

BIRMINGHAM INDEPENDENT COLLEGE

ADMISSIONS POLICY

**Created: 1 March 2019. Reviewed by RA - 22 August 2019.
Ratified by VL - 1 September 2020. Next review August 2020**

Referral and Enrolment Process

Students are referred to BIC from a variety of commissioners, which include individual mainstream schools, educational networks and Local Authorities.

1. Each commissioner provides BIC with background details of the student that they are referring.
2. An appointment is then made for interview with the student, the commissioner and a parent/carer.
3. On attendance at the interview students, parents/ carers and commissioners complete a BIC Student Admissions Referral Form, are given a tour of the premises and introduced to other students and staff.
4. The Operations Manager explains the ethos of the school and the standards of behaviour required.
5. The nature of the curriculum is also explained and students and parents made aware of the initial assessment that takes place and how this is their academic starting point.
6. The Operations Manager will then explore with the student what their aspirations are, what they consider their weaknesses and strengths and the their responses may govern how BIC is placed to support them.
7. The Operations Manager will also explain that there is a bespoke initial assessment process, which all students must do so BIC can determine a starting point for learning, what level students are working towards and assists in placing the student in an appropriate class.
8. If the placement is deemed to be suitable a start date is determined.
9. Travel arrangements are discussed to ensure that BIC is accessible for the student. We need to know the means by which they intend to travel as feeling safe getting to and from school is considered important in the overall success of the placement.

10. Students and parents/carers a copy of the BIC Parent & Student Handbook which contains contact details of the school, ethos, rules and expectations are explained

College Day and School Year

BIC's student hours are 8.45am to 2.30pm (Mon-Thurs) and 8.45am to 1.30pm (Friday), there is a 15 minutes break in the morning and 30 minutes lunch time.

BIC operates term dates that are set and maintained in line with the local authority.

Anticipated First Day of Attendance

BIC operates staggered intake days and the anticipated first day of attendance is the first day of the school year. On the anticipated first day of attendance, students will be listed in both admissions and the attendance registers from that day.

If students do not attend on the agreed start date, BIC will follow up the absence, establish the reason and mark it in the normal way to ensure the students place is kept and so that any safeguarding and missing from education concerns are met.

Student & Parent Handbook

All students and parents/carers are given a BIC Parent/Carer and Student Handbook at their interview which contains:

1. Welcome
2. Our Vision
3. Our Aim
4. Term dates 2019/2020
5. Some important dates for the Autumn term
6. Contacting BIC
7. The College day at BIC
8. College uniform
9. Equipment
10. Homework/Pink Slipped/Permission Slips
11. Attendance
12. BIC Code of Conduct
13. Facilities

14. Leave of absence/holidays/illness
15. Free school meals
16. Free bus travel
17. Growth Mindset
18. Student Mobile phone/Devices policy
19. No Sugar policy

APPENDIX 1 – List of BIC's Policies

Birmingham Independent College (BIC) maintains several registers for its students, the records held contain the following:

Students' Information

- student's full name;
- student's gender;
- student's date of birth;
- date the student was admitted to the school;
- name of the school the student last attended; and
- applicable, any special or medical needs
- name and address of every parent/carer of the student that is known to the school;
- emergency contact details of the parents/carers

Maintaining registers

BIC student register is rigorously maintained, kept up to date and stored securely. We encourage all parents/carers to keep us informed of all changes.

We ask all commissioners to provide the following information for each student:

- students, full name, DOB, full address, gender
- Parent consent and contact details
- Medical Needs
- Social, Emotional or Behaviour Needs
- School or referral agency contact details
- Predicated grade (if applicable)
- Unique Learner Number (ULN)
- Free School Meals eligibility
- Risk assessment (if applicable)
- Statement of Educational Need (if applicable)

Potential new students need to provide:

- full name, DOB, full address, gender and contact details
- Emergency contact details and relationship
- Ethnicity
- Disability support requirements
- Advisor or keyworker details (if applicable)
- Subject area and general interests
- Preferred progression route: College, University, Apprenticeship, employment

Student criteria:

- Looked After Children
- Newly arrived to Birmingham
- Siblings of existing students who will be attending the school at the time of admission
- Non-siblings
- Ex- offenders, at risk and NEET young people
- Any other applicant

School Uniform

Students are required to wear uniform at all time, boys: BIC Green Hoodie, black trousers, white shirt, black V neck jumper, black shoes. Girls: BIC Green Hoodie, black trousers/skirts, white shirt, black jumper/cardigan, black shoes. Students who fail to abide by the dress code rules will be reminded of the required uniform, if the student still fails to cooperate, they will be sent home.

Free School Meals

BIC will use the information provided by commissioners as to whether a student is eligible for free school meals. BIC will issue £2.50 per day to those students eligible for free meals.