




ST. ANDREW'S COLLEGE
Cambridge

ADMISSIONS POLICY

ST ANDREW'S COLLEGE POLICY DOCUMENT	
ISSUE NO: 02	DOCUMENT NUMBER: STAN: 00520014
ISSUE DATE: 14/05/2021	ORIGINATOR: Charlotte Saber
VERSION: 11	RESPONSIBILITY: Student Services & Admissions Manager
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AUTHORISED BY: WAYNE MARSHALL DATE: 20/11/2023	SIGNATURE: 

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 protected 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, Deputy Head (Academic), Deputy Head (Boarding and Pastoral Care)



ST. ANDREW'S COLLEGE

Cambridge

and SENCo, 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. Enquiries should be made, in the first instance, to our admissions manager Mrs Charlotte Saber by email: registrations@standrewscambridge.co.uk. Official enquiries can also be made on our website under apply, where a detailed application can be submitted.

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, through the representative or through the agent.

All visitors must follow the **visit policy** procedure actioned and arranged by ND in conjunction with CS and SLT.

All enquires need to be logged by the Admission Manager and followed up to ensure a positive image of the college is portrayed at all times.

Examples of types of enquiry:

1. Web based.
2. Phone call
3. Social media platform message
4. Visit

The college will go through mystery shopper exercises throughout the year to ensure each enquiry is properly dealt with and all follow ups are completed in a timely way. A report from the mystery shopper exercise will be made available to relevant staff as the exercise is completed.

Admissions process

To apply for a place ALL applicants must submit:

- Passport copy
- Completed registration form – on Sales Force
- Academic records from their current/most recent place of study
- Birth certificate
- Medical questions answered on application page.

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 applying for a student visa: Secure English Language Test certificate (SELT) (usually IELTS for UKVI)



ST. ANDREW'S COLLEGE

Cambridge

All prospective students are required to pay the **£350.00 registration fee** in order for their application to be processed. If a candidate has applied to another Dukes college and has already paid the registration fee, they do not need to pay again.

The registration fee is non-refundable.

Once the registration fee has been received, candidates will undergo our internal ALIS test. Any student transferring from another UK school/college will be subject to our **reference procedure**. The STAN student reference will be sent to the UK school/college concerned and a student will not proceed to interview until the reference has been sent back and all comments reviewed.

All applicants must sit an ALIS test. CS to send test links. Tests must be invigilated by the agent or member of the marketing staff. Along with the test link and instructions a letter of compliance will be sent which must be filled and signed by the invigilator indicating compliance to the rules and regulations of the test. **The ALIS test will not be considered valid until the compliance letter has been received.**

Foundation students must submit a valid UKVI IELTS certificate for approval.

Art students will need to submit a portfolio for review by the Head of Art.

Students / Parents / Agents will need to provide the following information prior to the interview:

1. Medical form
2. Passport
3. ALIS test results
4. School reports
5. Previous qualifications
6. IELTS certificate if applicable
7. Previous school attended, address and contact (mobile / email)
8. Visa status

The documents shown above will be available to all interviewers through the **shared admissions documents folder**.

All students must be interviewed by the admissions manager – Charlotte Saber (CS). If at the first interview CS deems it inappropriate for them to continue, feedback within the interview form will provide reasons for this and a plan of action if necessary.

If students are successful with the first interview, they will be referred for second interview to DI, AF, AB and DK (Assistant Heads) or if they are applying for scholarship, a scholarship interview will be completed by WM Principal or CB Deputy Head. All notes shared.

All scholarship applications will be reviewed by senior management before approval.

Interview notes are to be submitted for each interview and given to the Admissions Manager on completion.



ST. ANDREW'S COLLEGE

Cambridge

All students that complete an interview are required to show the **interviewer their original passport.**

If there are any concerns with the application, then these will be discussed with the SLT and Admissions Manger.

Our admissions manager and/or Principal will make final decisions on candidate acceptance.

If an application is successful, an offer with acceptance letters and deposit invoice will be issued. All offer letters and invoices are generated by our Salesforce system.

Applicants can accept their place by paying the deposit of £2500.00 and sending back completed acceptance letters via the online signing function on the forms.

Once the place has been accepted, we will connect you with our immigration team if you require a visa. Invoices for first terms fees will be sent by the Bursar.

Any student that has been accepted from another UK school/college will have their safeguarding files requested from their previous school/college. Once received, students could be denied acceptance upon STAN college discretion. Files will be requested by CS and sent to BS for verification.

The visa team will issue the candidate a CAS after the payment of the first terms fees in full are received.

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

Visa applications

St Andrew's is licensed by the UKVI to sponsor Child Student and Student visa applications. Our internal immigration specialists, 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/2022/03/STAN_TermsConditions.pdf

Admissions Register

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

- name in full



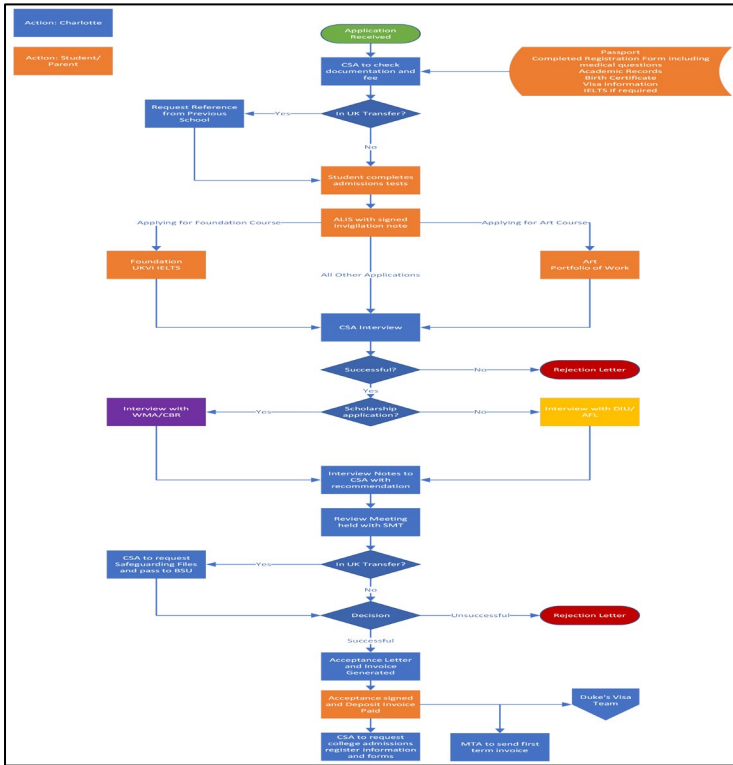
ST. ANDREW'S COLLEGE Cambridge

- 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, the college will ensure it has at least one emergency contact for each student per parent or other emergency contact.
- 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.



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Admissions Flow Chart



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

The Admissions Manager and Dukes visa team 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>

Last review: October 2022, July 2023 and November 2023.

Next review: July 2024



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INTERVIEW NOTES FROM 1ST INTERVIEW

STUDENT NAME:			
DATE OF BIRTH:			
IDENTITY CHECK:	Original Passport Seen:	Yes	No
	Passport matches copy on file:	Yes	No
IF NOT SEEN, WHY NOT?			

ALIS Admissions test:	
Interview conducted by:	
Job title:	
Date of interview:	
Time of interview:	
Interview Duration:	
Where was the student during the interview?	



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Why have you chosen to come to the UK?

--

Course applied for / Year of Entry:

--

Why have you chosen the course you have?

--

What subjects do you like?

--

Which subjects do you struggle with and why?

--

Level of English?

--



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English proficiency at the interview:

--

Personality:

--

What do you want to study and why?

--

Why do you want to study at St Andrew's College Cambridge?

--

What did you like about the website?

--

What about St Andrew's College Cambridge stands out for you?

--



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Future University / Career plans:

--

Other Interests:

--

Where are you from? What is it like?

--

Questions from student:

--

Recommendation for second interview:

Yes

No

If no, why not?

--

Other Feedback:

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INTERVIEW NOTES FROM SCHOLARSHIP INTERVIEW

STUDENT NAME:			
DATE OF BIRTH:			
IDENTITY CHECK:	Original Passport Seen:	Yes	No
	Passport matches copy on file:	Yes	No
IF NOT SEEN, WHY NOT?			

ALIS Admissions test:	
Interview conducted by:	
Job title:	
Date of interview:	
Time of interview:	
Interview Duration:	
Where was the student during the interview?	



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Why do you want to come and study in the UK?

What do you know about Cambridge and the college?

What do you like to do in your spare time?

What has inspired you to study your subject choices?

What is the most interesting thing you've learnt so far about <subject choice>

Have you ever had any issues with your own mental health?



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What do you understand by the term safeguarding?

Have you ever had any issues with safeguarding?

We have many students wanting a scholarship, what do you believe sets you apart from those students?

What have you done to give yourself a USP?

How are you different from a non-scholarship student?

How will the scholarship assist you and your family?



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If you didn't get a scholarship would you still attend the college?

What would be your living arrangements?

What would you plan to do during the school holidays?

Who is going to pay for your schooling?

What do your parents do for a living?



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SUBJECT SPECIFIC QUESTIONS

Physics

1. Have you heard of Newton's Laws of motion? Can you explain them to me?
2. If a 50kg diver climbs a 10m diving board how much gravitational potential energy will they gain?
3. They then jump off the board. How fast will they be going just before they hit the water?

Chemistry

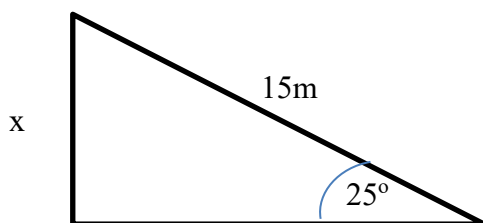
1. Can you write a balanced chemical equation for the reaction between hydrogen and oxygen to form water?
2. What are the components of an atom? What are their charges and masses?
3. Can you explain what affects the rate of a reaction and why?

Biology

1. How many specialised cells can you name? What are their functions?
2. What is the equation for photosynthesis?
3. Can you explain how the body protects itself from infection?

Maths

1. What are the values of x if $3x^2 + 10x + 4 = 0$
2. What is the missing length x in this triangle:





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Recommendation for place:	Yes	No
If no, why not?		
Course:		
Start Date:		

Recommended scholarship amount:	10%	20%	35%	50%	75%
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Other Feedback:



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INTERVIEW NOTES FROM NON-SCHOLARSHIP INTERVIEW

STUDENT NAME:			
DATE OF BIRTH:			
IDENTITY CHECK:	Original Passport Seen:	Yes	No
	Passport matches copy on file:	Yes	No
IF NOT SEEN, WHY NOT?			

ALIS Admissions test:	
Interview conducted by:	
Job title:	
Date of interview:	
Time of interview:	
Interview Duration:	
Where was the student during the interview?	



ST. ANDREW'S COLLEGE
Cambridge

Why do you want to come and study in the UK?

What do you know about Cambridge and the college?

What do you like to do in your spare time?

What has inspired you to study your subject choices?

What is the most interesting thing you've learnt so far about <subject choice>

Have you ever had any issues with your own mental health?



ST. ANDREW'S COLLEGE
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What do you understand by the term safeguarding?

Have you ever had any issues with safeguarding?

What would be your living arrangements?

What would you plan to do during the school holidays?

Who is going to pay for your schooling?

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ST. ANDREW'S COLLEGE
Cambridge

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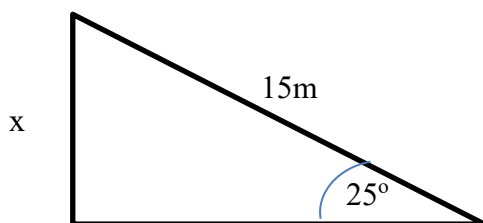
1. Can you write a balanced chemical equation for the reaction between hydrogen and oxygen to form water?
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1. What are the values of x if $3x^2 + 10x + 4 = 0$
2. What is the missing length x in this triangle:





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Recommendation for place:	Yes	No
If no, why not?		
Course:		
Start Date:		
Other Feedback:		



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WELFARE RISK ASSESSMENT

This form should be completed by a member of staff with responsibility/knowledge of the pastoral care or safeguarding issues effecting the student at risk and approved by a senior member of college staff.

A review date which should be dependent on the risks identified and individual young person's needs, should be set by the author at the time of writing the risk assessment. It may be that a review date during the first term of the creation of the risk assessment would be more frequent than a longer-term plan, this will always be dependent on the situation.

If there is a safeguarding element to this risk assessment, please ensure you share the completed form with Tim Fish & Paul Ludlow after password protecting the document.

Person/s at Risk:	
Risk Assessment Author:	
Risk Assessment Date:	
Date RA to be reviewed:	

College staff/teams with access to this RA	
External agencies and/or professionals this RA has been shared with.	

Has this RA been shared with the YP at risk?	
Has this RA been shared with the YP parents/guardians?	



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Risk Type

	Mental Health
	Physical Well-being
	Sexual Well-being
	Neglect
	Emotional Well-being
	Medical
	Disability
	Peer concerns
	At risk of exploitation external to college
	Other:

Risk Description

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Source of Risk

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Risk Impact (pick one)

	IMPACT LEVEL	DESCRIPTION
	NOT SIGNIFICANT	Negligible injuries/impact not needing medical treatment/further intervention
	MINOR	Minor injuries/impact causing temporary impairment needing medical treatment/intervention
	MODERATE	Illness, impact and/or injury requiring hospitalisation or Professional Intervention
	MAJOR	Illness, impact and/or injury resulting in permanent impairment
	SEVERE	Fatality

Risk Probability (pick one)

	PROBABILITY LEVEL	DESCRIPTION
	HIGHLY UNLIKELY	Rare chance of an occurrence
	UNLIKELY	Not likely to occur under normal circumstances
	POSSIBLE	May occur at some point under normal circumstances
	LIKELY	Expected to occur at some point in time
	HIGHLY LIKELY	Expected to occur regularly under normal circumstances

Risk Severity Matrix based on impact and probability levels

IMPACT x PROBABILITY	NOT SIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
HIGHLY UNLIKELY	LOW	LOW	LOW / MED	MEDIUM	MEDIUM
UNLIKELY	LOW	LOW / MED	LOW / MED	MEDIUM	MED / HIGH
POSSIBLE	LOW	LOW / MED	MEDIUM	MED / HIGH	MED / HIGH
LIKELY	LOW	LOW / MED	MEDIUM	MED / HIGH	HIGH
HIGHLY LIKELY	LOW / MED	MEDIUM	MED / HIGH	HIGH	HIGH



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Risk Severity Level

Select corresponding Severity Level from matrix above based upon Impact and Probability Levels:

	SEVERITY LEVEL
	LOW
	LOW / MED
	MEDIUM
	MED / HIGH
	HIGH

Current Control Methods

Further Action Needed

Does the current control methods safely manage the risk? (Select 1)

	YES
	NO



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Actions to Implement (If applicable)

ACTION	ASSIGNED TO	DUE DATE	STATUS

DATE REVIEWED	REVIEWER NAME & TITLE	SIGNATURE

Any further Remarks?

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CONFIRMATION OF ALIS TEST COMPLIANCE

I confirm that I have read and understood the ALIS test instructions as well as the login email sent by St Andrews College Cambridge.

As the invigilator of the exam, I hereby declare that the test was conducted within exam conditions, the student was not helped in any way and the results will be a true representation of the student's ability.

I understand that failure to comply with the rules and regulations of the ALIS test will result in immediate failure of the student and they will not proceed with their application to St Andrews College Cambridge.

Test date:	
Test time:	
Test Location:	
Student name:	
Invigilator print name:	
Signature of invigilator:	
Relationship to student:	