

Accommodation Admissions Policy and Procedure

Primary person responsible for updates to this policy: Assistant Principal and Director of College Operations

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Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers

Accommodation Admissions Policy and Procedure

Introduction

This policy outlines Abbey College Manchester's rules on accommodation placement for students who study at the college.

Abbey College Manchester is a boarding school that provides offsite boarding accommodation of the highest quality and recognises the importance of finding the right type of accommodation for each student. The college works with the students, their families and agents to do this and, once they have arrived, to offer support and guidance throughout their time in the UK.

The college believes that the home and personal life of the student is a vital part of their experience of studying abroad and that the accommodation must allow the student not only to study effectively but be happy, healthy and well looked after.

Aims

These are to ensure that the:

- Students are placed in the best accommodation to suit their specific needs
- Accommodation is inclusive, safe, secure and supportive
- Students are well looked after to maximise their overall learning and studying experience

Types of Accommodation

Host Family

These are carefully selected to ensure a friendly, safe environment in which students can relax, integrate and study. A student will have his/her own bedroom, together with a desk and storage facilities. Bathroom facilities are usually shared with the family. However, in some cases the house will have two bathrooms and occasionally a student will have a bathroom for his/her own exclusive use.

Host families must: -

- Maintain a supportive and stress-free environment for the student and make sure they are able to study and rest adequately, free from harassment and disruption.
- Show due concern for the welfare, safety and security of their students during their stay, and maintain close liaison with the Operations Assistant to help resolve any problems that may be encountered.
- Respect the different cultural backgrounds of students and be sensitive to their needs whilst also ensuring they are made aware of, and respect, basic British values.
- Help the students to feel at home and treat them as a member of the family as far as possible, rather than a paying guest

Clydesdale House

The boarding house offers high-quality, safe accommodation within a 10-minute walk of the college. The building is owned and managed by Almero Holdings UK Limited.

Seventy two students can be accommodated over four floors divided into single-sex clusters around a central kitchen and common room; there are two clusters on each floor. Almero are responsible for cleaning the common areas

A residential male House Parent along with three live-in female house parents supervise the students at Clydesdale House to ensure their safety and wellbeing. In addition, there is always either the Day Manager or one House Parent on duty during each day and two House Parents on duty overnight to respond to any issues or emergencies.

Clydesdale House also has a secure door entry system, and CCTV cameras, secure cycle storage, laundry facilities, a general common room and an onsite maintenance team.

A security company provides staff coverage from 4.00pm to curfew time each Thursday, Friday, Saturday and Sunday.

Students living at Clydesdale House are expected to behave in a way that shows respect and consideration for themselves; fellow students; the House Parents; all college and Almero staff and the building itself.

The accommodation enables students to:

- Participate in the life of the college and in the city of Manchester
- Gain experience of living both independently and as part of a community
- Acquire the skills necessary to move on to fully independent living in the future
- Have a positive experience of living in a different country

To support and maintain the health, safety and security of those residing in Clydesdale House, there are rules that it is important for all students to follow. The rules are generally common sense.

The rules apply to all students staying at Clydesdale House and aim to: -

- Protect student rights - especially the rights to privacy and to study
- Satisfy student needs for security, friendship and appropriate care
- Ensure student personal welfare
- Grant certain freedoms appropriate to students of 14 years or older but with the restrictions of being students attending a school not a university.

The Policy

Between 14 and 18 years old

These students are strongly encouraged to live within the boarding house, Clydesdale House. However, there is a limited number of host families available if students under the age of 16 prefer this option.

It is also possible for students to live with a direct relative (i.e. aunt or uncle, grandparents or a brother or sister over the age of 25) or a guardian closely linked to the family. In both cases the person being resided with must provide the following documents for college records:

- Evidence that they have the right to live within the UK by holding a British passport or valid e-Visa
- Proof of their address such as a tenancy agreement, a utility bill, a council tax statement or something similar.

The college also reserves the right to visit the property to assess its suitability and invite the relevant family member or guardian into the college for an interview.

Students in this age group cannot live in accommodation on their own or with a family member or guardian who is under the age of 25.

19 years of age and older

If students of this age group have not studied in the UK before or who are repeating a programme of study they must live at the boarding house or, if they prefer, with a host family.

They can also live with a direct relative or guardian if preferred subject to the requirements stated above.

Students who are 19 years of age by 1st September of the academic year and have studied in the UK before and are not repeating a course are strongly encouraged to live within college accommodation. However, subject to permission from the Head of College, such students can live in a house or flat on their own. Please note that this must not be in a university hall of residence.

In these circumstances a member of college staff must visit the flat or house to assess its suitability. The student would also have to sign a document agreeing to be moved into the boarding house should attendance drop below a 95% threshold.

The Accommodation Process

- When a student is emailed a Confirmation of Offer Letter after payment of the initial registration fee and deposit is received, an Accommodation Application Form is sent in the same email.
- The Accommodation Application form should be completed and emailed back to the Assistant Principal and Director of College Operations.
- All subsequent communication during the accommodation process should also be directed to him
- On return of the Accommodation Application form, the type of accommodation requested will then be confirmed to allow any visa application process to commence

- Applications **will not be accepted** without both the student and parent declarations on this form being signed.
- Accommodation is booked from the beginning of September for the whole academic year.
- Students are not permitted to change their accommodation during the academic year unless there are exceptional circumstances and without permission from Abbey College Manchester.
- All accommodation is booked on a first-come-first-served basis and therefore it is important for students to return all documentation promptly and by the times stated
- There is a limited number of deluxe and premium rooms available in the boarding house and there can be no guarantee that these requests can be fulfilled
- Confirmation of the type of accommodation is then provided to the student
- The Boarding House; Host Family or Independent Living handbook must be read and signed by both student and parent before arrival in Manchester; these are available on the college's online Welcome Portal access to which will be provided during the summer.
- All students must abide by the rules in the relevant handbook. Any student who does not may be asked to leave the accommodation without any refund of fees.
- Other information is available on the Welcome Portal including a Pre-Arrivals checklist, which should be read before travelling.
- The students are required to send their flight arrival details to the Assistant Principal and Director of College Operations once the visa has been received and the flight is booked. This is done through the submission of an Arrivals Form which can again be found on the online Welcome Portal.

Disclosure of Information

- Parents must disclose to the college any known or suspected circumstances related to their son/daughter's health, development, allergies, disabilities or learning difficulties.
- Based on such disclosure the college will confirm whether or not it is able to fully meet the needs of the student.
- All students in accommodation must provide the contact details of an English speaking Emergency contact. The contact details should be provided on this form.
- All information collected on this form will be dealt with in accordance with the Abbey DLD Group of Colleges Privacy Policy available to view here:
[Policies | Independent Sixth Form | Abbey Manchester](#)

Fees and contracts

- Fees for accommodation are paid in advance and must be paid in full before the student moves into the accommodation unless agreed otherwise with the college.
- Please note that students wishing to terminate their pre-booked accommodation arrangements early will not be granted a refund of fees once the fees have been paid unless there are exceptional circumstances.
- The terms and conditions regarding fees are on the college's online Welcome Portal and this constitutes a binding contract between the Parent/Guardian and Abbey DLD Group of Colleges who are the Accommodation provider. These must be read before the student travels to Manchester.