



**OXFORD  
International  
College  
Brighton**

A NORD ANGLIA EDUCATION SCHOOL

## **OIC Brighton ADMISSIONS POLICY**

Last reviewed:	September 2024
Next review due:	September 2025
Reviewed by:	DAM

Oxford International College Brighton (The College) is a co-educational independent school for day and boarding students from Year 9 through to Year 13.

The Admissions process aims to identify students who possess the necessary academic capabilities to thrive in the college's challenging curriculum.

Admission to the College is therefore based on a rigorous selection process that evaluates students' academic performance in entry assessments, interviews and a review of their current grades. Additionally, the process will also involve obtaining a reference and/or further documentation from the applicant's current school.

English Language proficiency is also a crucial factor for admission, assessed through entry assessments and interview. Furthermore, applicants must meet a minimum standard in an approved English Language qualification to be considered for admission.

### **AIMS AND OBJECTIVES**

#### **Aims**

Our primary objective is to ensure that every student who becomes part of Oxford International College (OIC) Brighton can thrive academically, socially and personally. We provide numerous opportunities for participation, leadership development and global collaboration. The end destination for our students is competitive courses at the top universities in the world. Students will be required to demonstrate the ability, attitude and aspiration to succeed.

The College actively encourages applications from individuals with diverse backgrounds. We are dedicated to broadening access to education at the College through our scholarship program, ensuring that deserving students can benefit, irrespective of their parents' financial means.

The College welcomes all students and our Admissions Policy is applied impartially and with sensitivity to all applicants. We do not discriminate against any applicant during the admissions process based on any protected characteristics mentioned in the Equality Act 2010.

Upon request, our Admissions Policy and all documents required by applicants is available in larger print or a more accessible format to accommodate the needs of individuals who require it.

### **Equal Treatment**

Our aim is to encourage applications from as wide a range of candidates as possible, and we set great store by the fact that our student body is healthily diverse in terms of nationality and background. As a college, we are committed to equal treatment for all, regardless of, for example, a candidate's gender, race, religion, sexual orientation, or disability or economic background, as far as is practically possible given that we are a fee-paying college.

We welcome students with special educational needs provided we are satisfied that we can offer them the support they need – and, of course, that they meet our academic entrance criteria. We will usually arrange an interview and assessment to decide whether we can provide the required support and will need to see any relevant documentation (for example educational psychologists' reports or EHC plans) prior to such interview and assessment.

We are also happy to welcome students irrespective of any disabilities. We will do all that is reasonable to comply with the Equality Act 2010 so that we may accommodate the needs of disabled applicants for which, with reasonable adjustments, we can cater adequately.

Applications from students with mental health issues such as depression, anxiety, disordered eating, or self-harm will be considered provided that:

- we are satisfied that the student is well enough to be in College;
- we can offer both the kind and amount of support (including considering the College's equality obligations) we believe the student would need in all aspects of College life, including boarding where relevant;
- the student is receiving sufficient and appropriate support outside of college where we believe this to be necessary; and
- provided that the student meets our academic entrance requirements.

We may also request further information, such as a medical certificate and any associated correspondence from the student's current school that we consider necessary to make a fair assessment.

The College needs to be aware of any known disability or special educational need which may affect a student's ability to participate in the admissions procedure and take full advantage of the education provided at the College. Parents of a student who has any disability or special educational needs should provide the College with full details prior to the admissions procedure, at application, or subsequently before accepting the offer of a place so that the College can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the College can cater adequately for the student should an offer of a place be made. If special education needs or a disability become apparent after admission, the College will consult with parents about reasonable adjustments to allow the student to continue at the College.

### **Religious Beliefs**

The College is not associated with, or committed to promoting, any one faith or religious belief. We welcome students regardless of religious belief or background and would always seek to make every reasonable effort to accommodate students' religious requirements and to allow them to practise their faith as they and their families would wish to.

### **Guardianship**

In order to help us to promote and safeguard the welfare of every student at OIC Brighton, we require parents who are not settled in the United Kingdom, or who are away for an extended period of time, to appoint an education Guardian to act on their behalf.

This applies to all students irrespective of their nationality or age, and is in accordance with the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000). The College will take appropriate steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing, and emotional wellbeing of the boarder.

Please refer to the Guardianship Policy for further information.

## **ADMISSIONS PROCESS**

Admission to the College is subject to the discretion of the Principal. The College reserves the right to modify the admission process and criteria in exceptional circumstances. Fees and costs associated with the admissions process will be regularly reviewed and are subject to change.

### **Open Days and Visits**

We believe that a personal visit is invaluable and very much hope that all applicants will visit the College as part of the admissions process. The College appreciates advance notice of potential visits by family, friends, guests and prospective students to ensure staff availability. The College reserves the right to postpone a visit request. We also hold several open events and webinars throughout the year, which give a general introduction to the College. Details

of these are published on our website. We are also happy to welcome prospective students at other times. Please contact the Admissions department for further information:

[admissions@oicbrighton.com](mailto:admissions@oicbrighton.com)

## **Application**

An application is submitted online through the website and a non-refundable application fee of £325 is paid. The application is non-refundable even if no offer of a place is made.

The application form directly feeds into the admissions database, Salesforce. An email is then automated to the applicant.

An application may be submitted at any time, prior to a visit to the College.

All applications must be accompanied by reports from the applicant's current school to show that they will be able to meet the requirements of the College. Where necessary, the College will also request predicted grades.

A current passport must be submitted with an application.

The College requires information in relation to the applicant's previous immigration history including any visa application refusal and any previous UK visa held.

## **Assessment**

### **Year 9 Pre GCSE**

Applicants are assessed by means of a CAT4 online reasoning test (Category F) and Oxford Placement Test (English) (for 2025 entry).

A minimum of 4.5 (or its equivalent) is required.

Mid-year intake can be accommodated subject to the availability of places.

The outcome of the CAT4 is not shared with applicants.

### **Year 10 (2-year GCSE)**

Applicants are assessed by means of a CAT4 online reasoning test (Category F) and Oxford Placement Test (English) (for 2025 entry).

A minimum of 5.0 (or its equivalent) is required.

The outcome of the CAT4 is not shared with applicants.

### **Year 11 (One Year Intensive GCSE)**

Applicants are assessed by means of a CAT4 online reasoning test (Category G) and subject papers of 1 hour each in Maths and Combined Science.

A minimum of 5.5 in Academic IELTS or equivalent is required. This must be provided before 1<sup>st</sup> March 2024.

The outcome of the CAT4 and subject papers is not shared with applicants.

The form and requirements of the subject papers may be changed and updated by the College at any time.

### **Year 12 (2 Year A Level OR 18 month A Level)**

Applicants are assessed by means of a CAT4 online reasoning test (Category G) and subject papers of 1 hour each in the following subjects, if chosen at A Level: Maths, Physics, Biology, Chemistry.

There is no additional Maths test for students wishing to study Further Mathematics.

There is a 30-minute essay-based questions for students wishing to choose a Humanities subject.

Those not studying for GCSE, but studying the subject in their local system, are required to attend an online course of between 12 and 30 hours prior to the subject being approved.

There are typically no requirements for Psychology, Economics or Computer Science, but the subject combination must make sense overall.

If (I)GCSEs are being taken, students should have at least grades A/7 or above in 8 or more subjects, including A\*/8/9 in those subjects intended for study at A Level.

The form and requirements of the subject papers may be changed and updated by the College at any time.

**2 Year A Level** (Sep start)- A minimum of 6.0 in Academic IELTS or equivalent is required. This must be provided before 1<sup>st</sup> March 2024.

**18 month A Level** (Jan start)- A minimum of 6.5 in Academic IELTS is required. This must be provided before 1<sup>st</sup> December 2023.

Students will automatically take IELTS lessons in Sixth Form until they reach Grade 7.0, and we will also offer an English Academic Pathways programme for those needing supplementary English in Sixth Form.

The outcome of the CAT4 and subject papers is not shared with applicants.

### **Interview**

All applicants must pass the required standard in an interview. The College will interview all applicants as part of the assessment process. The interview will be held either in-person or will be arranged online.

The interview is conducted by the DAM, the Principal, or another senior and experienced member of staff.

Candidates and/or their representatives may request further guidance regarding the content of the interview in advance.

## **Offer**

An offer of a place will be made in writing to applicants who have successfully passed the assessment and interview process, and after careful consideration of the applicant's predicted grades (Year 12), previous school report and any external assessment (such as medical reports).

A satisfactory reference from an applicant's current school will be required where an applicant is attending a UK school.

Conditions may be placed on the offer letter which could include:

- where the candidate is found to need additional English language support for their chosen course of study, enrolment on the College's Academic English Pathway
- where the candidate is awaiting (I)GCSE examination results, a final decision of the combination and selection of A Level subject choices for Year 12 entry

## **Acceptance**

The offer of a place can be accepted by completing an Acceptance Form and paying the Acceptance Deposit as detailed in the Offer Letter. Note: if we are unable to provide a CAS, deposit will be refunded.

## **PROGRESSION**

### **Progression and Change of Course**

There may be occasions when a student requires a change of course or course content. These can include:

- dropping from 4 A Level subjects to 3 in Year 12 or Year 13
- being accelerated to the year above
- being accelerated in a single subject, e.g. taking a qualification earlier than originally expected
- repeating an academic year

Acceptable reasons for such changes may include:

- diagnosis of special educational needs not disclosed or identified during or before the application process

- rapid academic progress
- a period of ill health resulting in time missing from education
- a student not making the required progress during the academic year

Internal college processes will be followed regarding evidence gathering, parental communications and consent and notification of a change of course for visa sponsorship purposes.

### **Progression into Sixth Form for internal students**

Entry into the Sixth Form from Year 11 is not automatic although preference will be shown to such internal transfers in the event of over-subscription. Progression is subject to satisfactory performance at (I)GCSE. Students and families will be kept informed regularly on progress through our weekly assessment data, regular reporting processes and academic tutoring.

The parents of any current Year 11 student at risk of not being offered a place in Year 12 will be informed immediately after mock examinations in January of Year 11 and will be given an opportunity to challenge the decision.

## **RELATED PROCESSES AND PROCEDURES**

### **Use of Educational and Recruitment Agents**

Applicants to OIC Brighton apply both directly and through the use of agencies. Nord Anglia Education applies a selective policy regarding prospective partners and is focused on ensuring the highest quality of service is delivered to students and parents.

Agents are managed by Nord Anglia Education's Global Recruitment Team with whom the relevant agreements are signed.

Agent commission is paid at the agreed rates by OIC Brighton.

OIC Brighton's admissions team work with nominated agents to ensure compliance with our admissions processes and policy.

### **Terms and Conditions for Parents**

Parents may consult the most recent edition on the website at any time:

[www.oicbrighton.com](http://www.oicbrighton.com)

## RELATED PROCESSES AND PROCEDURES

### Scholarships

Academic and Founding scholarships are offered each year to candidates who show outstanding academic potential. These are at the discretion of the Principal and may involve additional academic assessment. They are subject to regular review.

### Data protection

As part of our admissions process, Oxford International College Brighton processes substantial amounts of personal data, for example: information we receive from prospective pupils, parents and former schools.

In line with the Data Protection Act 2018, the College holds all data securely and does not make available personal data consisting of information recorded by candidates during an exam or references and reports received in confidence for the purposes of a candidate's education.

We are committed to protecting all applicants' and students' personal data and respecting privacy in accordance with the General Data Protection Regulation (GDPR) and other applicable laws. We will only collect, use, and share personal data for the purposes of processing an application, assessing a student's suitability for admission, communicating with the student and their representatives, and complying with our legal obligations. We will not use personal data for any other purposes without explicit consent unless we have a legitimate interest or a legal obligation to do so.

We will only collect the personal data that is necessary for the admissions process, such as an applicant's name, contact details, education history, qualifications, references, and any other information that is provided in the application form or supporting documents. We may also collect sensitive personal data, such as ethnicity, disability status, or criminal records, if an applicant chooses to provide this information voluntarily or if required to do so by law. We will only process sensitive personal data with the applicant's / their representative's explicit consent or if we have another lawful basis to do so.

We will keep all personal data secure and confidential, and we will only share it with authorised staff members who are involved in the admissions process or who need to access it for legitimate reasons. We may also share personal data with third parties who provide services to us or who act on our behalf, such as academic institutions, examination boards, referees, or background check providers. We will ensure that any third parties who process personal data on our behalf comply with the GDPR and our data protection policies.

We will retain all personal data only for as long as necessary to fulfil the purposes for which we collected it, and to comply with our legal obligations. We will delete or anonymise personal data when it is no longer needed unless we have a legitimate interest or a legal obligation to keep it.



All applicants have the right to access, rectify, erase, restrict, object to, or withdraw their consent to the processing of personal data at any time. They also have the right to lodge a complaint with the relevant supervisory authority if you believe that we have violated their data protection rights. Any questions or requests regarding the College's use of data should be addressed to our Data Protection Officer.

### **Compliance with UKVI requirements**

This policy is guided by and should be read in conjunction with the UKVI sponsor's guidance for educators (revised from time to time to implement changes to the UK Immigration Rules) which can be found on [www.gov.uk](http://www.gov.uk) .

In order to recruit students who are non-UK/Ireland students to study full-time academic programmes in the UK, Oxford International College Brighton must hold a valid Sponsorship Licence with Student Visa sponsor status, which is issued and approved by UKVI under the direction of the Home Office and UK Government.

Oxford International College Brighton's Student Sponsor status is reviewed and approved annually by UKVI who carry out a Basic Compliance Assessment every 12 months. In addition, the college must provide evidence of compliance with its UKVI sponsor duties, if requested, by way of UKVI visit or audit. Failure to do so can result in the immediate suspension or revocation of Sponsor Licence.

### **Compliance**

The College's admissions team must ensure that when making an offer of study, the applicant meets the following UKVI requirements:

- academic suitability (which varies depending on the chosen course of study);
- proof of identity and parenthood;
- English language proficiency (if the student applying from overseas and has not previously studied and completed a course of study in the UK).

Oxford International College Brighton currently holds a probationary sponsor license, meaning that some restrictions are placed on the College. It is therefore important to note that any student applying from within the UK for their Child Student Visa ***must receive their visa and present this to the College's admissions team before studies can commence*** at the College. Failure to present such documentation will result in the student not being able to enrol with the College.

### **Data recording and reporting duties**

Students are normally advised to arrive 1 day prior to the start date of their course by the College. Students arriving before this time must be catered for and accommodated by parents/guardians.

Upon arrival, the College's enrolment team will check the following originals. Copies will also be taken and will be signed and dated. These will be retained on file.

- Student passport
- Student visa / Biometric Card, or eVisa and evidence of the date of entry (such as boarding pass, flight confirmation etc.)
- Original copies of IELTS and other academic certificates

Copies of passports and visas will be kept on iSAMS at all times.

BRP (Biometric Residence Permit) and passports will be retained in a safe by Head of Boarding. Please note that parental consent for the College to do so is contained within pre-arrival parental consent forms.

Any Visa student whose circumstances have changed will be reported to UKVI within 10 working days, and in accordance with our Reporting Responsibilities as a Sponsor.

The expiration dates of all students' passports and visas will be logged on ISAMS and reported on monthly by the Admissions team to identify passports and visas reaching within 3 months of expiry. The students and families concerned will be notified and reminded. Where necessary, the College will assist the student and their family in the passport and visa renewal process (e.g., allowing time to attend an appointment).

### **Attendance and studying**

Further detail on attendance can be found in the OIC Brighton Attendance Policy. The following conditions must be met:

- visa students must be "genuine" students and must demonstrate progression;
- only recognised and accredited courses – Pe GCSE, (I)GCSEs, and A levels - are offered by the College to visa students;
- attendance is monitored daily, and non-attendance is challenged on the day of absence. As the majority of the College's international students are also boarders any absences are identified and tackled at an early stage;
- the College is aware that unauthorised absence must be reported to the UKVI and ten missed consecutive interactions must lead to the withdrawal of sponsorship.
- For the purposes of College attendance monitoring, a student's attendance must average above 90% across a period of study (usually a term) or will be challenged.

### **Visa Student Responsibilities**

For those students who require a visa in order to study in the UK, the following responsibilities apply:

- to ensure timely arrival to the College prior to the start date of the course;
- to collect Biometric Residence Permits and store these safely on the students' behalf;

- if a BRP is sent to the local post office, the College's designated member of staff will collect the BRP and issue to the student (only the designated member of staff can collect BRP's from the post office);
- to bring all relevant originals of IELTS certificates, academic reports/certificates, to be checked and recorded by the College upon arrival;
- to maintain an acceptable level of attendance (at least 90% of the scheduled hours in each month) – except where the hours are rearranged or cancelled due to a College trip/field visit authorised by the Principal and/or Academic team;
- to notify the College admin team of any changes to their contact details;
- to notify the College admin team of any changes to nominated guardian arrangements;
- if, during such time as the College holds a probationary sponsorship license, the student transfers within the UK, to ensure that the Child Student Visa is received and presented to the College prior to the commencement of studies;
- not to engage in any criminal or indecent/offensive activity which may harm the reputation of the College;
- to meet the expectations of all OIC Brighton students – including those related to conduct and attendance – as outlined in the Student Handbook.