

# ADMISSIONS POLICY

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Date of Policy	November 2018
Approved by Principal	November 2018
Next Review Date	November 2019
Lead for Review	Marketing and CLG

## Introduction

CATS Colleges have an inclusive Admissions Policy, recruiting students according to their potential to achieve the best they possibly can. The college does not discriminate on the grounds of race, gender, nationality, ethnic or national origin, religion or belief, sexual orientation, or disability, and students are screened on entry to identify any possible learning difficulties in line with our Additional Learning Support Policy.

The admissions process is usually directed through the Central Admissions department for Cambridge Education Group, and may include an interview with the Principal or other senior staff member, either at the college or overseas.

For all students, full academic reports, transcripts and/or examination certificates as appropriate for their course of entry are required in order to comply with UKVI guidelines and to ensure students meet the entry requirements of the course for which they are applying. Central Admissions staff who are unsure of a potential student's ability or intent will check with the relevant college, who may request an interview or further documentary evidence.

## Information for Students / Parents

On request, all prospective students may obtain a copy of the college's prospectus. This will provide information about the college and the courses on offer. Students will also be directed towards the college website which is regularly updated and contains information about current and future activities at the college. Key college policies are available on the website, with websites available in English, Chinese and Russian.

## Scholarships and Bursaries

Entry testing is occasionally used to establish a student's level of ability to ensure that they are suitable for a particular programme or to establish whether they may be eligible for a scholarship or bursary award.

## Visits to the college

All prospective students are encouraged to visit the college for a tailored one-to-one meeting to discuss their requirements, a tour of the facilities and to meet key staff. Occasionally taster days may be offered to prospective students and their parents.

## Conditional Offer Letter

All students accepted for a place at CATS College Canterbury will receive an offer letter stating the conditions of the offer. A registration form is enclosed with the letter, along with an Estimate of Fees and the terms and conditions of enrolment. The letter clearly sets out the Course to be studied, and also gives a time for which the offer remains open. The offer for a place is confirmed by the completion of the registration form and the return of the form, along with the registration fee and deposit to the college.

Following confirmation of the place, further details are then reviewed with the student such as

accommodation choice, specific subjects to be studied (often at application stage, a student will indicate a pathway rather than a subject list), and for international students, arrival details to the UK.

## Unconditional Offer (Confirmation of Acceptance to Study) for visa purposes

For international students who require visas, the college must comply with the UKVI Tier 4 student visa system and may issue a Confirmation of Acceptance to Study (CAS) or visa letter only if students supply appropriate documentation alongside their application. Students will only be given a CAS when Central Admissions staff are comfortable that the student has the ability and the intent to complete their chosen course. Students will be required to pay a deposit before receiving a CAS. Students in high-risk, from an immigration perspective, countries will be asked for either 50% deposit or full fees in advance. High-risk countries are defined by the Compliance Team in accordance with college and industry experience, as well as any specific advice by the UKVI.

## Inclusion

The college is committed to inclusive practice and will make any necessary 'reasonable adjustments' to accommodate students. Students with learning difficulties will benefit from our policy on maintaining small class sizes and their specific needs will be listed on the Additional Learning Support Register. As an international college, we are well aware of cultural sensitivities in this area, and will use screening tests on arrival to check for difficulties which may not be openly recognised in a student's home country or culture.

Where students or parents request additional support in the classroom above the reasonable adjustments we would normally make a charge to cover these costs. Each case is, however, handled on an individual basis, discussing needs and desires and agreeing with parents the best ways forward.

## Appeals

Any appeal will be dealt with under the college Complaints Policy.

## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

This policy incorporates guidelines and strategies contained in the following IB Admissions Policy documentation:

Diploma Programme: From principles into practice

Conditions for IB candidates to be admitted to the College are clear, coherent and communicated fully; SEN students who gain admission to the IBDP are supported in line with our SEN policy in terms of educational inclusion. Most of our IB students attempt the full Diploma, although there is also provision for those who wish to take Courses. There is a choice of subjects in each IB subject group at both HL and SL, and the IBDP growth has been substantial over the 10 years of running the programme.

