

ABBEY
COLLEGE
MANCHESTER

HANDBOOK FOR
STUDENTS LIVING IN
INDEPENDENT
ACCOMMODATION

2024-2025
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MANCHESTER



STUDENT HANDBOOK

INDEPENDENT LIVING

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This Student Handbook gives a summary of the responsibilities of students living in independently arranged accommodation. All students, whether in independent or Abbey College arranged accommodation, are subject to the rules and regulations of Abbey College Manchester.

Please read through the Handbook carefully before signing the declaration on the final page. If any item needs explaining, please contact **Iain Stewart, Assistant Principal and Director of College Operations** who will be happy to discuss it with you.

Introduction

For many students, this will be the first time they will have been to the United Kingdom for studying purposes. Abbey College Manchester aims to offer support and guidance to all students in independently arranged accommodation.

For more information about Abbey College Manchester please visit www.abbeymanchester.co.uk

Independent living

Students aged 15 and over as at 1st September 2024

Students who are 15 years of age or older may live independently in one of the following ways only:

- With a **parent, or close blood relation (*defined as grandparent, brother, sister, aunt or uncle by blood or marriage*) who is over 25.**
- With a **UK guardian who is over 25 and who has been approved by the parents in writing, with the name, address and relationship to the student. The guardian must be either a friend or distant relative of the family or be well-known to them in some other capacity. It must not be someone that the family have contacted since enrolling at the college.**

Students aged 19 and over as at 1st September 2024

Students over 19 may live independently as below:

- With a **parent, relative or friend of the family**
- **By renting** a private flat or house on their own.
- **By living with friends** in a flat or house share.

Proof of address must be provided to the college in the form of a tenancy agreement or another similar official document.

Please note that students **are not** allowed to live in any university accommodation.

Important note: As an exception to the above, the following must live in college approved accommodation:

- Students who have been studying at a UK college and wish to repeat their course of study
- Students who are coming to study in the UK for the first time and have not visited the country previously.

The final decision regarding living independently always lies with the Principal.

Conditions of living with a guardian or family member.

- **All students** must provide the Assistant Principal and Director of College Operations with the name, physical address, email address and telephone number of the person with whom they will be residing.
- The guardian or family member must provide proof of identity e.g. a passport or if not a British citizen a BRP to show their right to reside and proof of their address e.g. a bank statement or utility bill.
- The guardian or family member may be invited into Abbey College Manchester to meet the Assistant Principal and Director of College Operations.
- The Assistant Principal and Director of College Operations reserves the right to visit the home of the guardian or family member with whom a student is residing.
- If any concerns arise regarding the welfare, attendance, punctuality or academic progress of students staying in such accommodation, **Abbey College Manchester reserves the right to remove them from the accommodation and they will be placed in college arranged accommodation (Clydesdale House or Host Family).**
- If any student staying in independent accommodation moves, the Assistant Principal and Director of College Operations **must be** informed and the new address details must be provided.

Conditions of living independently in a private flat or house

- All students will be visited at home within a few weeks of their arrival in the UK, and will have termly visits thereafter throughout the year.
- Students must live in a private flat or apartment and not any type of university flat or halls of residence
- Only students **aged 19 or over as at 1st September 2024** are permitted to stay in a private flat or house on their own or with others and only with the approval of the Principal

- All students must provide the Assistant Principal and Director of College Operations with the address of the flat or house where they will be residing in the form of a tenancy agreement or other similar official document.
- The Assistant Principal and Director of College Operations reserves the right to visit the student's accommodation at any time during the academic year.
- If any concerns arise regarding the welfare, attendance, punctuality or academic progress of students staying in such accommodation, the **college reserves the right to move them from their accommodation to college arranged accommodation (Clydesdale House or Host Family).**
- If a student should move to a different house or flat, the Assistant Principal and Director of College Operations **must be** informed and the new address details must be provided.

General information.

Illness and absence from college

- Full attendance is an essential requirement of achieving success. There is a minimum requirement of 90% attendance and disciplinary action will be taken if any student falls below this requirement.
- However, if a student is unwell there is a procedure for reporting absence which is as follows:
 - ✓ If the student lives with a parent or guardian it is the **responsibility of the parent or guardian** to inform the college of the student's absence. This should be done by phoning college reception **before 9.00am**
 - ✓ If the student lives on their own it is **their responsibility** to inform the college of their absence by phoning reception **before 9.00am**.

Full information regarding attendance can be found in the attendance policy which students receive at induction.

Doctor registration

- All students must register with a medical practice near to their home or they may register at the NHS walk-in centre at Boots on Cross Street which is near to the college. **This must be done as soon as possible after arrival.**
- The college will ask students to provide proof that they are registered with a GP.
- If students are ill for longer than three consecutive days, they must obtain a doctor's note to explain their absence.

Conclusion.

All students will be subject to disciplinary procedures should they breach any of the conditions in this Handbook.

All students must now sign and date the declaration to confirm they accept these terms and conditions.

**The Online declaration form can be found on our website by clicking here
<https://www.abbeymanchester.co.uk/independent-living-declaration-form/>**

TERM DATES

Autumn Term 2024	
Term Starts	Monday 2 nd and Tuesday 3 rd September 2024 Pastoral and Academic Induction Wednesday 4 th September 2023 Classes Start For All Students <i>Please Note: All documents and paperwork must be completed before students start classes.</i>
Half Term Break	Monday 21 st October – Friday 25 th October 2024
Term Ends	Friday 13 th December 2024
Spring Term 2025	
Term Starts	Monday 6 th January 2025
Half Term Break	Monday 17 th February – Friday 21 st February 2025
Term Ends	Friday 4 th April 2025
Summer Term 2025	
Term Starts	Tuesday 22 nd April 2025
Bank Holiday	Monday 5 th May 2025
Half Term Break	Monday 26 th May - Friday 30 th May 2025
Classes Finish	Friday 20 th June 2025 For Years 10, 12 and 13 (IFP only)
Public Exams Finish	Friday 27 th June 2025 For Years 11 (GCSE) and 13 (A level only)