



# Campbell Harris

## **Campbell Harris Student Recruitment Policy**

At Campbell Harris all applicants are considered individually. Campbell Harris considers the specific needs of each individual. This means being able to offer a timetable which is flexible and which caters for the needs and aspirations of the applicant. Campbell Harris recognizes that some applicants will have had a negative experience of main-stream schooling and that individual encouragement and support is needed so that students can fulfill their academic potential.

Campbell Harris recruits students to GCSE, IGCSE and AS and A2 and AL courses. It also provides extra language support classes, where appropriate, for students following these programmes of study. We do not accept students under the age of 14 as we do not offer courses below GCSE level. There is no upper age limit.

Campbell Harris students come to the College because they have heard about us from family or friends, have been recommended to us by their secondary school or have gone on to our website and found what we offer appealing.

## **Campbell Harris Recruitment Procedures**

### ***Students Applying from Within the UK***

Where a potential student enquires by phone, a prospectus is sent. Campbell Harris seeks references from the applicant's previous school. An appointment for an interview with parents/guardian is made when course requirements are discussed with the student and parents or guardian. All students complete the Registration Form (see Appendix 1) which is available on the College website after interview and the formal offer of a place.

### ***Students Applying from Outside the UK***

Most non-EU students hear about the College while holidaying in the UK, attending language courses at other UK colleges or they are referred from another UK school. Campbell Harris does not have contracts with agencies used to recruit overseas students. However, in some cases an agency may refer a student to the College. One of the Principals will liaise with the agency to explain our recruitment procedures and criteria (as above). Campbell Harris does not have any contracts with overseas agencies and receives no financial benefit from this referral process but does pay commission on fees as is the industry's norm.

### **Procedures for Processing an Applicant who requires a UK Student Visa**

***Where the applicant applies to the College directly, the following procedures are followed:***

- a) verification of ID (current passport);
- b) evidence of previous education and qualifications. (Where a student is recommended by an agent the agent is requested to confirm details of qualifications and previous education.);
- c) the names and contact details of referees to whom the College can apply for a reference. (Where a student is recommended by an agent, the agent is requested to seek references.);
- d) the Principals will question the applicant via email or video conferencing;
- e) the applicant will be required to complete the Campbell Harris English Test by email or the applicant completes the test under the supervision of the College;
- f) if in London, the Principals interview the applicant in the presence of parents or appointed adult (an agent or legal guardian) by the parents to act in *loco parentis* in London.

***Overseas students are accepted only if:***

- a) they are over 16 years of age;
- b) the Principals consider an appropriate course of study can be provided;
- c) there is the agreement of parents/guardians;
- d) a guardian has appointed for under-18 year old; and
- e) *suitable accommodation is available (see below).*

### ***Issue of CAS letter***

A Confirmation of Acceptance is issued when an offer of a place has been ***accepted subject to meeting English Language requirements*** - see below and the College received a completed registration form from the applicant together with the non refundable registration fee of £175.00 and a refundable deposit of £3000.00 is received. (In the event of a student visa being refused, the refundable deposit will be refunded subject to satisfactory proof of refusal.)

### ***Fees***

Normally an annual fee is expected although fees may be paid termly, in advance, at the discretion of Co-Principals. In addition to the deposit, at least one term's fee is expected to have been received by the College by the time a student commences their course.

## **Student Accommodation**

### ***Where a student is under 18 Years of age:***

The College requires the guardian who has been appointed by the family or their agent to attend with the student for interview with the Principals. As well as discussing a suitable course of study details are obtained about arrangements for accommodation.

The College has no financial interest in any accommodation arrangements. Financial arrangements for the Homestay are made between the student's guardian/parent and the Homestay provider. Occasionally, a parent sends money to the College from abroad to cover the cost of accommodation which the College then forwards to the Homestay provider.

### ***Where a student is over the age of 18 Years of age***

The College may recommend a Homestay which will have been visited. Alternatively students over 18 are able to arrange accommodation in local student hostels which are known to the College or private accommodation in flats and flat shares. In all cases the College records the contact detail of the student accommodation.

### ***On Arrival in the UK***

The College is not normally responsible for transporting students from airports to their accommodation. However, if requested we will offer this service. The College will liaise with the student's guardian in the UK and the Homestay provider as and when is necessary.

Once students begin their course of study every effort is made to ensure that they are happy and adjusting well to life in London. Assistance is given about police registration and all students participate in the Induction Programme. Also, all students have a personal tutor who helps the student deal with any concerns they may have.

### ***Non arrival***

The College will seek to ascertain the reasons from parents, guardian or agent why a student who has registered with the College fails to arrive. Unless there is a reasonable explanation for a delayed arrival, after a period of 10 days from the expected start date, the UKBA will be informed.

## **Attendance**

### ***Recording and monitoring attendance***

All students are made aware of the importance of excellent attendance. The guardian (in the case of all under 18 year olds) is required to produce confirmation of a valid reason for absence.

Students are made aware that the College will inform guardians of absence and lateness from any lesson on the day that it occurs. As part of pastoral care at the college students are informed that attendance records are requested by universities, colleges of higher education and potential employers.

Attendance is recorded on a class-by-class basis as well as a central record of *'lates' and absences*. Teachers are required to call the office if a student is absent from class (10 minutes 'grace' is normally given). These are recorded on a *'lates and absence form'* which is prepared on a daily basis by either of the College Administrators and kept in the Office. These forms are updated throughout the day (e.g. recording the late arrival of a student). In addition, teachers are required to keep class registers which are submitted to the office for scrutiny at the end of each teaching week. Each register is then reviewed to check the registers are adequately maintained and to look for 'patterns of absence and/or lateness'. Where concerns are raised, the Principals are informed. The Principals will tackle students individually about any attendance issues. Where a student's attendance falls below 90% over a half termly basis parents or guardians are informed and a discussion ensues on how to best deal with the issue. A summary of attendance by class is included on subject reports which are issued each half term and forwarded to parents and guardians.

### ***Electronic recording of attendance (part of the College Data Base)***

The College has a bespoke electronic data base system. Attendances are transferred to the data base on a weekly basis.

Mark Harris

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