

Admissions Policy and Procedures

Primary person responsible for updates to this policy: Iain Stewart

Job title: Assistant Principal and Director of Operations

Last review date: August 2026

Next review date: July 2027

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school

Admissions Policy

Contents

1. The Admissions Team	2
2. Enquiries	2
3. Handling individual enquiries from students, parents and agents	3
4. Admissions policy for SEND	3
5. Admissions Process - Local Students	4
6. Admissions Process – International Students	6
6.1 Applications.....	6
6.2 Interviews.....	6
6.3 Conditional/Unconditional Offer Letters	7
6.4 Confirmation of Offer Letters	8
6.5 Confirmation of Acceptance for Studies (CAS) & Visa Process	9
7. Pre-arrival.....	11
8. Arrival and Induction.....	11
9. Admissions and UKVI Compliance – Quick guidance	12
9.1 UKVI regulations	12
9.2 Enquiries.....	13
9.3 Applications	13
9.4 Post-interview	13
9.5 Enrolment.....	13
9.6 CAS	13
9.7 Arrival	14
9.8 Changes of course	14
9.9 Attendance.....	14
9.10 Visa extensions	14
9.11 Students leaving before the end of the course	15
10 Academic Progress Policy.....	15
11. Guardians for international students in Manchester	16
12. Programmes of Study Offered and Entry Requirements	165
12.1 A levels	16
12.2 International Foundation Programme (IFP).....	18
12.3 Preparation Pathway for University.....	20
12.4 GCSEs	21
12.5 Academic Studies with Sport	22

Admissions Policy

13. Child Protection Files	23
13.1 Transfer Procedures	23
13.2 Incoming Students.....	23

1. The Admissions Team

Admissions is a vital part of the local and international student recruitment process and plays a large part in helping agents, agent managers, parents/guardians and students to work through the whole application process from enquiry stage to final enrolment.

The admissions team are there to help guide students, parents/guardians and agents through the various stages of the application process. This includes handling enquiries, processing applications, arranging interviews and tours, creating offer letters and, if applicable, helping students to prepare for visa applications. Once students arrive at the college the admissions team carries out registration and induction responsibilities as well as providing ongoing administrative help and support.

Abbey College Manchester is committed to equal treatment for all, regardless of sex, race, ethnicity, disability, religion or belief, sexual orientation, age, gender reassignment or social background.

2. Enquiries

- From any person or organisation who expresses interest in the college
- They can come via telephone, the website, email, post or through visits
- The aim is to respond the same day or if this is not possible the following day

Enquiries are handled by:

- College admissions staff*
- Regional sales managers – at home and overseas*
- Principals and senior staff*
- Agents
- International Admissions Centre (IAC)

* All the above in-house staff must be well-versed in the following aspects of the college:

Admissions Policy

- The college's vision and values
- The academic offering of the college, including details of subjects and study programmes
- Accommodation
- Welfare
- Fees
- The application process

3. Handling individual enquiries from students, parents and agents

Many enquiries, whether from local or international students, are made direct to the relevant regional sales manager. These should then be followed up on the same day or if this is not possible the following one.

However, there are some enquiries that are received by the college by email, telephone or in person. Names, contact details and an idea of the academic programme interested in and subjects if possible will be taken and emailed immediately to the IAC. They will then allocate the enquiry to the relevant regional sales manager for following up and processing.

4. Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the college (and preferably prior to application):

- Parents must disclose to the college any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the college will confirm whether or not it is able to fully meet the needs of the child.

Admissions Policy

Where a child's SEND is identified, or develops, after the child has started at the college, we will endeavour to continue support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require, and,
- b) we believe it is in the best interest of the child and of the college community to remain at the college

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

5. Admissions Process - Local Students

- 1) Any enquiry or application received is managed by the IAC in conjunction with the relevant sales manager.
- 2) The following application documents are requested ideally before the interview takes place although sometimes this has to wait until afterwards:
 - A local student application form completed online
 - Copies of school or college reports/qualifications over the last couple of years, stamped/verified
 - A copy of the identification page of the passport of the student or if no passport is available a birth certificate
- 3) A visit by the student and the parents/guardians to the college is then arranged by the IAC in conjunction with the Head of College or the relevant Director of Faculty. As well as being interviewed the student is shown around the college and where possible will meet relevant subject staff.
- 4) Once all the application documents are received and the interview notes submitted, the IAC will issue a conditional or unconditional offer letter. These are valid for two weeks from the date of issue.

Admissions Policy

- 5) Offer letters may be emailed out on the day following the interview or emailed on the following day. In complex cases consultation between relevant members of the academic team might be required regarding the most appropriate programme before the offer letter can be emailed.
- 6) Offers are made which are either conditional on seeing previous examination results (if not seen at interview), receipt of satisfactory references and a copy of the passport (or birth certificate) or unconditional if no further documents are required.
- 7) Parents/guardians are asked to declare any health, educational or other issue that may impact on performance for the course being undertaken (as detailed in the disclosures section above). Declarations can be made on the enrolment form.
- 8) To enrol the registration fee of £300 including VAT must be paid as this secures the place. This is not refundable. In exceptional circumstances the registration fee can be waived.
- 9) College fees are paid monthly through bank transfer or debit card with the first instalment required prior to starting classes. A second instalment using the same methods will be paid in October. Thereafter a direct debit monthly mandate is set up for the remaining payments from November through to June.
- 10) After the offer has expired the family are contacted, where possible, to ascertain whether they are still considering taking up the place. If a student wishes, on reflection, to take up the place a further phone call or meeting is required to ensure that the precise academic programme being offered is still available.
- 11) A small number of scholarships are offered at the discretion of the Head of College in consultation with the Abbey DLD Group Head Office. Scholarships are based on outstanding examination performance and future potential.
- 12) Financial assistance (Bursaries) is available at the discretion of the Head of College in consultation with Abbey DLD Group Head Office. Financial assistance is limited and based on financial need and course choice. Decisions on financial support are finalised just before term starts so any applications can be reviewed and need ascertained. Documentation and evidence of financial status will be required.

Admissions Policy

- 13) Sibling discounts of 5% are available on full fees at the Head of College's discretion for students who have had full fee-paying brothers or sisters attending the college in the previous three years or who are currently students.
- 14) All enquiries and applications are processed by the IAC on iSAMS and all relevant documents attached to their record.

6. Admissions Process – International Students

6.1 Applications

Applications are usually received by the sales regional manager either from their network of agents or direct from families via email or the website.

All applications are passed across to the IAC who have overall responsibility for the admissions process. It is important that a member of college staff has a comprehensive understanding of the admissions process; for Abbey College Manchester this is Iain Stewart, Assistant Principal and Director of College Operations.

All data received as part of any application is processed in line with the college's [privacy notice](#).

The IAC process all applications on iSAMS and at this stage the status of a student is 'Applied'. Applications documents generally comprise:

- A completed international student application form
- Copies of school or college reports/qualifications over the last couple of years, stamped/verified, which should be accompanied by an official translation if applicable
- A copy of the identification page of the passport of the student or identity card
- Copies of any current UK visas that the student may hold, or may have held in the past
- A UKVI IELTS test certificate if this has been undertaken
- The band score from the Oxford Placement online test if there is no UKVI IELTS certificate or the student is not from a majority English speaking country

It is the responsibility of the IAC obtain all of the above paperwork either directly from the student or regional sales manager or via an agent.

6.2 Interviews

Admissions Policy

All students who wish to enrol at the college must be interviewed. Once an interview has been arranged the status on iSAMS is changed to 'Interview arranged' by the IAC.

Admissions interviews are conducted by an Abbey College Manchester member of staff; this is usually:

- The Head of College or
- Assistant Principal and Director of College Operations

An interview can be conducted with a prospective student through one of the following:

- Face-to-face if in Manchester
- By an online video system, usually Microsoft Teams although Zoom can be used too
- By telephone via WhatsApp

The interview is designed to determine and assess the following as well providing information about the college:

- The intended programme of study
- Previous qualifications and history of study, and exploring any gaps if applicable
- The level of English in terms of speaking and understanding especially where there is no secure SELT available (where a student has no Secure English Language Test – SELT, he/she must also sit an internal test under exam conditions – this can be arranged at a separate time)
- University aspirations; hobbies; health and learning issues, if applicable and parent jobs

Interview notes must be completed in full in all cases.

6.3 Conditional/Unconditional Offer Letters

Following the interview, the student's suitability for a place at Abbey College Manchester can then be confirmed.

The interview notes must inform the IAC as to whether a conditional offer can be made and, if so, confirm the programme of study; the subjects and any conditions that still need to be met.

In some cases all conditions will have been met before the offer letter is issued, which means it can be considered as unconditional.

Admissions Policy

Once an offer is made the status on iSAMS is changed to 'Offered' by the IAC.

If an offer cannot be made the reasons why need to be clearly outlined so the agent or the family of the student can be informed. In such cases the application can be withdrawn.

Conditional Offer letters can be written without all of the information having been received, but they must detail what is missing as part of the condition for making the offer 'unconditional' and/or 'accepted'.

The second page of the Conditional Offer letter should be the Statement of Fees, which includes details of the:

- Deposit and registration fees to be paid in order to secure the place
- Tuition fees breakdown
- Range of fees for the different types of accommodation available
- Bank details of the college to facilitate payment.

The IAC will prepare the offer letter and send to the regional sales manager to pass onto the agent or, if there is no agent, the parents/guardians of the student.

It is the responsibility of the IAC to obtain all of the outstanding documents to enable the conditions of the offer to be met. It is possible for the deposit and registration fees to be paid before any conditions on the offer letter have been met. However, all conditions must be satisfied before the visa application process can commence.

6.4 Confirmation of Offer Letters

If a student decides to accept an offer a deposit of £2,000 and registration fee of £600 including VAT will then become payable.

The deposit and registration fee will be paid into the college's bank account and the IAC is then provided with the payment receipt by Johanna Wroe, the Accounts Manager.

Once this is done the status on iSAMS is changed to 'Accepted' by the IAC.

Admissions Policy

Before a Confirmation of Offer letter can be issued the Acceptance form and the Contacts form, which are part of the conditional or unconditional offer letter, must have been completed and sent to the IAC by the relevant regional sales manager.

Once this is done, the IAC issue the Confirmation of Offer letter, which is signed by the Head of the IAC and contains the following:

- Confirmation of the programme of study
- Breakdown of the deposit and registration fee, and any advance tuition fees paid
- The tuition fees remaining
- The fees range of accommodation
- A list of any conditions still outstanding

The Confirmation of Offer letter serves as a contractual agreement that the student has a place to study.

It is emailed to the relevant regional sales manager to pass on to the agent or, if there is no agent, direct to the parents of the student. The Accommodation Application form is also attached to this correspondence with an instruction to complete it and return it via email to Iain Stewart.

The status on iSAMS is then changed to 'Confirmed' by the IAC.

6.5 Confirmation of Acceptance for Studies (CAS) & Visa Process

The visa application process is able to start up to six months before the course starts.

Once the accommodation application form has been filled in and emailed back, Iain Stewart will confirm the accommodation booked and advise the visa team of this and the cost. If a student is living outside college accommodation this will be confirmed to the visa team too.

The visa team sends out full details of how the application process works together with the 'Draft CAS' to the agent or, if there is no agent, to the parents of the student. This contains all the information (including that from any relevant documents sent in support of the application) that will be submitted to the UKVI as evidence that the student is a genuine and meets all the language and academic entry requirements.

The Draft CAS also shows the first-year's tuition fees and for boarding students will include the accommodation fees for the first year.

Admissions Policy

It is the responsibility of the Accounting Manager to check the bank regularly for payments. This information is then passed to Iain Stewart who enters any payments onto the IAC's Sharepoint spreadsheet.

Once the details of the Draft CAS are confirmed the visa team will request the other documents that will require checking before the applications process can continue; this could include the following:

- IELTS Certificate
- Parental Consent letter
- Birth Certificate
- Bank Statements or Letters
- School reports and transcripts
- Nominated guardian form and requisite information, if applicable

Once all this information has been checked and verified the final CAS can be issued by the visa team and the student can physically make the visa application.

The CAS statement will normally reflect the same information on supporting documents, fees and term dates as the offer letters.

The CAS number and date of issue are entered onto SIMS by the visa team and the status changed to 'Applied for visa'.

Following issue of the final CAS, the agent or the parents of the student are asked to inform the visa team about the progress of the visa application and to notify them if they are contacted by the UKVI for any reason.

Once the visa is awarded, the status on SIMS can be changed to 'Visa Awarded'.

If there are any problems with the visa application or if the visa is refused, then the visa team will ask for copies of all contacts/correspondence together with the visa refusal notice. A decision can then be made as to whether a new visa application should be made or the student should be withdrawn. The necessary reporting is carried out on the UKVI Sponsorship Management System as appropriate by the visa team.

Admissions Policy

7. Pre-arrival

At the same time as the visa process is taking place the college will be in touch with agent and/or the student in respect of the following:

- Half termly issues of the college newsletter
- Finalising college accommodation if this is required
- Receiving proof of address and proof of immigration status of any guardian should college accommodation not be needed
- Providing access to the online Welcome Portal and to the various forms therein
- Arranging taxi pick-ups from the airport if required.

8. Arrival and Induction

Once the visas for international students are granted the college Admission team then take over the management from the IAC. The college is then responsible for changing the status on iSAMS to 'Admitted' and of populating their records with all other information and data going forward.

The aim is for as many students as possible to arrive into Manchester by the start of the new academic year as possible. In reality many are late due to late visa applications or a delay in the granting of their visas.

At the start of the academic year the status of all students who have arrived is changed on iSAMS by the college.

During the induction at the beginning of September (or January) the following activities for all students are undertaken. Clearly only some of these will apply to local students:

- Tours of the college
- Taking of photographs for iSAMS if this has not been submitted through the Welcome Portal
- Completion of various documentation such as a contact information form; a medical form; the relevant accommodation related handbook and declaration and a media permissions form if not already submitted via the Welcome Portal
- Photocopying of passports and entry stamps, if applicable
- Checking the immigration status through the relevant share code
- Presentation of life in college and Manchester
- Meet the teachers; tutors and Heads of Year

Admissions Policy

- Finalising of the programmes of study
- Familiarisation with Manchester city centre
- Help with opening bank accounts
- Giving out of timetables

It is the responsibility of the college Admissions team to ensure that all relevant information is recorded on iSAMS; this includes the following:

- Contact number for the student
- College email address of the student
- Check that the contact numbers and personal email addresses for parents; any contacts in the UK and agents are correct
- Passport and entry stamp
- eVisa information
- Contact details form
- Media permissions form
- Any school reports or transcripts that have not so far been recorded.

It is vital that the college knows the whereabouts of all new international students. Once a visa has been granted to a student travel details are required.

If such details are not provided it is followed up with the agent or the student on a daily basis and a record kept of this communication. As long as the agent or student replies this can be logged and preparations be made for the arrival of the student.

Any new international student who makes or returns no contact with the college for ten consecutive days of the expected arrival date will then be reported to the UKVI as a non-enrolment

9. Admissions and UKVI Compliance – Quick guidance

9.1 UKVI regulations

- All Admissions staff are expected to access the regulations and guidance notes on a regular basis
- Up to date versions of the regulations can be found on the Abbey DLD Group portal.
- The regulations and guidance notes are updated regularly from the UKVI website.
- Ensure that the relevant staff are familiar with the content of the application forms in regards to both overseas and UK-based Child Student and Student visa applications.

Admissions Policy

- Attend any appropriate UKVI training courses online

9.2 Enquiries

- Cover letter/email.
- Send link to website.

9.3 Applications

- All applications logged on iSAMS and submitted documents linked to the student record.
- Respond to requests for additional information if required.
- Interviews to be arranged.

9.4 Post-interview

- Conditional Offer prepared when all required documents and interview notes are in place; if additional documents requested, these must be listed in the offer letter as conditions of acceptance.
- Update student on iSAMS to 'Conditional offer' status and enter the Conditional offer expiry date. Conditional Offer is valid for two weeks from date of issue.

9.5 Enrolment

- Copy of receipt for deposit and registration added to student information held on SIMS if received. If not, confirm receipt of funds with Finance Team before proceeding.
- Unconditional/Accepted offer letter, Draft CAS and Accommodation Booking form to be sent in PDF format.

9.6 CAS

- Issued no more than six months before the start of the course.
- iSAMS to be updated with CAS details
- CAS statement to be saved in iSAMS
- Any tuition fees paid in advance of the visa application must be shown on CAS and any subsequent fee payments made before the issue of the visa must be updated on the CAS using the UKVI SMS.

Admissions Policy

9.7 Arrival

- The college contacts the students to check on visa progress.
- The Accommodation Team ensures that appropriate arrangements are made for the students' reception in the UK.
- The college runs a report on students not present during the induction, and reports any/all delays to all staff.

9.8 Changes of course

- The college Admissions Team to be informed of any new international students wishing to change course in order to check the validity of the change for UKVI purposes.
- The college Admissions Team to undertake new visa applications for such students and to inform the UKVI of any permitted course changes using the UKVI SMS, and stating the reasons for the change.
- Course changes and all relevant documentation to be updated on iSAMS.

9.9 Attendance

- Full details of the college attendance policy, along with other college policies can be found on the Abbey DLD Group Portal
(<https://abbeydldcolleges.sharepoint.com/sites/ADCLPolicyPortal>)
- Admissions Team to immediately inform the UKVI of any student who has withdrawn or not enrolled as expected using the UKVI SMS.

9.10 Visa extensions

- The Admissions Team are responsible for ensuring that regular reports are run to show the expiry dates of all visas.
- Students whose visas are due to expire within three months are contacted by the Admissions Team and asked to attend Visa Extension Appointments. They are also provided with a checklist of required supporting documents.
- The visa application form is completed online, and all supporting documents are checked before the application is submitted.
- Students who fail to attend visa extension appointments are followed up by their Personal Tutors and Heads of Year.

Admissions Policy

- Students provide emails of all correspondence from the UKVI including confirmation of biometrics appointments; visa decisions and any other correspondence from the UKVI.

9.11 Students leaving before the end of the course

- Admissions Team to be informed about any students who are leaving.
- Admissions Team to send out 'Leavers Form' and to obtain relevant documentation such as a new school or college offer letter or flight ticket back to their home country.
- iSAMS to be updated with leaving dates and information and withdrawal documents
- UKVI are informed using the UKVI SMS along with evidence of what the leaving student is going to do in the future.

10 Academic Progress Policy

In accordance with UKVI legislation, the college follows a strict policy in relation to all students who wish to attend college, having completed previous study in the UK. These students are identified at the admissions stage or during the interview and the following must be obtained from the student before the application progresses:

- Copy of all previous UK visas and grants of leave
- Details of all UK-based previous schools/colleges attended
- Details of all previous courses completed including the NQF level.

If a student is proposing a course at the same or lower NQF level as their previous course in the UK, then an initial assessment is completed (included on international interview form) and the student will be expected to explain:

- Their reasons for wanting to study further at the same or a lower level
- Their academic history and academic aims
- How their new course would complement their new course in relation to their career aspirations (and/or)
- Why starting again in a different pathway is necessary to their career aspirations

The UKVI retains the right to request further information or evidence on which the college based such an acceptance as well as enquire about the process undergone during this assessment. Details of this assessment and the reasons for accepting the student will also be

Admissions Policy

included on the student's CAS. The college Admissions Team will inform the IAC as to the change of course and justification behind the decision.

11. Guardians for international students in Manchester

Abbey College Manchester does not insist that educational guardians are appointed for students as the college acts as *in loco parentis* for all our students. However, parents of international students may wish to appoint a guardian or ask the college to recommend a particular guardianship company. Under such circumstances the separate Abbey College Manchester 'Educational Guardianship Policy' is followed.

Boarding accommodation designated for male and female students is allocated according to biological sex for the purposes of the Equality Act 2010.

12. Programmes of Study Offered and Entry Requirements

12.1 A levels

- Why study A Levels?

Advanced Level courses, commonly known as 'A Levels' are the most widely recognised qualification for entry to UK universities.

Most students will take three or occasionally four A Level subjects over the duration of their studies. A Levels offer a good balance between subject specialism and choice, allowing students to focus on the subjects that really interest them whilst maintaining breadth of subject choice. A Levels also offer progression to the widest range of universities and are the best options for students looking to join a top-rated institution.

A retake A level Programme is also available at the college. This is suitable for students who have studied A Levels before but wish to retake to improve their grades to get onto more competitive degree courses

- How are they taught?

Admissions Policy

Course content is divided into different sections, and students are encouraged to develop and understand the links between them. Learning is underpinned by the key concepts of the skills of the subject, with a strong focus on practical real world application.

Subjects offered at A Level are: Art & Design, Biology, Business Studies, Chemistry, Economics, English Literature, Environmental Science, Fashion & Textiles, Mathematics, Further Mathematics, Photography, Physics, Psychology and Religious Studies.

- Assessment

A Levels have a linear structure, which means that all exams take place at the end of the final year. Most A Level subjects are assessed by written examination unless the course has a large practical element (such as in art or the sciences).

- Entry requirements

- Local Students

To be eligible for A Levels, students must have a minimum of five GCSE passes at Grade 5 or above and this would normally include Maths and English.

To study a subject at A Level a minimum of a Grade 6 is required at GCSE. To study Mathematics a minimum of a Grade 7 is required at GCSE. For subjects that have not been taken at GCSE Grade 6 in related subjects is required.

It is possible for students to join the college for Year 13 having completed Year 12 at another school or college but this is dependent on a previous school report, the subjects to be taken and content compatibility.

For re-take students a copy of A Level grades will be required as well as the previous ucas reference (if applicable). Students can retake up to three subjects but this will depend on the grades achieved already and an assessment of the progress which can be expected in relation to prior attainment

- International Students

These are shown in the table below:

Admissions Policy

	2 Years
Age on entry to course	16, 17, 18 or 19
IELTS (Academic)	5.5 for a restricted range of subjects 6.0 for a full choice of subjects

12.2 International Foundation Programme (IFP)

- Why study the International Foundation Programme

This is an alternative to A Levels and allows international students to choose from a range of different pathways to prepare them for study at a range of top UK universities.

The programmes are usually delivered over one year commencing at the beginning of each September. However, most of the pathways can also be undertaken over 18 months (subject to staff availability) or two years for those students who would prefer a slower pace or have not completed the appropriate level of education in their home country.

Unlike many foundation programmes, our destinations are not limited to a choice of one or two partner universities. This means students are free to progress to a wide range of UK universities, including many top 20 ranked and Russell Group institutions.

- How is it taught?

The programme offers a range of subject-related pathways, which give access to complementary subjects at university. Each pathway is made up of a number of modules; depending on the pathway chosen these modules might all be compulsory or be a mix of elective and compulsory.

Foundation Programme Pathways are offered in Business, Creative Arts, Engineering, Environmental Science, Humanities, Medicine and Science.

The flexible nature of the programme means that subjects from different pathways can be offered as long as they are not in the same teaching block. For example, Psychology can be studied alongside Biology or Photography can be undertaken together with Business.

Admissions Policy

- Assessment

The programme is modular and examinations are taken in December, March and June with an opportunity to resit up to two examinations in the June series from those taken at the end of Unit 1 or Unit 2. This allows students to build up their score and have a good oversight of their progression.

Admissions Policy

- Entry requirements

These are shown in the table below:

	2 Years	18 Months (if available)	1 Year
Age on entry to course	16, 17 or 18	16, 17 or 18	17, 18, 19, 20 or 21
IELTS (Academic)			
Business	4.0 to 4.5	4.5	5.0
Creative Arts	4.0 to 4.5	4.5	5.0
Engineering	4.0 to 4.5	4.5	5.0
Environmental Science	4.0 to 4.5	4.5	5.0
Humanities	4.0 to 4.5	4.5	5.0
Science	4.0 to 4.5	4.5	5.0
Medicine	4.5 to 5.0	6.0	6.5

12.3 Preparation Pathway for University

- Why study the Preparation Pathway for University Programme

It provides an alternative for UK students to the traditional A Level route. It leads directly into a university degree or a degree with foundation year at selected universities.

- How is it taught?

It can be undertaken over one or two years, and comprises two optional subject strands, each worth 37.5% of the overall score, and a compulsory key skills strand worth 25%. Alongside subject content, the breadth and structure of the course develops language, knowledge, Information Communication Technology (ICT) and learning skills, which are essential skills for degree level study.

Pathways are offered in similar subjects as the International Foundation Programme: Business, Creative Arts, Engineering, Environmental Science, Humanities and Science. Please note that Medicine is not offered as a pathway.

- Assessment

Admissions Policy

Like the International Foundation Programme, each module is assessed individually, with three assessment points at the end of each term. Students will achieve an overall score based on all their individual module assessments.

- Entry requirements

To access the two year programme, students must have 5 GCSE passes at Grade 4 or above and this may include Mathematics and English. For those wishing to do the programme in one year, a school report confirming completion of Year 12 will be required.

The programme can be taken as an alternative to re-sitting A Levels if required.

12.4 GCSEs

- Why study GCSEs

General Certificates of Secondary Education (GCSE) represent the first stage on the path to study at a UK university. Many institutions will ask for at least 5 GCSE passes for entry.

Students doing a One Year GCSE Programme can study up to five or perhaps six subjects. Those undertaking GCSEs over two years are able to study four subjects in the first year and another four subjects in the second year if they wish.

GCSEs provide a great 'grounding', offering all students a breadth of subjects to choose from. For international students, it gives them time to familiarise themselves with the UK education system and improve their English skills through Academic English or IELTS classes. English Language is a compulsory GCSE subject for local students.

This programme of study also provides a natural pathway to A Levels, and students who have taken them tend to perform better in higher level examinations.

- How are they taught?

Course content is broken up into units with each being taught in a linear structure. There is an emphasis on understanding the connection between topics within the wider context of the subject.

Admissions Policy

Compulsory subjects taught at GCSE at Abbey College Manchester are Mathematics, English Language and Personal, Social, Health & Economic Education (PSHE).

Students then select three subjects from: Chemistry or Art, Physics or Photography, and Biology or Business.

Further Mathematics, Religious Studies and Fashion & Textiles are also available upon request and subject to demand.

- Assessment

This is undertaken by an end of course examination. However, some subjects will also have coursework or practical assessments as part of the final grade. Students are accepted onto the GCSE course for Year 10 and Year 11

- Entry requirements

- Local Students

For students moving into Year 11, the college will require a satisfactory report from the previous school. For those wishing to retake GCSEs, a school report as well as a copy of the GCSE results will be required

- International Students

These are shown in the table below:

	2 Years	18 Months (if available)	1 Year
Age on entry to course	14 or 15	15 or 16	15, 16 or 17
IELTS (Academic)	3.5 to 4.0	4.0 to 4.5	4.5 to 5.0

12.5 Academic Studies with Sport

This is an exciting course for students who are 14 years of age and over who have a passion for football, cycling or tennis.

Admissions Policy

It offers the opportunity to study our GCSE, A Level, Preparation Pathway for University or International Foundation Programme in the mornings and have sport training sessions led by professional coaches across up to three afternoons each week.

This is a unique opportunity for students to gain qualifications for entry to university alongside intensive sport training which could lead to playing professional or semi-professional sport in the future. The training is added to students' timetables without impacting on the core study requirements to gain their qualification.

Please note that students will inevitably miss some academic classes on the afternoons they attend their sports training. The teachers will be aware of this and will provide the work and resources missed. However, it is the responsibility of students to catch up on this material and to arrange chats with the relevant teachers to go through the work.

13. Child Protection Files

13.1 Transfer Procedures

Any child under the age of 18 for whom the college holds a child protection file should have their file transferred to their next school if/once they leave.

The school should only transfer information that originates at the school. They should not transfer third party information such as health assessments or social work reports.

The transfer takes place with support of the school Admissions department. They send a Leaver's Form and then notify the Heads of Year about the new school address of the student, who locates the relevant file, and this is then sent recorded delivery by the college. Once the transfer school receives the file and acknowledges the file, the college shreds the record. If there is no notification the school's admissions team contacts the school, with understanding that some schools may not respond due to cultural differences and expectations. The Admissions team will do all they can to find out where the student has transferred to, although that may not be possible in some cases.

13.2 Incoming Students

Admissions Policy

The IAC will need to contact the relevant school for all incoming students, and check references, reports and examination results, and request any child protection or welfare files if they exist.