



ADMISSIONS POLICY AND PROCEDURE

ENQUIRY

1. Telephone or e-mail enquiries are received primarily by the Course and Admissions Coordinator or the Admissions Coordinator.
2. The Course and Admissions Coordinator or the Admissions Coordinator will send full information about the courses (including the application link, fees and dates of courses), address the specific query, if applicable, encourage them to ask further, more specific questions copying in other members of staff, where relevant.
3. All enquiries and emails will be responded to within 48 hours, Monday – Friday.

APPLICATION

1. If a completed application is submitted, the Course and Admissions Coordinator or the Admissions Coordinator will process the application form, requesting further information required to complete the application form.
2. Once the application is complete, an offer email is sent, outlining the course Oxford Science Studies (OXSS) can offer, including how many days/weeks, the specific dates and course, along with links to relevant information for them to make an informed decision about proceeding with the course. This includes reminding the applicant that the students Right to Study in the UK will need to be checked on arrival, before classes can begin, if the class is taking place face to face.

PAYMENT

1. Once the student/parent/agent confirms they wish to proceed, an invoice is sent for full fees, with a deadline for payment.
2. Once payment has been received, via bank transfer or Flywire, the applicant is informed payment has been received.

TIMETABLING (HOLIDAY COURSES)

1. The Operations and Course Director will timetable each student onto the relevant course and notify

tutors.

2. A printed timetable will be given in a student folder, during arrival, to each applicant. For those studying online, this would be emailed only.

TIMETABLING (YEAR-ROUND ONLINE TUITION)

1. The Admissions Coordinator will send the applicants timetable in their confirmation email.

ACCOMMODATION

1. For courses booked with accommodation, the Course and Admissions Coordinator will allocate rooms, taking into consideration applicant preferences selected during the application process, along with age and gender of students.

PRE-ARRIVAL (EASTER AND SUMMER COURSES)

1. The Operations and Course Director will send an email confirmation of timetabled classes to each applicant a week before the start of the course, to ensure no details have changed, from their initial booking.
2. The Course and Admissions Coordinator will send an email to confirm all contact details/names etc, are still correct, ready for arrival.

PRE-ARRIVAL (HALF TERM, CHRISTMAS, NEW YEAR AND MAY WEEKEND COURSES)

1. The Operations and Course Director will send an email confirmation of timetabled classes to each applicant a week before the start of the course, to ensure no details have changed, from their initial booking.
2. The Course and Admissions Coordinator will send the login details and guides for online tuition, for those taking online classes.

PRE-ARRIVAL (ONLINE YEAR-ROUND TUITION)

1. The Admissions Coordinator will send the login details and guides for online tuition, for those taking online classes.

ARRIVAL/INDUCTION (EASTER AND SUMMER COURSES)

1. The students will be met by the residential team (Residential Manager, entertainment staff) who will greet the students, show them information on any wifi codes/entertainment programmes/important information they need at that time, find their student folder and take them to the boarding house. If the student is residential, they will be shown to their room. If they are day students, they will be shown to the student common room.
2. All students will be shown where to meet for their first activity. This will either be their evening meal (Sunday evening) or the Course Introduction (Monday morning).
3. All students attend the Course Introduction on Monday morning, whereby they will go through their student folder and how the course works, how to find their classroom, who to speak to if you have a

problem (such as Designated Safeguarding Lead, first aid, general information), rules, fire meeting points and important information for the course.

4. The course introduction will end with a tour of campus.
5. A fire briefing will take place after teaching on Monday, for all residential students.

ARRIVAL/INDUCTION (HALF TERM, CHRISTMAS, NEW YEAR AND MAY WEEKEND COURSES)

1. The students will be met by the office staff who will go through each page of the student folder, including asking the student to check their timetabled classes are correct, where to sign in and out, fire meeting points, and where to find their classroom.
2. All students Right to Study in the UK will be carried out, before classes begin.
3. Each student will be directed to key areas of the building, for example, toilets, communal areas and where the office staff will be at all times.

ENTRY REQUIREMENTS GUIDELINES

1. All courses are geared towards GCSE, IGCSE, A Level and IB students, between the ages of 14 and 19.
2. The classes are taught in English (unless they are studying it as a second language, for example, German as a second language).

FURTHER INFORMATION

For further information about Holiday courses, please speak with James Blencowe in Admissions.

james.belncowe@oxss.co.uk

Course and Admissions Coordinator

For further information about Year-Round Online Tuition, please speak with Emma Thompsett in Admissions.

emma@oxss.co.uk

Admissions Coordinator