



PADWORTH COLLEGE

ADMISSIONS POLICY

The College is committed to equal treatment and students are admitted to Padworth College without discrimination on the basis of sex, race, religion or belief, disability, sexual orientation, gender reassignment or pregnancy and maternity, in accordance with the Equality Act 2010 and as befits a non- denominational College with a strong international base. The College will also not victimise or harass a person who has applied for admission as a student in relation to any of the above listed protected characteristics.

Boarding places are subject to availability. We seek to achieve a successful balance between the College and its students, maintaining the character of the College and supporting its ethos.

The admissions procedure aims to allow the College to gain a realistic picture of the prospective student and for the prospective student to gain one of the College. Prospective students and their parents/guardians/carers are therefore encouraged to visit the College in person, although we realise that for international students, this is not always possible. Skype is a useful alternative. When visiting, the College will make reasonable access arrangements for students with additional needs, in line with our Accessibility Plan. During the visit, the Principal will assess how a prospective student will integrate into the community and thrive at Padworth. We aim to see the prospective student's academic record from the previous school and a recommendation, in the form of a character reference, from a teacher or tutor.. When we require more information, we may ask for an Educational Psychologist's or other appropriate professional's report. Prospective students are encouraged to spend one or more 'taster days' in College as part of the admissions process.

Many of the overseas admissions are made via educational agents. The College encourages visits from agents and the Admissions team always endeavours to meet agents to discuss admissions when on overseas marketing trips or when agents are visiting the UK. Additionally, the Principal and other relevant staff will always discuss possible applicants with agents via Skype, telephone and/or email and advise

accordingly, and will always conduct a Skype interview or in-person interview with applicants.

We accept students between the ages of 13 to 19. Because of the variety of courses on offer and the varying educational backgrounds/requirements of our students, we are flexible as to when a student arrives during the academic year. Staff are experienced in helping students to settle in quickly, both academically and pastorally. Upon entry, all international students undergo English language testing to ascertain their level of proficiency so that the appropriate lessons/support can be timetabled by the Deputy Principal in accordance with the College's English as an Additional Language Policy. Thus, a student's level of English is not a barrier to entry.

The first stage in the admissions process is for the Registration Form to be returned with the student's latest academic reports or statement of results and a letter of recommendation, in the form of a character reference from a current teacher, tutor or equivalent and the requisite Registration Fee paid, as set out in the College's Terms and Conditions. The Admissions Process and Terms and Conditions also sets out our expectations as to the payment of fees and the period of notice required for the withdrawal of a student from the College. The Registration Fee is non-returnable and the deposit is held for the duration of the student's course and then credited to their final account. The deposit confirms the place for the student and the fees are then payable termly in advance, four weeks before the start of each term.

In accordance with the College's SEND Policy, the Registration Form makes provision for the disclosure of an applicant's disability and Special Educational Needs (SEND) so that the College can deal with it appropriately in the application process. The College will treat applicants with a SEND as fairly as other applicants for admission.

Each application is considered by the Principal on an individual basis and where an application is successful, the College will issue an Offer Pack, which includes an Offer Letter, Acceptance Form and the College's Terms and Conditions. Where the parents wish to accept the offer of a place, they must sign and return the Acceptance Form. A deposit of £1,200 for boarding students and £600 for day students must be paid within 3 weeks of the Offer Letter. Fees must be paid in full 4 weeks before the start of each term.

Once this documentation has been received and the deposit paid, the College will make arrangements to support visa applications, as appropriate. At this stage, parents will be sent the following documents: Medical Questionnaire, Guardianship Form, Travel Information Form, Parent Handbook, Student Handbook and Dress Code Guidelines. The completed Medical Questionnaire, Guardianship Form and Travel Information Form must be completed and returned to the College before the student's arrival.

Before offering a place at the College, we must feel reasonably sure that we will be able to educate and facilitate the development of the prospective student to the best of her/his potential and in line with the standards achieved by other students at the College. The College will make reasonable adjustments to cater for the needs of all applicants whilst giving equal importance to ensuring that no other student's education is being impaired. As outlined in the SEND Policy, where the College judges that it cannot properly accommodate the needs of an applicant due to his/her SEND through reasonable adjustments, the College reserves the right to refuse admission.

We wish the decision to join Padworth College to be an informed one, by both students and parents (and where appropriate, agents). Parents, guardians and carers are expected to support the College's ethos, aims and expectations and all students are asked to sign a Student Agreement.

The College has the final decision in all cases of admissions.

Reviewed: May 1, 2019

Next Review: September 1, 2019