

The Bosco Centre	
Policy:	Registration of Student Policy
Applies to:	College and Independent school
Reviewed:	October 2018
Next Review:	October 2019

Collection of student data and registration of Learners with Awarding Bodies Policy

Bosco is determined to offer all of our students the opportunity to attain to their full potential.

This is achieved through high quality teaching, continuous and formative assessment and through the flexibility of our curriculum offer.

When deciding the level of a qualification for a student we will consider:

- Student choice
- Prior attainment
- Initial diagnostics of English and Maths ability
- Feedback from tutors after subject- based assessments and early observations of learning capacity.

This does mean that there may be programme adjustment during the first six weeks of a student's course.

Additionally, many of our students arrive after a considerable time away from learning and find difficulties in adjusting to a regular learning environment.

To take into account all of the above, students will be registered for specific qualifications when tutors and senior management feel that they are ready to start their learning journey.

This will normally be after 2 weeks for functional skills and within 3 – 6 weeks for vocational subjects. If a student is not ready for registration after 6 weeks, then they will be offered support and mentoring to find a more appropriate course of study.

Recording student information

All background information about a student will be captured by a member of the senior management team who interviews the young person. This will include ensuring that they have a right to study and satisfy ESFA funding rules.

Initial assessment will then be completed by all successful applicants.

Combined, this information will be used to construct a draft timetable.

Student data will be entered on our internal data management system after two weeks.

Procedure for Registration with Awarding Bodies

Upon completion of any subject specific probationary period the student will be registered with the relevant examination board for their subject. Tutors should ask the functional skills coordinator to register students for functional skills and the Administrator to register students for vocational subjects. FS co-ordinator and Administrator will check student list every month to ensure that students have not been omitted from being registered. If there are students that have not yet been registered, FS coordinator and Administrator have the responsibility to find out from the Tutors why they have not requested that the student be registered.

This is subject to the rules and regulations of the particular board.