

## **SCHOOL ADMISSIONS POLICY**

Sherborne International is open to all boys and girls aged between 11 and 17. Its courses are specially designed for students from non-English speaking, non-British educational backgrounds who wish to join the British educational system.

There are no formal academic entry requirements. Students applying for the one and two year I/GCSE programme will be required to sit the School's English Placement test. Those students wishing to join the 1 year I/GCSE course must have at least lower intermediate standard English (approximately 4.5 + on the IELTS score or 75% on Sherborne International's own test).

Sherborne International is open to all regardless of ethnicity, nationality, gender or religion. We strive to keep a balance of languages and cultures within our student community. The School aims to be accessible to all regardless of physical handicap.

### **Enrolment Procedure for Main Academic Year**

Before application can be processed, the following is required:

- 1 Completed and signed (by both parents) registration form.
- 2 The registration fee (currently £100.00), which may be paid by cheque, credit card, cash or bank transfer.
- 3 Current school report translated into English, including marks and report on general behaviour and attitude to study.
- 4 A copy of the student's current passport.

On receipt of the above, the report is assessed by the Registrar, and if there are any special queries, the report is then referred to the Principal for a final decision regarding entry.

To confirm that 1-year I/GCSE students have an adequate level of English applicants are required to sit the School's own English test under examination conditions either in their home country at an agency or here at Sherborne International should they visit the School. Students who arrive for this course without this level of English may either be referred to the two year I/GCSE programme (if they are young enough) or to a limited I/GCSE programme plus additional English tuition (if they are already 16).

Students applying for the 1 year I/GCSE and two year I/GCSE courses will also have a Skype interview with the Registrar to assess the student's English comprehension and speaking skills and to give them the opportunity to ask questions about the course and the School.

The student is allocated to a year group according to his/her age on 1<sup>st</sup> September of the academic year of entry.

The student's personal details and family contact details will be held electronically by Sherborne International.

An "offer of a place" letter is sent to the parents or agent stating the offer of a place for a particular date of entry. This offer also includes an invoice for the first term's fees payable in advance together with the registration deposit (currently £1,500.00) and a copy of the Parent Contract/Acceptance Form.

The registration form will indicate that a guardian for the student is a necessary requirement and reminders sent as necessary.

On receipt of the Acceptance Form, registration deposit and first term's fees, the enrolment documents are prepared.

The documents include:

1. A formal enrolment letter stating the year group the student is entering, the starting date of the course, the duration of the course and the examinations the course leads to. The letter also reminds parents of the need for a UK-based guardian (aged over 25), if one has not yet been appointed.
2. For Visa nationals, a unique CAS number (Confirmation of Acceptance of Studies) issued by UKVI (UK Visas and Immigration) and obtained online by the Registrar is included in the enrolment letter, so that this number may be submitted to the appropriate Entry Clearance Officer to obtain a Tier 4 Child Student Visa for the applicant. A CAS statement outlining the essential information entered online to obtain the CAS is also included to assist the Agent and Parents with the visa application as well details of the School's ACL code for delivery of Biometric Resident Permits.
3. An invoice showing the amount paid in advance, so that this can also be submitted to the appropriate Entry Clearance Officer as evidence of payment of fees.
4. An Immigration Consent letter for parents to sign which should be placed with the student's passport as it may be necessary to present this to UK Border officials on arrival in the country.
5. A "Forms Folder" including Parental Consent (Activities), Medical Information, Academic Information, Music Tuition and Guardian Details forms, which are required to be completed by the parents (or guardian) before the student joins the School. Also included is a copy of the ICT Acceptable Usage Policy for parents to read, as the students are required to understand and sign this Policy after arrival at the School.
6. A "Handbook for Parents" which contains more detailed information regarding all aspects of a student's education at Sherborne International.

Reviewed by G Marsh (Gov), revised by CJG, AMS & SJB, April 2012

Reviewed by Mr I Elliott (ICSS Governor), Nov 2012

Reviewed and revised by MA, September 2013

Adapted for Sherborne International by SJB, checked by MA, September 2014

Reviewed and revised by JEJ, October 2017

AEH, 2018.