



**Bosworth
Independent
College**

Admissions Policy & Procedures

Reviewed	February 2019
Next Review Date	February 2020
Lead for Review	Assistant Principal for Admissions

Contents

Introduction 3

Information to Prospective Students and Parents..... 3

Admission and Selection 3

Testing..... 4

Offer Letter..... 4

Fees..... 5

Induction..... 5

Introduction

Bosworth Independent College aims to promote academic achievement in all students and therefore one of the founding principles of the College is that it should offer education to students without being academically selective. The College sets out to be fair and non-discriminatory in its admissions policy. Places are offered to students on the basis that he/she has the potential to achieve and that the College can provide appropriately for his or her needs.

We actively seek a student body that is diverse and welcome applicants from all backgrounds. Differences in educational opportunities and individual circumstances are valued and taken into consideration in the decision process.

Students who are not native speakers of English, and wish to start an academic course, must meet the language entry criteria as shown on course information. Language and Mathematics entrance tests are used to determine the course options available for students.

In the case of scholarship applications, academic tests are required and for overseas students there is also a language test. Selection for scholarship awards is based on ability and the scholarship tests are used to assess the promise of each individual and determine which students will gain the most from and contribute to all that Bosworth Independent College has to offer.

Information to Prospective Students and Parents

A copy of the College prospectus can be obtained by telephone, email, post or in person, and we direct all enquiries to our website. The website is regularly updated and contains additional information to that in the prospectus.

Parents can make appointments during normal office hours requesting an informal visit to the College simply to discuss opportunities and consider options in respect of independent education.

All enquiries are tracked and recorded by the Admissions Team.

Admission and Selection

Prospective students who are visiting or resident in the UK are invited to visit the College and appointments to meet the Principal or another senior member of staff are arranged.

Candidates are shown around the College premises; the main teaching building, Bosworth Hall, and the boarding accommodation, as appropriate.

Candidates are asked to bring relevant documentation relating to their application: ID, copies of their most recent examination results, school reports, and any psychological assessments or statements of special education needs. All applicants must submit a copy of their passport and provide any visa information should this be applicable. All information is treated in confidence and is used to ensure we can meet the needs of each applicant. We may share details of SEND information with other schools, where this is lawful and we always meet the statutory guidelines with regard to sharing Safeguarding information, in strictest confidence.

Interviewers complete an interview form, confirming the required programme and identifying any additional needs of the student. The parent/guardian/fee payer must satisfy the interviewer of their ability to meet the fees payment schedule.

In the case of overseas students, interviews are held where possible in-country and managed by the Director of International Admissions and/or staff of the Admissions Team. In cases where meetings cannot be arranged, we request a full academic transcript and evidence of a student's language ability, using IELTS or an equivalent testing system. We routinely arrange Skype interviews where appropriate. Students who are 18 years old and applying for study below degree

level must obtain proof of their English ability through one of the Home Office recognised tests at an approved SELT centre.

Testing

General entry tests are used when students apply with academic transcripts that are not readily comparable to our national exams. We subscribe to UK NARIC but, on occasion, students will be asked to sit either a GCSE or AS paper, in addition to the language assessment in order to validate the result.

A limited number of academic scholarships are awarded each year. Candidates are required to submit the above documentation, take an English and Maths test, and, where appropriate, attend an interview/or Skype interview.

UK scholarships are based on GCSE exam results or scholarship tests set by the College, plus interview assessments.

Friendship Awards and Bursaries are available to help with payment of fees. Scholarships are based on a student's academic ability, whilst Friendship Awards and Bursaries are based on financial need and awarded at the discretion of the Principal and Directors. In the case of a Bursary based on financial hardship, the applicants will be asked to provide some evidence of income which is, of course, confidential and not retained.

Offer Letter

All students accepted for a place at Bosworth Independent College receive a Provisional Offer Letter stating the conditions of the offer and confirming the course fees. The terms and conditions of enrolment are on the reverse of the offer, and later duplicated on the final Confirmed Offer. The offer is usually guaranteed for a limited period, after which the College cannot guarantee availability of a place.

The offer of a place at Bosworth Independent College is confirmed by the completion and return of the 'Acceptance Reply Form', along with the returnable deposit and non-returnable registration fee. A Final Offer letter and a Pre-Arrival Welcome Pack are then sent by the Admissions Team confirming that the returnable deposit and non-returnable registration fee have been received and a place reserved. In the case of scholarship offers for international students we usually request payment of the deposit plus a minimum of £5000 towards the fees.

Confirmation of Acceptance for Studies (CAS) is required by all applicants requiring a Tier 4 student visa. As a licensed sponsor we will raise a CAS once the family confirm the fee payment schedule. The CAS is submitted on-line directly to the Home Office and we will provide the applicant with a unique CAS number that is used in conjunction with the Tier 4 visa application form. A Draft CAS statement is sent to the applicant by email, and we expect the family or student to check that all personal data is correct.

Fees

Boarding students may pay the fees in full or have the option of bi-annual payments. Along with the confirmation email students receive the first instalment invoice, along with a list of any potential incidental costs. Students starting in September must pay the first fee instalment by August 1st, prior to the September Induction. The second payment is invoiced in December and payments due by the end of December.

However, since the introduction of the Tier 4 visa, we strongly recommend all applicants to pay the first-year fee in full, as this minimises errors within the visa application process.

The returnable deposit and non-returnable registration fee do not contribute to the tuition or accommodation fees and therefore bear no relevance to the information required by the UKVI/Home Office.

Day students are invoiced at the start of each term and, in some cases, arrangements are made to pay by 10 monthly instalments each year.

Induction

All the Final Offer letters provide the induction dates for all new students. Parents accompanying their son/daughter to school are invited to attend selected meetings as well as informal lunches and a cream tea to meet the Principal and senior staff. Students have a one-to-one enrolment interview to ensure circumstances have not changed at which students should also produce any final exam results as these may inform final subject combinations. Students also have individual meetings with the school nurse to discuss the information on completed medical forms. On a social note, we arrange evening activities, a leisure activity and a Saturday excursion during the induction period.