

International School of Creative Arts

# **Admissions Policy**

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## Control Page

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## ISCA Admissions Policy

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### Policy Statement

This policy is addressed to prospective students, their parents and their agents, and to all members of the teaching and administration staff. The aims of this policy are to identify and admit students who will benefit from a Creative Arts education and who will contribute to, and benefit from, the ethos and activities of the School community.

The Senior Management Team (SMT) determines the overall admissions policy of the school, and the Executive Director is responsible for securing the admission of suitable students. The Executive Director may delegate the assessment, testing, interviewing and recommendation of candidates to appropriate senior academic staff, while retaining both the responsibility for final selection, and the authority for the admission of students. The criteria for selection of students for admission (see below) are at the discretion of the Executive Director.

### Admission

ISCA is committed to equal opportunities and equal treatment of candidates. Therefore, the school recruits a diverse intake of creative young talent from both the UK and overseas.

The School operates by a process of universal assessment and places are open to all students regardless of gender, race, colour, nationality, ethnic or national origins, disability, sexual orientation, religion or belief, or age. The only constraints are those imposed by the nature of the School buildings and grounds, the course entry requirements and the necessity to safeguard the right of its current students to a good education within a disciplined environment.

We welcome students with Special Educational Needs, providing our resources in this area are able to support a student's requirement. Please refer to our SEND Policy.

We aim to give every student the chance to have a happy and successful school career and we must feel reasonably sure that we will be able to educate and develop the prospective student in the Creative Arts subjects to the best of his/her potential.

### Entry Criteria

The entry criteria for the ISCA programmes are as follows:

#### **Creative Arts Programme (CAP) Level 2 Cambridge Technicals programme**

- Age 15+ years on the date of enrolment
- Academic transcripts and references from previous schools
- Proof\* of English Language to a CEFR level of at least **B1** (for students whose first language is not English)
- Appropriate art and design portfolio

*\* proof can be in the form of an internal test conducted by ISCA, if the candidate has not already taken an external English language test (e.g. IELTS, PET, iGCSE in ESOL etc.)*

### **A Level Programme**

- Aged 16+ on 1<sup>st</sup> September prior to enrolment
- Minimum 3 GCSEs or equivalent
- Proof\* of English Language to a CEFR level of at least **B1** (for students whose first language is not English)
- Appropriate art and design portfolio

*\* proof **must** be in the form of a Secure English Language Test (SELT) if the student is 18 years or older. If the student is 17 or younger, proof can be in the form of an internal test conducted by ISCA, if the candidate has not already taken an external English language test (e.g. IELTS, PET, iGCSE in ESOL etc.).*

### **Portfolio Programme**

- Aged 17+ on 1<sup>st</sup> September prior to enrolment
- At least 1 A Level or the equivalent of a high school diploma
- Proof\* of English Language to a CEFR level of at least **B1** (for students whose first language is not English) - in order to ensure that students are able to progress to university, overall IELTS 5.0 with minimum 4.5 in each component are recommended.
- Appropriate art and design portfolio

*\* proof **must** be in the form of a Secure English Language Test (SELT) if the student is 18 years or older. If the student is 17 or younger, proof can be in the form of an internal test conducted by ISCA, if the candidate has not already taken an external English language test (e.g. IELTS, PET, iGCSE in ESOL etc.).*

### **ISCA Foundation in Art Design and Media**

- Aged 17+ on 1<sup>st</sup> September prior to enrolment
- High School diploma or equivalent
- Proof\* of English Language to a CEFR level of at least **B1** (for students whose first language is not English)
- Appropriate art and design portfolio

*\* proof can be in the form of an internal test conducted by ISCA, if the candidate has not already taken an external English language test (e.g. IELTS, PET, iGCSE in ESOL etc.)*

Any changes to entry criteria or entry criteria for new courses will be published on the School website.

### **Entry Dates**

The principal entry point for all programmes is in September. In special circumstances entry may be delayed and prospective parents are welcome to contact the School Office to check if there is a vacancy during the academic year.

The School also has provision for overseas students who are unable to meet the September intake, due to differences in the start and finish of their academic year, through a smaller intake of students in January for A Level Year 1 and CAP Level 2.

*Any changes to entry dates or entry dates for new courses will be published on the School website.*

### **Initial Enquiry**

Parents and students should study the School website and information pack, as well as consult the Admissions Team, before making an application. For those who are able, the School warmly welcomes visits from prospective students and their parents.

### **How to apply**

Application Forms will be sent on request. Application Forms should be completed in full, signed by the student and the person paying the fees, and returned to the address with the following documents:

- Selection of student's art work
- Evidence of English Language Level (if available)
- Most recent academic transcripts/reports

On receipt of the Application Form and supporting documents the School will arrange for an interview to take place. Depending on circumstances this may be in person at the School or a remote interview by way of Zoom or telephone.

## **Diagnostic Interview & Portfolio Assessment**

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All applicants are offered a diagnostic interview aimed at assessing the student's creative strengths and interests. It is usually at this stage that the School will make their decision and successful applicants will be informed towards the end of the interview if ISCA will be extending an offer of a place.

Applicants with demonstrated talent but a limited portfolio may also be invited to attend a second portfolio assessment. Advice will be given on how to strengthen the portfolio and, at times, the interviewer may also wish to set a short project. The second assessment provides the School with an opportunity to assess the improvements made, as well as the student's dedication to art and design, before reaching a final decision.

Applicants may be offered an alternative course to one they have applied for if deemed appropriate.

### **Offer of a Place**

Final offers are made on the basis of the information on the Application Form, the impression formed during interview and portfolio assessment. A reference from the current school may also be sought if deemed necessary. All formal offers of a place will be in writing and conditional on meeting the relevant course entry criteria where appropriate as specified in the offer letter.



Unsuccessful candidates are informed by letter with a brief explanation as to why they have been unsuccessful.

## **ISCALive**

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With the exception of the CAP Level 2 Programme, all offers are conditional on completion of at least 6 ISCALive sessions (12 ISCALive sessions if students join in January). These are on-line tutorials conducted by ISCA tutors, normally during the summer prior to a student joining ISCA. These sessions allow tutors to pre-assess existing strengths and skills prior to each student embarking on their pre-university and A-Level programmes. This process ensures that students are given targeted support right from the start of their studies.

## **International Students – Visa requirements**

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ISCA welcomes international applicants. A visa will be needed for any student who does not hold a full UK passport, the right of residence in the UK or, in the case of EU students, settled or pre-settled status.

Prospective students joining the CAP Level 2, A Level or Portfolio Programmes must be eligible for a Student or Child Student visa when accepting a place of offer at ISCA. The School will ask to see copies of all documents to be submitted for the visa application and will provide guidance and support as far as possible. However, the School cannot be held responsible for any visa issues or refusals and it is ultimately the responsibility of the parent and/or student to handle the visa application.

The School will assign the Confirmation of Acceptance of Studies (CAS) number, needed by the student to apply for a visa, when all requested documents have been submitted and on receipt of acceptance and payment of at least the first 2 term's fees.

## **Acceptance to Enrolment**

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### **Acceptance & Deposit**

Once the decision has been made to offer a place at the School, a letter is sent to confirm the offer and the course start date. To accept the offer and secure a place, the prospective student and parents are asked to complete the acceptance form and return it with the acceptance deposit by the deadline stated on the letter.

### **Pre-Enrolment**

A Pre-enrolment pack giving more details of the School, including enrolment forms to be completed and returned to the School, will be sent during the summer holidays prior to the start of term. This pack provides information about the School rules and suggestions for what students need to bring with them.



## **Enrolment**

Students are told when they should arrive at ISCA. On arrival students are required to produce their Enrolment forms (if not sent previously), together with their passport and visa (if relevant). They must also show the originals of any academic documents used for their visa application.

## **Use of External Recruitment Organisations**

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ISCA will accept referrals from recruitment agents or other organisations, either in the UK or overseas. However, any student referred in this way will be processed in exactly the same way as a student who is recruited directly and will be subject to the same rigorous admissions process as all other students.

If an international student is referred by a third party, that organisation will be required to enter into an Agency Agreement with ISCA and will be required to produce supporting documentation (Company Registration documents, owner's passport). References will also be sought before the Agreement will be finalised.

Agents who have referred international students will be required to support the student as stated in the ISCA Agency Agreement. Commission will be paid on successful enrolment as detailed in the ISCA Agency Agreement.

## **Appeals Procedure**

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Should a parent wish to appeal a rejection decision, they should follow our complaints procedure.

## **Records**

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An applicant's details will be held on file with due regard to data protection legislation and our Data Protection Policy. Information will only be held for as long as necessary and with lawful purpose.