



## Westminster Tutors

# ADMISSIONS AND ENROLMENT POLICY

*Key Amendments to 2018 Policy due to Covid:*

- *Initial admissions interviews will be conducted online*
- *No Compulsory School Age (CSA) students will be enrolled*
- *Amendment to DfE registered status: 14-25*
- *Addition of specific policy regarding students over 18 who have not been in continuous education*

### Introduction

Westminster Tutors is an independent co-educational college that admits students aged 14 - 25. The majority of these are studying A levels or doing A level retake courses. The college has traditionally had a small cohort of students taking GCSE courses. However, this year the college will not have any enrolled students of Compulsory School Age as we will be adopting a more varied extra-curricular programme, involving online provision, that would not meet the legal requirements for younger students (e.g. online sports sessions). GCSE provision will therefore be specifically academic and only available to older or revision students (or those homeschooling or otherwise not requiring the full curriculum).

Westminster Tutors is academically non-selective and admits students of all levels and abilities. The key admissions criteria are therefore a) that the applicant has an appropriate foundation for the proposed course of study, and b) that the Principal is satisfied that the college is able to offer a programme of study which will meet the student's needs and goals.

Westminster Tutors recognises the importance of offering guidance which assists students and their parents/guardians in making informed choices about subjects and courses of study. In addition, the college also has a duty of care to ensure that as far as possible, students are correctly informed of the possible outcomes and risks of a certain course strategy. To this end, we take very seriously the advice that we give at the initial interview and selection stages and try to ensure that the self-esteem of the student is not in any way affected.

Westminster Tutors also provides extra help and revision courses in a wide range of areas including: Common Entrance, scholarship exams, sixth form entrance, GCSE and A level revision, university admissions tests, Oxbridge applications, and extra help for gifted students or students with special educational needs. Extra help is provided on a one-to-one basis and each tuition programme is devised in relation to the applicant's individual needs. After a thorough needs analysis, the college checks the availability of appropriate tutors and the student then attends the college for the agreed number of tuition hours.

Since the college provides a significant amount of individual tuition, for the purposes of clarity, A level and GCSE students following a fixed timetable for a term or the academic year are formally enrolled at the college (and included on the admissions register) even when they are studying only one subject. The admission and enrolment of these students is based on the following criteria.

- Students are suitable for the course suggested and that they are not being unduly pressured into following one course of action.
- Students are not selected by entry tests, but the college may use tests or tutor assessments to ascertain what level of understanding a student may have in a subject.
- Students have the required background experience and qualifications to start a certain course. For a typical A level course, the college normally requires five pass grades at GCSEs. GCSE passes in Mathematics and English are deemed essential for progression, although grades in these may be improved alongside an A level course.
- To reflect the school's commitment to providing an academically rigorous environment, all students are automatically placed on the Higher tier for GCSE. This is subject to constant review by the student, tutor and Principal, with the Principal making the final decision as to whether it is in the student's best interests to be entered for the final exams in the Higher or Foundation tier.
- Students are aware of any additional university admissions tests that they may have to take if they wish to apply for Law (LNAT), Medicine or Dentistry (UKCAT and BMAT) and a variety of degree courses at Oxford and Cambridge.
- That the course selected is realistic and appropriate for the university course intended. In addition, that the timeframe is realistic.
- The student's age and suitability for the proposed course.
- For A level subjects which require foundation knowledge at GCSE, we are unable to accept students who do not have a minimum grade of C/5 at GCSE and in many subjects a B/6 grade is a necessity. Exceptions are for Psychology, Economics, Sociology, Business Studies, Government and Politics and Law which are studied *ab initio* at A level.

### **Students Over 18 Who Have Not Been in Continuous Education**

The college admits students with a range of ages. In order to ensure the safety and security of all our students, safeguarding references are sought from the student's previous school. This will apply to all students under the age of 18.

For students over 18 who have not been in continuous education, we require that they complete a DBS Disclosure. In addition, our safeguarding policy details that older students are limited in their participation of the life of the college. While they may use the study room and kitchen, both of which are monitored closely by senior staff, they may not join in college events and activities such as PSHCE, sports or social events.

## **Enrolment/Admission and SEND**

- Westminster Tutors is committed to equal opportunities for all and endeavours to ensure that less favourable treatment is not given to those students with any form of special educational need or disability (SEND).
- The college is happy to consider applications from students with neurological differences (e.g. autism), mental health conditions (e.g. anxiety), hearing or visual impairments, and/or learning difficulties (e.g. dyslexia). Our Inclusion Policy sets out the college's non-medical approach to difference. We are committed to increasing access to the curriculum for students with special educational needs and disabilities and, subject to an assessment of whether we are able to provide sufficient and appropriate resources, we will endeavour to devise a personal educational programme to meet individual needs.
- Students who have had health difficulties that may have interrupted their previous studies are also welcome to apply.
- If the student is known to have behavioural or emotional difficulties, the Principal will need to make an assessment as to whether the college is able to meet these needs. Behavioural or emotional difficulties which may lead to physical aggression or sustained damage to college property cannot be accommodated as college staff do not have appropriate training.
- Each case will be assessed for risk to themselves and to others at the college. In the case of behavioural or emotional difficulties, due consideration must also be given to the well-being of the existing college community, including both students and staff. Any disabled student who is refused enrolment by the Principal has the right to appeal directly to the proprietor and/or the college board of advisors.
- Westminster Tutors has limited facilities for those who have a physical disability affecting their mobility. However, the college will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the college can cater adequately. Furthermore, Westminster Tutors can provide access to the curriculum via physical access to educational facilities at David Game College.

## **ENROLMENT PROCEDURE**

A student, parent or sponsor contacts Westminster Tutors: emails, correspondence and phone calls are initiated. The enquirer is offered the Westminster Tutors prospectus and may be directed to the website for further information. At this initial stage the College Registrar and/or College Administrator will ask as many pertinent and relevant questions as possible to obtain and provide the necessary information. Evidence of previous results may also be requested at this stage.

If the student requires extra help or revision tuition this is arranged by the College Registrar, and where appropriate an interview may be arranged. Individual timetables are provided a week before tuition commences. Either before or on the first day of tuition an abbreviated registration form is completed.

Tuition fees will have been confirmed previously and must be paid for either in advance or on the first day of teaching.

For students wishing to enrol on a timetabled programme of study for A levels or GCSEs (even if the applicant wishes to study only one subject) an interview is arranged with the Principal or College Registrar to assess the needs of the prospective student and to discuss his or her requirements and goals with the parents/guardians.

**The standard course of events when enrolling students at Westminster Tutors is:**

- Contact is made and information is sought and given
- Interview is organised and the student's needs are assessed and discussed
- Student is asked to provide evidence of previous examination results and relevant school reports or references
- Parents/guardians are asked if they object to references being sought (or a DBS for older students)
- Programme of action is developed
- Student and parents/guardian are shown around Westminster Tutors and, where possible, meet appropriate tutors
- Clarification is sought on the identity of the person proposing to pay the tuition fees where this is not immediately obvious
- Application discussed by the Principal and College Registrar (who is responsible for time-tabling and invoicing for fees)
- An offer of a place is made and the student or parents are asked to complete the full registration form
- On receipt of the registration form and administration fee, the student is entered on the digital enrolments database for that academic year
- Parents/ guardians are sent a confirmation letter with details about the commencement of the course
- On the first day at the college the student is asked to bring in his/her passport and contact details are checked. The student is given a copy of the Student Handbook and entered on the secure door entry system.

## **INTERVIEWS: minimum standards**

- Check the date of birth and name of the student against an available passport or other evidence
- Check their previous qualifications and where and when they were taken? Are their certificates available?
- What was the student's last school or college attended? Is there any unexplained gap or sudden break in the student's education?
- What are the student's aspirations/ goals and are they feasible?
- Are the parents' and student's aspirations in accordance?
- What is the current level of English and Mathematics?
- At GCSE level, check an appropriate range of subjects is selected in accordance with the Curriculum Policy of the college
- If applying for A levels, does the student have five or more GCSE passes?
- At A level, check that the selection of subjects is appropriate for the intended degree course and institution, or for the intended vocational training/career
- Does the student have any medical problems or take any specific medication?
- Does the student have any special educational needs?
- If yes, is there an up-to-date educational psychologist's report?
- Do students with medical conditions and special educational needs require examination access arrangements?
- Are there any other personal or circumstantial factors that need to be catered for?
- Are there any external agencies (e.g. educational psychologists, health professionals, etc) which the college should co-ordinate with? What are the contact details?

## **INTERNATIONAL STUDENTS**

At present Westminster Tutors is unable to accept non UK/EU students who require a student visa to be issued by the college.

If the student is not a UK national:

- Is the student from the EU permitted to study in the UK from January 2021?

- If the student is not from the EU, does s/he have a valid visa to reside and study in the UK, and are the conditions of that visa being met?
- Are parents/guardians available in the UK to assume responsibility for under-18s?
- What is the exact relationship between the guardian and the student? What checks can be made to verify the identity and relationship of the guardian?
- Who will be responsible for the payment of fees?
- Assess the student's educational background and ensure that s/he has a sufficient foundation to commence either GCSE or A level studies.
- Has the student taken an English Language GCSE/ IELTS test/ other certified assessment of linguistic competency? Assess linguistic competency for chosen course of study.

### **SCHOLARSHIPS AND BURSARIES**

Bursaries may be awarded at the discretion of the Principal, on the basis of either academic excellence, or a combination of academic potential and financial need.

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