (with the exception of an applicant who wishes to study a Humanities subject, in which case a score of 6.0 or higher is required in IELTS in view of the strong element of written English).
- c) The applicant is awaiting final High School results/examination grades. In this case a conditional offer is usually based on Grade 10/11 transcripts, predicted grades or mock examination results and will take into consideration the intended area of study.
- d) The applicant has been requested to retake an examination to meet the entrance requirements for the A level course. The conditional offer will state the subject and grade to be attained.

6. Applicants who fail to receive an offer will be notified.

7. Applicants receiving offers will be sent a letter stating the Conditions, the College Terms and Conditions, guidance on accepting the place and securing a CAS and information on accommodation. This includes information on UKVI requirements for bank statements and other financial evidence necessary when submitting the visa application in accordance with the UKVI website.

8. Once an applicant wishes to accept the offer of a place, and in order to be issued with a CAS, having met all conditions in (4) or (5) above, the applicant will be asked to:

- a) Pay the minimum deposit of £5000 and the registration fee of £200.
- c) Forward copies of bank statements, as outlined in (7) above.
- d) Fill out a Guardian form and submit a letter of parental consent (if the applicant is under the age of 18).
- e) Supply any other country-specific documentary requirements – eg TB screening certificate
- f) Evidence of a suitable care arrangement is received if the student is under 16, including the notarised passport (and visa if applicable) of the carer, a letter of undertaking from the guardian and in the case of a relative the birth certificate of the guardian to prove the relationship and in the case of a private foster care arrangement

9. Students will only be issued a CAS if they have complied with (8) above.

Upon Arrival in the UK

The College has a duty of care to ensure that students, once they arrive in the UK, take up their course and complete it. The College should be concerned if a student does not make contact for more than 48 hours after known arrival. The College has an alert procedure to inform key staff of their imminent arrival. If a student fails to attend the College and take up their course after 10 working days, then the student must be reported to UKVI, and if known, the reason explained in the reporting email / Sponsor Management System. Records of all reports must be kept.

Upon the student's arrival, the Registrar should:

1. Check the passport and relevant supporting documents; take a copy of the passport (personal details page, visa page and entry stamp) and ensure that the copies are signed, stating "original seen and checked by (xxx) on (date)". Copies of these documents must be secured in the student's file and be available for inspection by the relevant authorities. If the student has a biometrics ID card this must also be copied, signed and kept on file.
2. Complete all necessary enrolment details, including the student's current address and telephone details; check the contact details given for contact abroad in case of emergency or the need to verify if a student has returned. If the address has changed the new details must be recorded and a history of all old addresses kept.
3. Note the expiry dates of passport and visa – add them to the Admissions Register. Reminders should be sent out 3 months before visa expiry dates.
4. Ensure that all fees are paid.
5. Place all evidence of key documentation in a central file as well as distributing to the appropriate files. Electronic back up files should also be kept.

Non – arrival of student

If the student fails to show up on the expected date without a credible explanation, every effort must be made to contact that student or their Parents/Guardians and a reason obtained. Evidence must be kept of all attempts to contact the student e.g. telephone notes of the phone call, emails printed and put on the student's file.

Staff must keep trying to contact the student for a period of no more than 10 working days, after which - if they have not received a credible and believable explanation - an email must be sent to them explaining that they are being reported to UKVI in accordance with current legislation.

This policy reviewed was by John Dalton

July 2021

To be reviewed in July 2022