



INTERNATIONAL COLLEGE SHERBORNE SCHOOL

College Admissions Policy.*

The International College is open to all boys and girls aged between 11 and 16 years old on entry from non-British, non-English speaking backgrounds who wish to join or experience the British educational system. There are no formal academic entry requirements except:

1. Candidates who have no, or virtually no, English at all may be referred to a specialist language development unit for a short period.
2. Candidates joining the One Year GCSE Course must have at least lower intermediate standard English (approximately 4+ on the IELTS score or 75% on the College's own test). Candidates who arrive for this course without this level of English may either be referred to the Two Year GCSE programme (if they are young enough), or to a limited GCSE programme concentrating on less linguistically-based examination subjects plus additional English tuition (if they are already aged 16).

The International College is open to all regardless of ethnicity, language and religion. The College is working towards being accessible to all regardless of physical handicap.

Enrolment Procedure for Main Academic Year

Before an application can be processed, the following is required:

- 1 Completed and signed (by both parents or guardian) application form with the student's photograph.
- 2 £100 application fee, 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.

On receipt of the above, the report is scrutinised by the Registrar, and if there are any special queries, the report is referred to the Principal or Vice-Principal for their final decision.

Candidates for the One Year GCSE Course must have at least Lower Intermediate standard of English (approximately 4+ IELTS score or at least 75% on the College's own test).

All applicants for the One Year GCSE sit the College's own English test under examination conditions in their home country, as a matter of course. Should the candidates not have the required level of English on arrival, they may be referred to the Two Year GCSE Course, provided they are still eligible in age. If such candidates are already 16 years old, they may remain on the One Year GCSE Course, but follow

a limited GCSE programme, which is less linguistically challenging. It may also be suggested that the applicant undertakes an intensive English language course prior to joining the College.

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

The student's personal details and family contact details are entered on the College Database by the Registrar's secretary.

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, subject to the receipt of the Registration Deposit of £1500 and the first term's fees. An invoice for the Registration Deposit and first term's fees, showing any extras such as emergency dental and accident insurance and a charge for internet use is also sent. If the application form has not indicated that a guardian for the student has been selected, then a reminder of the need for a guardian is included in the offer letter.

On receipt of the £1500 Registration Deposit and first term's fees, the enrolment documents are prepared.

The documents consist of

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 up to. The letter reminds parents of the need for a guardian, if one has not yet been appointed. The letter also refers parents to the online "Information for Parents" handbook with the password. If the student is entering the 1 Year GCSE Course, there is a reminder that the student will be tested for his/her English level on arrival in order to verify that the required level has been attained prior to entry.
2. For visa nationals a unique CAS number (Confirmation of Acceptance of Studies) issued by the UK Border Agency 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 in order to obtain a Child Student Visa for the applicant. A CAS statement is also provided which includes the main details as entered on the online CAS application.
3. An invoice showing the fees which have been received.
4. Copies of the Medical, Internet permission, Activities and Guardian details and Academic record forms are included in the "Information for Parents" handbook which is sent out and are required to be completed by the parent or guardian before the student joins the College.
5. Shortly before the student is due to join the College a letter is sent to his family in his/her language, setting out the procedures for arrival day, and reminding the student what to bring and that the term's fees are due upon arrival.

*The College's Admissions Policy is also stated on the fly leaf of the Main Academic Year brochure.

AMS/AR
July 2011

