

## **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. Online discussion (e.g., Zoom or Teams) 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 or another member of the College's Senior Leadership Team 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 their current 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. However, applications are welcomed and treated equally from all applicants.

Many of the overseas admissions are made via educational agents. The College encourages visits from agents and the Principal and Admissions team always endeavour 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 an online discussion, telephone and/or email and advise accordingly, and will always conduct an online interview or in-person interview with applicants.

We accept students between the ages of 14 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 Director of Studies in accordance with the College's English as an Additional Language Policy.

The first stage in the admissions process is for the Application Form to be submitted with a copy of 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. If applicable a student may need to sit an online Password English assessment and an online Password Maths assessment. A student may also be asked to sit a subject specific paper where the academic team feel they need further assessment which will also need to be invigilated under exam conditions. All assessments need to be sat under exam conditions. Students will also need to attend an online or face-to-face interview. The Admissions Process [Admissions Process | Independent College Reading | Padworth College](#) and Terms and Conditions also set 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 of £350 for international students and £150 for domestic students is non-returnable and the deposit is held for the duration of the student's course and then credited to their final account. Payment of the deposit confirms the place for the student and the fees are then payable termly in advance, with fees due 4 weeks before the start of each term.

In accordance with the College's Special Educational Needs (SEND) Policy, the Application Form makes provision for the disclosure of an applicant's disability and any additional needs 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. 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.

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, Medical Questionnaire 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 £5,000 for international boarding and day students, £2,500 for international boarding students enrolling on the NCUK

International Foundation Year programme, £1,200 for domestic boarding students and £1,200 for domestic day students must be paid within 3 weeks of the Offer Letter.

Once this documentation has been received and the deposit paid, the College will make arrangements to support visa applications, as appropriate. For international students, a Child Student or Student Visa Application Fee is payable. At this stage, parents will be sent the following documents: 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.

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: September 26, 2023

Updated: November 22, 2023

Next Review: August 31, 2024