



English Language Training Admissions Policy

Aim of Bath Academy's Admission Process

- To explain the admissions process to students who want to study an English Language Course at Bath Academy (the College)
- To identify and admit students who will benefit from the English Language teaching available at the College
- To identify and admit students who are keen to learn and are prepared to work hard to achieve their goal at the College
- Outline the enrolment and registration process for students at the College
- Outline the differences for students who require a UK visa to study (Appendix I)

Overview

Bath Academy (the College) offers English Language Training (ELT) classes to students over the age of 16. The College welcomes students from all backgrounds, nationalities, religion, gender & sexual orientation.

The College admits male and female students, subject to availability. Bath Academy accepts students of all ages (over 16) and of different levels of English language ability.

Level of English

The College offers English Language classes for group tuition and for students on a 1:1 basis at different levels (subject to availability):

- (A1) - Beginner
- (A1 High to A2 Low)- Elementary
- (A2) - High Elementary & Pre-Intermediate
- Intermediate (B1)
- Upper Intermediate (B2)
- Advanced (C1/C2)

Application - Admissions Process

All applications are processed on an individual basis. Students must complete an application form and send a copy of a valid passport. The application form can be completed online and the passport can be sent by an email to: admissions@bathacademy.co.uk



The Admissions Team at the College will give up to date information about the English Language Training classes available at the College and answer any questions students may have to make sure they apply to the most appropriate course for them at the College.

Students will be asked to show their current English Language Level. If students have not taken an English Language Test, they can take the Bath Academy Online Placement Test or have a video interview with the Director of Studies and Head of Admissions.

The Director of Studies and the Head of Admissions will be responsible for the decision of whether a student is accepted, or not.

All students who are accepted to join a course at the College will be sent an Offer Letter with course dates and details included. The Offer Letter will be sent with the following documents;

- Terms and Conditions
- Medical Form
- Photo Consent Form
- Online Safety Form

For students under the age of 18, the Offer Letter will be sent to the student, or the parent(s)/Guardian, with the additional following documents:

- Letter of Parental Consent
- Parental Consent Form
- Photo Consent Form
- Online Safety Form
- UK Guardian Form (if staying for more than 28 days)

Applicants who fail to receive an offer will be notified.

Returning Documents to the College (Enrolment)

All documents sent to students (and their parent(s)/Guardian) should be read, signed and returned to the College;

The Terms and Conditions outline College rules, day-to-day life at the College and what is expected by students. It outlines what the student can expect from the College. It also covers what to do if students need to cancel, or postpone, a course or accommodation.



Signing the Terms and Conditions shows the student (and parent(s)/guardian) will follow them during their time studying at the College.

The Medical Form allows the opportunity for students and/or parent(s)/guardian(s) to show any medical conditions or information that the College should be aware of and will need to be aware of during the course. By returning the medical form, the student confirms they are of good health and will be able to complete the course they have applied for and have shown any illnesses or medical conditions before the course starts.

The Photo Consent Form offers the student to accept or decline their image being taken and used on social media platforms whilst at the College, or after their course.

The Online Safety Form outlines the various online platforms that may be used during their time at Bath Academy and outlines good, safe, practice expected during their time at the College to keep themselves and other students and staff safe.

The Letter of Parental consent is required by the College and the UK Visa and Immigration as it shows parents of students under 18 have given permission for their son/daughter to study in the UK and use their funds to support their studies. This letter also gives consent of the parent(s) to the application, travel, reception and care arrangements in the U.K. which are provided by the College.

The Guardian Form is to be completed for students under the age of the 18 who are studying in the U.K. longer than 28 days. The legal guardian will be responsible for students during their course. The legal guardian must be identified before the course starts as they will be contacted to confirm arrangements.

Once these documents have been returned and payment has been made, the College will confirm the following with the student as soon as possible;

- Details of the course
- Pre-arrival information regarding travelling to the U.K. and living & studying in Bath.
- Accommodation arrangements (if required by the student)
- Airport transfer (if required by the student)



Student's First Day - Registration

Upon arrival at the College, the admissions team will;

1. Welcome students to the College, take them on a tour of the College Buildings and introduce them to key staff members at the College
2. Complete registration, confirming the student's address in the UK, telephone number and emergency contact details. These will be added to a student's file.
3. Ensure all forms (above) have been completed
4. Take a copy of the student's Passport/ID*
5. College Staff will make note of the expiry dates of passport and visa and add them to the central tracking record.
6. Ensure all fees have been paid
7. Answer any questions the student may have and show students to their class

**Students who require a Biometric Residence Permit (BRP) will be assisted with this process*

Visa Students

The College can accept students from European and non-European countries who require a Visitor or Short-Term Study Visa to enter the United Kingdom and join an English Language programme.

Students who require a Visitor or Short-Term study visa will also follow the admissions procedure in this policy. Students who receive an offer of a place at Bath Academy will need to sign the acceptance documents as well as making a payment for their course.

The College sends up to date information about the Visitor or Short-Term Study Visa to the student during the admission process.

The College must receive a deposit (50% of the total fees) or full payment of fees before sending a student a Visa Support Letter. If a visa application is refused a refund of the amount will be paid (minus the £65 non-refundable registration fee). This refund is made once the College receives a scan or copy of the "Refusal of Entry Clearance".

The College may refuse to accept a student if it is suspected that there is any risk that they student will not comply with the requirements of their visa status or an application is made with suspected illegal documents (see Appendix I).



Disclosure

Students, or Parent(s)/Guardian(s), are required to disclose any known or suspected circumstances relating to health, allergies, disabilities or learning difficulties to their application to join Bath Academy in writing to the College.

Services

The College has the right to change services, including; courses, facilities and courses where circumstances out of our control require changes or where the number of enrolments for one of the courses is not enough to be offered. The College may refuse to accept a student if it appears a student has unrealistic goals. For example, if a student's level of English is too low to join a class at the College.

The College may refuse an application if it is deemed that the medical or Special Educational Needs of the Student cannot be met (SEN) (Appendix 2 – Students with special educational needs).

Appeals Procedure

Appeals against the decision not to offer a place must be submitted in writing to the Principal within four weeks of notification of the College's decision. The decision will then be reviewed under the procedures outlined in the College's complaints procedure (available on the College website).



APPENDIX I - Admissions Relating to Visa Students

In compliance with UKVI rules a Visa Support Letter, which confirms that the College has made a student an offer of a place to study, will be sent once a student has accepted their offer. The College has an admission process for such students to ensure that it remains compliant with the most recent UKVI regulations.

Students studying English Language who require a Visitor or Short-Term Study Visa

Bath Academy accepts students who apply to the College and who will need a visa to enter the U.K. and study an English language Course. As the College is a *Student Sponsor*, it can provide students with visa support letters, which will be used during their visa application. As a *Student Sponsor* both the student and the College must follow the UK Visa and Immigration policies to remain compliant.

During the application, students who need a visa to study an English Language Course at the College will receive up to date information about the visa process. The most common visa route is the Short-Term Study Visa. Students can apply for either a 6-month or an 11-month short term study visa, depending on the duration of their course. The information about the Short-Term Study Visa will be sent as a document to students during the Admissions Process.

The information provided in the Application Form by a student is checked with the supporting documents. If any field is incomplete, the student will be asked to provide this before any offer is made. Once an application form is received by the College:

1. Prospective students are asked to supply:
 - a copy of their passport
 - English Language reports required by the College.
2. Students may also be asked to take part in a video interview if the College wishes to confirm the applicant's ability in English and/or suitability for the course.
3. The Director of studies and the Head of Admissions make an assessment as to whether:
 - the student is considered capable of successfully completing the course based on previous attainment and language reports (see above).

And

- the student's reason for coming to the UK is to study and to improve their English Language Ability and also their career prospects based on the above.



Having made his/her assessment the Director of Studies will make an unconditional offer to the student.

If the student meets the College and UKVI criteria they will be sent an Offer Letter confirming their place of study at the College. When a payment is made and the documents are returned, the College will issue a Visa Support Letter.

The College must be satisfied that the student has the correct motivation to come to the UK to join an English Language Course. The College uses the Admissions Process to ensure that students will progress in their studies and complete their intended course.

Non – arrival of a visa student

The College has a duty of care to ensure that students, once they arrive in the UK, take up their course and complete it.

If the student fails to arrive at the college 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. The College should be concerned if a student does not make contact for more than 48 hours after known arrival and the Home Office will be contacted if no response is received about the student's location.



Appendix II – Students with Special Educational Needs (SEN)

The College accepts that in certain countries Special Educational Needs (SEN) and Disabilities may be assessed differently and students may enrol without knowledge of these. The College asks all students to declare any special needs, learning difficulties and/or disabilities as part of their application.

The College treats all declared special needs or disabilities on a case-by-case basis through discussions between the Senior Management Team (SMT). The College does reserve the right to assess the needs of a student and decide about the ability of the College to meet those needs. Students who have been accepted and do have special needs or a disability will be risk assessed.

Where the College feels it is unable to cater adequately for a student's needs, it reserves the right to refuse admission.

Students who do not declare their disability or learning needs, and who the school believes it is unable to provide for, will be asked to leave the school with a full refund of fees minus the non-refundable £65 registration fee.

Associated Policy and Other Documentation

- The College Prospectus
- The College's Terms and Conditions
- The College's Admissions Policy
- The College's Special Educational Needs policy

Reviewed: November 2022

Next Review: November 2023

Responsible Officer: Samuel

Hollingshead Signature: