

Admissions Policy and Procedure

1. Mission Statement

The School of English in London (TSEL) will seek to ensure a fair admissions system which provides equal opportunities for all individuals, irrespective of their race, gender, gender identity, sexual orientation, disability, religious or philosophical belief, age, marital or parental status or socio-economic class to gain admission to the courses suited to their ability and aspirations.

Our approach to admission of students will be:

- Transparent
- Fair
- Consistent
- Personalised
- Timely

2. Admissions Criteria

Admission criteria for each course will be published on the School website and our staff will use these in determining the suitability of the course for the applicant.

The School takes into account all qualifications taken before enrolment, including GCSEs 'O levels and other relevant qualifications.

3. Information, Advice and Guidance

All potential students have the right to expect free, independent and accurate information from the School about all available programmes and routes to their chosen career.

The School will provide information on:

- a) Teaching and learning facilities including learning resource centres, workshops, information technology and other resources.
- b) Courses offered and the qualifications they lead to.
- c) Entry grades or other entry criteria.
- d) How the course is organised.
- e) Indicative times and days on which the course takes place and where it is held.
- f) Teaching and assessment requirements.
- g) Support available for students with disabilities, learning difficulties and/or medical conditions.
- h) Arrangements for work experience, if appropriate.

3.1 Applications Form and Proof of Identity

All applicants for full time and part-time courses will be required to complete an application form and will be interviewed to ensure that the course for which they have applied will meet their learning needs and goals. Where an applicant is unsure about which programme to apply for they will be invited for a careers information and advice interview.

Applicants will be required to bring with them their Passport, Driving Licence or Birth Certificate to the interview as proof of their identity.

Applicants will be informed in writing of the outcome of the interview including details of any conditions for entry to the course either at the end of the interview or within ten working days.

3.2 Learning Support

TSEL aims to support and meet the needs of all students. In order to do this applicants are required to declare if they have a learning difficulty/disability or medical need. We expect all declarations to be supported in writing and with independent documentation where required. Applicants will be required to attend an assessment/interview to ensure that appropriate support can be planned and put in place.

If the School is unaware of an applicant's needs at the point of enrolment, the School may be unable to make reasonable adjustment to support the student at a later stage in the course and reserves the right then to withdraw the student accordingly. In order to assist our students in being successful on their chosen course, applicants will be required to complete a learning needs assessment prior to interview. This can be completed either from home or at the interview.

4. Offer of Places

Applications will be initially processed by the Admissions team before being passed to the Head of Administration, who will give a further consideration to each application. Applications will be assessed and places offered on the following criteria:

- Proof of all academic achievement or predicted achievement (GCSEs O level or equivalents in particular)
- Personal statements - to understand skills, motivation and interest in subject
- Good reference from the previous (last) Institution
- Successful Interview which demonstrate clear suitability for the chosen course and School environment
- Applicants will be required to supply any supporting documentation regarding their individual needs (where appropriate)
- Agreement to abide by the rules and regulations of the School and to accept the School's support services

References are deemed satisfactory on the following criteria:

- i) Academic performance as evidenced by progress reports and estimated grades that are relevant to the course(s) being applied for

- ii) Attendance and punctuality
- iii) Behaviour

Any waiver of entry qualifications must be signed off by the Head of Administration at the point of enrolment. We always require proof of qualifications at enrolment and we will not enrol applicants who are unable to prove the qualifications they claim to have.

Entry requirements are reviewed annually and published on the School's website.

Once the application has been processed by the Admissions Team successful applicants will be invited in for an interview with the relevant curriculum area. When invited in for an interview, successful applicants will receive a copy of the Preparing for Interview document and any other curriculum specific information/criteria.

5. Interview Process

Upon receipt of an application we will acknowledge receipt (within 2 working days). Notification of the interview date will be sent within 5 working days. The maximum wait between the receipt of application and the interview date will be 10 working days.

All interviews will take place during business hours of 9.00am to 5.0pm. The invitation to interview will require applicants to attend at a specified time. If an applicant is unable to attend and fails to inform the School, a letter will be sent to the applicant requesting them to reschedule the interview. This communication will be sent only once.

The invitation to interview will also require the prospective student to bring a reference with them. Alternatively, their latest school report will be acceptable but a formal reference will still be required before enrolment.

If we are unable to offer you a place at TSEL, you will be offered the opportunity to discuss your options with a member of our Admissions Team.

Where unconditional/conditional offers have been made, the student will be advised accordingly:

6. Interview Outcome

Applicants will be informed in writing of the outcome of the interview including details of any conditions for entry to the course either at the end of the interview or within 5 working days.

7. Rejection

The School reserves the right to refuse admission to potential students on the following grounds:

- i. Is unable or unlikely to meet any required entry requirements.
- ii. Has a need which cannot be met by reasonable adjustment by School.
- iii. If the School is in receipt of an unsatisfactory reference from the applicant's previous educational institution.

- iv. Has a history of high risk behaviour which poses a threat to the health and safety of themselves or other students or staff.
- v. Has previously been excluded from TSEL or another education institution.
- vi. Has previously attended TSEL or another education establishment and not completed courses, including all external assessments, without good reason.
- vii. Has previously been subject to the School's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary process.
- viii. Insufficient interest or motivation to study on the chosen programme
- ix. Has outstanding debt with the School.
- x. Provides false or misleading information on an application or enrolment form.
- xi. If an applicant has a criminal conviction (which means that the School, in its reasonable opinion, considers that the applicant will compromise the School's duty of care to staff and students) or there are any other relevant issues. Please see the School's Criminal Conviction process and procedure.
- xii. If an applicant will compromise the School's duty of care to staff and students as assessed through the School's Risk Assessment procedure.
- xiii. Misconduct, by an applicant or anyone accompanying them, at any stage of the admissions process will lead to a rejection.

The above list is indicative, and is neither exhaustive nor exclusive. The School reserves the right to make the final decision on whether or not to accept an application or enrolment to study at TSEL.

In the event the School offers a place and subsequently discovers that the applicant has committed an action that would constitute gross misconduct under the School's Disciplinary Procedure, the School reserves the right to withdraw the offer, whether or not the course or programme has commenced.

Any applicant who is not accepted onto a course will be notified in writing and given reasons for rejection.

8. Appeal

If the School is unable to offer you a place you may appeal to the Chief Executive of the School. Appeals must be received in writing within 5 working days from the decision being communicated. Applicants must explain the reasons why the School should reconsider its decision and include further evidence and any new mitigating circumstances which could influence the original decision.

Appeals will be considered by the Chief Executive or his nominated person, whose decision is final. The person hearing the appeal will notify the applicant of his or her decision as soon as reasonably practicable and no later than 10 working days from receipt of the appeal request.

9. Student/Parent Communications

In order to comply with the Data Protection Act students who turn 18 during the application process or during their course will be communicated to directly. Exceptions to this rule (e.g. vulnerable adults) will apply and in such cases communication with parents will continue.

10. **Closure of Courses**

The School reserves the right to close courses which, in its judgement are not financially viable to run. In such cases the School will explore alternative provision in the first place at TSEL or in the alternative at other local schools, Schools and training providers.