ADMISSIONS POLICY
2026-27

ST ANDREW'S COLLEGE POLICY DOCUMENT	
TO BE REVIEWED: August 2027	RESPONSIBILITY: Deputy Head (Academic)
AUTHORISED BY: Annette Poulain **DATE: 26/08/26**	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 favorably 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, Head teacher, Principal, Deputy Head (Academic), Deputy Head (Boarding and Pastoral Care) 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 and admissions assistant by email or to the website address: 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 visits must follow the visit policy procedure actioned and arranged by CS with the help of AP, HW, CB, SB (Sarah Bailey) and the admissions assistant when needed.

All enquires need to be logged by the Admission Manager and Admissions assistant 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

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

- If they have studied in the UK before: previous CAS and Evisa proof
- If they are applying for a student visa: Secure English Language Test certificate (SELT) (usually IELTS for UKVI)

All prospective students are required to pay the £420.00 registration fee (including VAT) 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 tests. **If our admissions test (provided by CEM testing) does not work we will ask students to complete an alternative manually answered test marked by the college.

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 be offered a place until the reference has been sent back and all comments sufficient. If the school reference has not been received, an offer will be made at the discretion of the college.

All applicants must sit an ALIS test. CS/Admissions assistant to send test links. Tests must be invigilated by the agent or member of the marketing staff.

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.

All students must be interviewed by the admissions manager – CS/Admissions assistant. If any concerns arise, student to be referred for second interview with HW/CB/AP accordingly.

Scholarship candidates will be interviewed by AP/CB and if any pastoral concerns arise, student will be referred to for second interview with HW.

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.

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 Head and 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 and all outstanding documents provided, 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 HW.

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 in 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
- 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.

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

Withdrawals

Students who withdraw from the college must send flight detail confirmation to the college which needs to be filed and sent to Dukes visa team for withdrawal of sponsorship for all sponsored students.

For withdrawals that have occurred subject to pastoral, health and wellbeing issues – a withdrawal report needs to be completed by Head of Boarding and pastoral care (HW). The document must be sent to CS admissions manager, to be sent to Dukes visa team as well as agents and parents involved.

Last review: October 2022, July 2023, July 2024, July 2025, July 2026.

Next review: July 2027.

APPENDIX 1

Student Name:		Native Language:	
Date of Birth:		Nationality:	
Course Applied For:		Start Date:	
Number of years English lessons:			
ID Check	Passport seen original via Zoom/Skype	Yes ☐	No ☐
	Passport matches copy on file	Yes ☐	No ☐
Notes on the English Test:			
Results for Speaking, Reading, Writing & Listening = Overall Result:			
Interview conducted by:			
Job Title:			
Date of Test:			
Time of Test:			
Duration of Test:			

Test completed by:

APPENDIX 2

Student Name:		Native Language:	
Date of Birth:		Nationality:	
Course Applied For:		Start Date:	
English Test Result:			
ID Check	Passport seen original via Zoom/Skype	Yes ☐	No ☐
	Passport matches copy on file	Yes ☐	No ☐
Notes:			
Past Academic Experience (certificates seen):			
Reason for attending College in the UK:			
Reason for Course Choice:			

Plans on Completion of Course:
Other Relevant Notes:

Discount to be offered:	CAS ☐	IELTS ☐	Native Language ☐
Interview Conducted by:			
Job Title:			
Date of Interview:			
Time of Interview:			
Discount Approved by:			

Wayne Marshall - Principal

Mark Taylor - Bursar