

Earlscliffe (Earlscliffe Ltd)

Policy: Admissions Policy

Member of SLT responsible: Head of Marketing and Admissions (Title not name)

Date of review: November 2023

Date of next review: November 2024 (November of following school year)

This policy has been created to give information on admissions, fees, refunds and to ensure a fair and consistent admissions process for all students.

Enquiries

Enquiries to Earlscliffe can be made directly to the school or through a partner education agency. Enquiries should be made, in the first instance, to the admissions team on 0044 1303 253 951 or by email: admissions@earlscliffe.co.uk

Visiting the school

Prospective students and families are encouraged to visit Earlscliffe and visits can be arranged at any time before or after an application is submitted.

Admissions process

The following is a non-exhaustive list of steps to be undertaken and requirements that must be met before a student can be enrolled at Earlscliffe

- A copy of the current passport must be provided
- Recent school reports
- A completed Earlscliffe Application Form (and Subject Options Form where applicable)
- Earlscliffe English Entry Test
- Earlscliffe Maths Entry Test
- Interview with Earlscliffe admissions team member (in person or online)

If an application is successful, an invoice will be issued for the registration fee and deposit. Once the invoice has been paid the place is officially confirmed and an invoice for the first term's fees will also be issued.

Once the place has been accepted, the admission team will send out a Student and Parent Guide and the Earlscliffe Joining Forms which must be completed prior to a student starting at Earlscliffe.

It is essential that the medical form is prioritised with full disclosure. A guardian should also be appointed prior to arrival.

VISA

Earlscliffe is licensed by the UKVI to sponsor student visa applications. Our immigration team processes all CAS and they will be on hand to help with this process.

Academic and Pastoral Review - late enrolment

If a student, for any reason, is unable to arrive and start their course on-time, Earlscliffe will undertake an Academic and Pastoral Review to determine if the student is still able to access, progress and complete the course.

An Academic and Pastoral Review will take place if a student does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if we feel that it is appropriate.

Following the review, Earlscliffe will decide whether:

- The student can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- The student, with additional support, can access, progress, and complete the course. Details of that support will be provided.
- The student will not be able to access, progress or complete the course and the offer will be revoked.