



27 QUEEN SQUARE · BATH ·  
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Sponsor Licence Number:  
5XAG725A3

## Admissions Policy

Bath Academy (“the College”) is an independent college based in Bath. Students pursue courses leading to GCSE, AS/A level, the University Foundation Programme and English Language qualifications. The College admits male and female pupils from the age of 14. The Junior Summer School Programme admits students from the age of 12.

## Admissions Criteria

1. The Principal, assisted by the Academic and ELT Directors, will be responsible for the admission of pupils.
2. The main entry points to the School are at 14, 16 and 18.
3. Admission is generally at the beginning of the academic year, in September. January admission is offered for a selection of courses.
4. Transfer from GCSE classes to UFP or A Level is subject to satisfactory performance at GCSE and the availability of appropriate courses.
5. Applicants should have the required background experience and qualifications to start a course. For a typical Level 3 course, the College normally requires the equivalent of 5 GCSE passes at grades A\* - C, including English and Mathematics. A satisfactory IELTS score is an alternative to GCSE. Any queries should be addressed to [admissions@bathacademy.co.uk](mailto:admissions@bathacademy.co.uk)
6. 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.
7. 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.
8. Scholarship tests are available for students whose previous performance at school or college indicates a special talent or ability.
9. Each applicant may be subject to an interview either in person or via SKYPE by the Principal, the Academic or ELT Director. 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 admissions process differs between “home” students and those who need a UK visa in order to study (see Pre-CAS).
10. 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



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- 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 Academic or ELT Director, 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 Academic Director that they are in a position to pay the fees of the courses applied for.

- 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).
- The College is not obliged to state its reasons for rejection of an applicant. 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.

## Procedure

Following an enquiry about admission, the following procedure will apply:

- 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.
- 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.
- 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 documents together with an Acceptance Deposit (which includes a non-refundable registration fee).
- The Terms and Conditions will form the basis of the contract with Bath Academy. Parents are asked to retain a copy for their records.



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## 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, Bath Academy 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 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 for UFP or 5.5 for A Level



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according to the information in the College prospectus or the SELT equivalents for Tier 4/EU students.

- c) For level 3 courses the applicant has completed GCSE or High School equivalents. For level 2 courses, the applicant has satisfactory school reports and transcripts. Equivalency is confirmed by NARIC.
- 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.

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
- 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 UFP 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 £6000.
- b) Forward copies of bank statements, as outlined in (7) above.
- c) Fill out a guardian form (if the applicant is under the age of 18).



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## 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.



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## 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 student who is refused enrolment at the College has the right to appeal directly to the Board of Directors.

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.



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