


# Admission Policy



ST ANDREW'S COLLEGE POLICY DOCUMENT	
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This policy has been created to give information on St Andrew's College admissions and to ensure a fair and consistent admissions process for all students.

## Equality in Admissions

St Andrew's College does not discriminate based on the following characteristics:

- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief (including a lack of religion or belief)
- Sexual orientation
- Marital or civil partnership status

When deciding whether to offer a place to an applicant, we will not treat them any less favourably based on these characteristics. We will also carefully consider whether we may need to make additional arrangements for an applicant who falls into any of these categories, whether at the application stage (e.g. for interviews or testing) or when they are a student at the college.

We may refuse a place based on age, as our courses are age dependent and the college has a statutory age limit of 15-22 years.

St Andrew's College may decide not to offer a place to a student based on a disability, **only where it is not possible for the college to make reasonable adjustments which would allow the student to participate fully in the curriculum and in college life.** Before deciding whether to offer a place to an applicant on this basis, St Andrew's College must ask the applicant and their parents/carers what support they will require to access the college. Consultation will then take place between the admissions team, Principal, SENCo and Governors, and must have regard to the Equality Act 2010, before a decision is taken on whether the college is able to offer a place. The reasons for this decision will be fully explained to the applicant.

## Enquiries

Enquiries to St Andrew's College can be made directly to the school or through a partner education agency.

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Enquiries should be made, in the first instance, to the admissions team on 0044 1223 903048 or by email: [registrations@standrewscambridge.co.uk](mailto:registrations@standrewscambridge.co.uk)

## Visiting the school

Prospective students and families are encouraged to visit St Andrew's College and visits can be arranged at any time before or after an application is submitted. Please arrange an appointment before visiting, using the contact details above.

## Admissions process

To apply for a place ALL applicants must submit:

- Passport copy
- Completed registration form
- Completed medical questionnaire
- Academic records from their current/most recent place of study

If under 18 they must also submit:

- Parental consent form
- Care of under 18s form

If they are applying for a place in college accommodation they must also submit:

- Medication statement

If the applicant will require a visa, they must also submit:

- **If they have studied in the UK before:** previous CAS, visa and BRP
- **If they are under 18:** birth certificate and translation (if the birth certificate is not available, a Household Register will suffice)
- **If they are applying for a Student visa:** Secure English Language Test certificate (SELT) (usually IELTS for UKVI)

All students are required to have an interview with the Director of Studies, Principal or member of the Admissions team (in person or on Zoom).

If you are not required to provide a SELT, but your first language is not English, we will test your English during the interview and with additional online tests.

Applicants for all courses except art-only courses must also complete the college maths entry test.

If an application is successful, an offer and pro-forma invoice will be issued for the first academic year. On admissions day all student will sit the Cognitive Abilities Test (CAT4).

Applicants can accept their place by paying the deposit of £2000.

Once the place has been accepted and all outstanding documents provided, we will connect you with our immigration partners if you require a visa.

In the 2 months prior to your course starting, we will send you the college pre-arrival information.

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## Visa applications

St Andrew's is licensed by the UKVI to sponsor Child Student and Student visa applications. Our immigration specialists, Newland Chase, process all our CAS and they will be on hand to help with this process.

We recommend that students engage a professional education and visa consultant to assist with the visa application.

## Further information

For up to date information on fees, please visit: <https://www.standrewscambridge.co.uk/fees/>

For term dates, please visit: <https://www.standrewscambridge.co.uk/term-dates/>

For terms and conditions, including information on refunds, please visit:

<https://www.standrewscambridge.co.uk/wp-content/uploads/2021/05/Terms-and-Conditions.docx>

## Admissions Register

The college Admissions and HR Manager is responsible for maintaining the college admissions register. The register will contain for each student;

- name in full
- sex; this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18)
- name and address of every person known to the proprietor to be a parent of the student
- If the student is living at a different address from a parent/s named above. The full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- two telephone numbers at which the parents or carers can be contacted in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any
- an indication of boarding or day attendance
- the name of the destination school if moving to another education provider.

The Admissions and HR Manager must save a back-up copy of the Admissions Register to the server every month.

The Admissions and HR Manager must also maintain a register of 'leavers' i.e. students who have left the college at non-standard transition points. Where a student of compulsory school age has left the college at a non-standard transition point, the Local Authority must be informed using this link: <https://www.cambslearntogether.co.uk/services-to-schools/deleting-pupil-from-school-roll-and-children-missing-from-education>