



Admissions Policy

David Game College (“the College”) is a co-educational independent college based in Notting Hill, London, offering academic courses leading to GCSE, IGCSE, AS/A level and the University Foundation Programme. The College admits students between the ages of 14 and 21, subject to the availability of places.

Admissions Criteria

1. The Principal, assisted by the two Vice Principals, will be responsible for the admission of students.
2. The main entry points to the College are at 14, 16 and 18.
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 10 in a UK school (or overseas equivalent), with satisfactory school reports in terms of academic achievement, attendance, punctuality and good conduct;
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 C over 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 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 and Statistics 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 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 A* - C, including English and Mathematics. A satisfactory IELTS score is an alternative to GCSE English.
8. 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.
9. Scholarship tests are available for students whose previous performance at school or college indicates a special talent or ability.

10. Each applicant will be interviewed by a Vice 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 family to take its own decision over the education on offer as well as for the College to learn about the family and the applicant. The selection process differs between “home” students and those who need a UK visa in order to study (see Pre-CAS).
11. The College sets other criteria for entry which it may explore at interview. These are that:
 - the applicant is of the appropriate age and sufficient maturity;
 - the applicant enjoys satisfactory general health;
 - the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principal and Vice Principals, be managed within the College's normal provision;
 - the applicant's present or most recent school reports satisfactory attitudes and conduct on the part of parents and 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.
12. 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 (UKCAT) or entry to certain universities (BMAT).
13. The College will take no heed of an applicant's skin colour, race, nationality or ethnic or national origin, religious faith or area of residence in any admission assessment. The College is not obliged to state its reasons for rejection of an applicant.

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 which contains up to date information about the College, accompanied by information about the College fees.
2. Although the College is open to prospective families on several occasions each term, parents are encouraged to make an appointment to meet with College staff and to look around the School (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. If parents wish to proceed with entry, they will be asked to complete a Registration Form and pay a Registration Fee. The College will then confirm that the name of the student is on the Entry List but this confirmation does not constitute the offer of a place at the College.
4. In the year preceding entry (or sooner if application is being made for an immediate place), the College will write to the parents with an offer of a place, asking them to confirm their acceptance of a place for their child by returning the accompanying Acceptance Form together with an Acceptance Deposit.

5. The Acceptance Form is attached to a copy of the College's *Terms and Conditions* which will form the basis of the contract with David Game College and which parents are asked to retain for their records.

Admissions Relating to Visa Students in Compliance with UKBA rules

Pre-CAS Process

The rationale behind the Pre-CAS process is to ensure compliance with the UKBA 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 HTS 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/TOEFL/PTE.
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 made. Students may also be asked to take part in a *Skype* interview 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 a *Skype* interview is arranged wherever this is possible.
3. The Vice 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 unconditional 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 e.g. minimum 5.0 IELTS in all disciplines or average of 5.5 with nothing below 4.0; alternatively, the SELT equivalents for Tier 4/EU students. Home students will be asked for a minimum

of Grade C at GCSE. If there are any concerns, verification checks can be made through IELTS.

- 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 GCSE's at Grades A* - C including Mathematics, English and any other subject related to the intended subjects of study.
- d) The applicant qualifies for a Tier 4 Child Visa, in which case he or she is exempt from the secure English test but must still have proven proficiency in English.

- e) The applicant has met (4a) and (4c) but has scored a 4.5 or 5.0 in their IELTS (meeting the minimum Tier 4 General 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. A conditional offer 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 their Conditional or Unconditional status, the College Terms and Conditions, guidance on accepting the place and securing a CAS and information on accommodation. This includes information on UKBA requirements for bank statements and other financial evidence necessary when submitting the visa application in accordance with the UKBA 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 £2000.

- c) Forward copies of bank statements, as outlined in (7) above.

d) Fill out a Guardian form (if the applicant is under the age of 18).

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 UKBA, 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 (cover page, personal details page, visa page and other key pages) 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 central tracking record. 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 UK Border Control Agency in accordance with current legislation.

Development Plan from June 2011

When recruiting students over the summer period for the next academic year, the College will attempt to interview all overseas students by *Skype* in the absence of a trusted Agent.

In addition, the College will request students to complete a short personal statement about their intent i.e, why they wish to study, what subjects and higher education aim. Verification checks should be used to remove any doubt or concerns over an application. In addition, contemporaneous notes of the Pre-CAS should be kept in the files from June 2011.

For all enquiries in respect of this policy, please contact:

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This policy reviewed by John Dalton
8 February 2011

Additional notes relating to disability

Enrolment/admission and disability

- The College endeavours to ensure that less favourable treatment is not given to students with any form of disability. However, the College also has a duty of care to ensure that the student receives the correct standard and provision of care/attention that is appropriate to the level and extent of the disability. As such, a detailed risk assessment is undertaken by the College when a student with significant disability contacts the College and wants to enrol.
- The College is aware of the Education Needs Disability Act 2001 and the Disability and Discrimination Acts 1995 and 2005.
- The College is happy to consider applications from students with hearing difficulties, visual impairment, mobility access disability and those with moderate mental health issues. The College is also willing to consider applications from students with ADHD, forms of autism, dyslexia and dyspraxia. Each case will be assessed for risk to themselves and to others at the College. Any disabled student who is refused enrolment at the College has the right to appeal directly to the Board of Governors.

The College's policy is to improve the physical environment and make improvements in the provision of information, thereby increasing access for students to the curriculum. The College wants to increase its use of assistive technology and to this end has ordered and installed a number of interactive whiteboards. It also intends to purchase easy-to-use and view keyboards and software that facilitate learning for specific disabilities.