



Admissions Policy

Related documents include:

- New Agent Application/Procedure Policy
- Guardianship Policy
- Questionnaire to become an Abbey College partner

Legal Status:

- UKVI
- Equal Opportunities

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is: **September 2020**

Overview

Abbey College in Malvern encourages applications from as wide a range of candidates as possible and the student body is healthily diverse in terms of nationality and background.

The College is committed to equal treatment for all, regardless of a student's gender, age, nationality, ethnicity, religion, sexual orientation, physical capability or social background.

Prospective students and their parents are encouraged to visit the College, although the College realises that for international students, this is not always possible. Many of the overseas admissions are made via our established educational agents. The College encourages visits from agents and the Principal, the Marketing team and the Admissions team always endeavour to meet our agents to discuss our courses and admissions procedures when visiting. Additionally, the Registrar, Principal, Marketing Manager and Director of Academic Studies will also discuss possible applicants with agents and individual enquiries via telephone and/or e-mail and advise accordingly.

During the academic year the College mainly consists of international students from the age of 14 to adult, although on occasion some British students are accepted on the Science Foundation programmes. The main intake is in September, with a further intake in January for some courses. English language tuition builds the foundations for success in academic programmes which include IGCSE, A Levels and University Foundation Programmes.

Whilst we will always welcome the support of international agents, the decision regarding recruitment will always rest with the College. All potential students will be interviewed in person by a representative of the College – either in person or via Skype.

Produced by:	CS	Date:	16/08/2017	Checked by:	WR/DH	Date:	29/08/18	Approved by:	MW	Date :	05/09/18
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Courses and Entrance requirements

IGCSE Programme

Students are accepted onto this course from the age of 14 and it is taught in line with the British national curriculum. Students should have completed year 9 or 10 (or equivalent) within the UK or in their own country. Students must submit school transcripts/reports from their previous school of study with the application.

The College offers a one year IGCSE course for students who are able to go straight to the second year and the College also offers a two year programme. For able students who start in January we can offer a five term shortened course.

As students taking this course will be applying for a "Child Visa", no formal UKVI IELTS is requested but a Skype interview will be conducted and the College English test will be issued. If the student comes through an agent, the agent will have the student sit the test in their office, but it is marked at the College. If it is a direct student booking, the parent must supervise the test but acceptance is based fully on the Skype interview. By the end of the course it is expected that all IGCSE students will have an equivalent IELTS English Level of 5.0 (CEFR Level B1).

As a Tier 4 sponsor we have a responsibility to ensure that all testing is carried out in a secure manner. For this reason any test that is undertaken without our direct supervision is advisory. The actual decision regarding recruitment will be taken as a result of the College's own interview either in person or via Skype. At that interview, the prospective student must produce their passport for identification purposes.

A Level Programme (Years 12 & 13)

Students are usually accepted onto this course from the age of 16, although exceptions may be made. We may accept an older student on this course dependant on their background and circumstances.

Applicants will need to submit academic reports/transcripts* from their current/most recent school showing high school grades as well as prove that their level of English is equivalent to a minimum IELTS score of 5.0 (CEFR Level B1).

For Child students taking the course, no formal UKVI IELTS is requested but a College English test will be issued followed by a Skype interview. If the student comes through an agent, the agent must ensure the student sits the test in their office, but it is marked here at the college. For direct student bookings, we ask that the parent supervise the test, and be aware that the onus of being accepted acceptance is based fully on the Skype interview.

An older student who requires a General Student Visa must have a UKVI recognised SELT with a CEFR Level B1. Students receive full English language support during the course in order to achieve an IELTS score of 6.0-7.0.

Students receive full English language support during the course in order to achieve an IELTS score of 6.0-7.0. This is the level required for entry to British universities.

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University Foundation Programme (Year 13)

Students are accepted onto this course from the age of 17 to start in September, although some exceptions may be considered e.g. completion of secondary school to a high level. Applicants should have completed secondary education in their home country and will need to submit academic reports/transcripts from their current/most recent school. They will also need to prove that their level of English is equivalent to a minimum IELTS score of 5.0 for September start and minimum IELTS 5.0, but ideally IELTS 5.5, for January start.

Child students cannot take a Foundation programme so all students on this programme requiring a visa will be issued a General Student Visa. Students must therefore have a UKVI recognised SELT with a CEFR Level B1 to verify their English level. The College may not request a Skype interview as evidence of their English level.

Students receive full English language support in order to achieve an IELTS score of 6.0-7.0 by the end of the course, this is the level required for entry to British universities

Pre-sessional Courses

Pre-sessional courses are courses to prepare a student for his/her main course of study which usually directly precedes the main course of study. It is designed to enable students to acquire the ancillary skills or knowledge necessary to adjust to study in the UK. Usually this is supplementary English language training and academic preparation lessons. On receipt of an application for a course with academic supporting documents, the Principal/Director of Academic Studies will assess whether a student requires pre-sessional before their main course of study and how much pre-sessional. Pre-sessional can range from a few weeks to 3 terms.

General English Courses

English courses are run throughout the year. There is no specific course entrance requirement for these courses but the College may opt to Skype interview or issue the College test to assess the student's current level in order to be able to class the student in the appropriate level class.

Admissions Procedure for Academic courses (including pre-sessional)

Prospective students wishing to apply independently are asked to complete the College application form. The application is sent to the student or, in many cases the parent through e-mail. The form can also be downloaded from the College website. It is then returned to the Registrar along with supporting documents. All prospective students wishing to apply through an educational agent, we ask that the agent emails the student's completed application form directly to the Registrar. In addition to the application we request the following to be submitted:

- £175 registration fee
- Copy of passport data page
- Copy of parent's passport data page and birth certificate
- Copy of any previous visa used to study in the UK (non-EU students). If a student has ever previously been refused entry to the UK, a copy of any refusal notice (non-EU students)
- Copies of the most recent academic background i.e. school transcripts/certificates. These should be certified and translated into English

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



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- Evidence of the student's English Language ability (non EU-students):
 - i. Students who need a General Student Tier 4 visa must show evidence of their English language qualification to a level of CEFR Level B1 in all components. A copy of a Secure English Language Test (SELT) result must be provided (i.e. IELTS for UKVI).
 - ii. For students who are under 18 we may request a Skype interview with the student and the College's our own English test. All Skype interviews are conducted by the Director of English and often alongside the Director of Academic Studies. Each interview is recorded and stored on a secured network password protected file. The student is checked against passport photo and key questions asked (Appendix TBA, Appendix TBA)

All applications are then assessed individually and holistically, assessing academic ability, English ability and suitability for the course that has been applied for. These assessments are made by the Principal, Director of Academic Studies and Director of English which ensures fairness and consistency.

Offer Letter

On receipt of the necessary documents above the Registrar will enter the student details onto CLASS, which is the electronic student management system used by the College.

Where an application is successful, the Registrar will issue the student with an offer letter, which includes the terms and conditions. (See Appendix TBA for Sample offer letter). The offer of admission will either be conditional on the basis of qualifications or requirements yet to be completed or met, or unconditional meaning that all necessary requirements for admission have been met.

The College may decide that it is unable to offer admission to the original programme to which an applicant has applied, but is able to make an offer for an alternative programme. In this situation the College will contact the applicant to confirm if they wish to be made the offer for the alternative programme.

To accept an offer of a place, this offer letter will need to be signed by the person responsible for the student's fees and then returned to the College, together with a deposit of £3,000 towards the fees. If the registration fee was not paid when submitting the application this fee will also be requested in the offer. On occasion the College may request a larger deposit dependant on the nationality of the student as certain visa offices would expect to see a larger commitment of deposits paid. Other items requested to be returned with the offer are:

- For students under the age of 18 a Parental Consent Letter agreeing to the students studies, boarding and independent travel to/from the UK
- Parental Consent Form (Appendix A)
- Medical Form (Appendix B)
- Copies of bank statements showing that the balance of the fees is available less the deposit paid. In the case where students need a visa the statements must show that the balance should have been in the account for 28 days as per UKVI guidance. (**see below)
- Tuberculosis (TB) testing certificate - In many countries, students are required to be tested for TB before they can be issued with a Tier 4 visa. See <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk> for more information.

Upon receipt of the signed offer and minimum deposit payment and other documents requested, the College will make the necessary arrangements to support visa applications by issuing a CAS. Students from the EU will be issued a Letter of Acceptance.

**** Visa-dependent students only:**

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Confirming financial status/Evidence of Funds

In line with the UK Visa and Immigration requirements, before the College is in a position to issue a Confirmation of Acceptance for Studies (CAS), evidence is required (e.g. in the form of bank statements) that sufficient funds have been available in the fee payer's account for a continuous period of at least 28 days prior to the student's visa application. The funds need to cover the balance cost of studies. Upon receipt of these statements, the Bursar/Registrar will check them thoroughly. The currency converter used is www.oanda.com/convert/classic. For some countries there are certain trusted banks and untrusted ones. The Bursar/Registrar will check that bank statements provided are not from untrusted banks, and meet the UKVI requirements.

CAS

Tier 4 of the Points Based System is the primary immigration route for non-EEA students who wish to study full-time in the UK. These students must be sponsored by an education provider that holds a Tier 4 licence. The Abbey College holds a Tier 4 Sponsor Licence.

Abbey College is able to sponsor students under two categories:

- a) Tier 4 (General) student. This route is for migrants aged 16 or over who come to the UK for their post-16 education.
- b) Tier 4 (Child) student. This route is for students aged 4-17 who come to the UK for their education. Tier 4 (Child) students may only be educated at independent schools.

For students aged 16 and 17 the College can decide which route as either route can be used. Students who have been accepted on our Foundation Programme must be issued Tier 4 General.

When the College is satisfied that an applicant meets the requirements of sponsorship the College will assign the student a CAS. The CAS is not a paper certificate or document, but a virtual document, like a database record.

The CAS is assigned through the Sponsor Management System (SMS) which is the UK Border Agency's online tool. This allows sponsors assign Confirmation of Acceptance for Studies (CAS) to students who wish to come to the UK to study. It is also the tool used to fulfil the College's reporting duties for sponsored students.

Only the College's SMS users can issue a CAS. The SMS users are persons in the College who have access to the SMS. The SMS allows users two levels of access – 'Level 1' and 'Level 2'. The level decides the type of access (permissions) the user has to the system and the functions they can perform. The Registrars in the College are Level 2 users and mainly issue CAS.

Assigning a CAS involves working through a short online form giving information about the student that the College wants to sponsor and the course of study they will follow.

Once the student has been assigned a CAS, the SMS system will produce a CAS number for the student.

The Registrar will then put this CAS number on a CAS Letter (see Appendix D for example) and this letter is sent to the student along with a covering letter. (See Appendix E - CAS Cover letter & Appendix F – Credibility Letter)

Once the student has received the CAS they can then apply for their visa.

The Registrar will then keep in contact with the agent/student and will monitor the visa progression.

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Biometric Residence Permits (BRP)

Following new legislation introduced by the United Kingdom Visas & Immigration (UKVI), all migrants coming to the UK for more than six months will be issued with a Biometric Residence Permit (BRP). This BRP will hold the students biometric details and will be the proof of valid leave whilst in the UK. The BRP will only be available for collection once the student arrives in the UK and is a student of the Abbey College. It will be available for collection from the College as long as the student used the alternative location collection code when completing the visa application. The Alternative Location Code for Abbey College Students is 3SC577. Students are advised about the alternative location code in the CAS Cover letter (Appendix E).

If the alternative code was not used, the student will have been advised by the UKVI where to collect the BRP from (Usually Gloucester Post Office) and arrangements will be made by the College on student arrival for collection, if the student is under the age of 18 years. For students over 18 they can collect it themselves.

BRPs that arrive by at the College will be issued during registration.

Police Registration

Students of certain nationalities who come to the UK for more than six months must register with the Police and receive a Police Registration Certificate. The list of countries whose nationals must register with the Police on the following website: <https://www.gov.uk/register-with-the-police>. Abbey College arranges for the Police to come to the College and register students at the beginning of the academic year (September). All other students arriving after this date must go to Worcester Police station to register.

Tier 4 Compliance

A significant proportion of students studying at the College have “leave to study” under Tier 4 of the UK Visas & Immigration’s (UKVI’s) rules, either with a Tier 4 Child Student Visa or a Tier 4 General Student Visa. Abbey College is committed to implementing a policy of complying fully with the UKVI’s requirements with regard to the sponsoring of visa-dependent students under the Tier 4 regime as defined in the regularly-updated Guide to Sponsoring Students Under Tier 4 of the Points-Based System.

As Sponsors we are expected to play a part in ensuring that the system is not abused and the College must therefore fulfil certain duties, in order to ensure that immigration control is maintained. The College must be able to show that it can fulfil, and are fulfilling, these sponsor duties in order to retain their Tier 4 licence.

The College has responsibilities in respect of all Tier 4 students from the moment it assigns a CAS to the student until:

- it withdraws sponsorship from the student;
- the student leaves the UK; or
- the student is given permission to stay in the UK with a different sponsor or in another immigration category

Principal areas:

- Issuing a CAS
- Checking academic qualifications
- Checking English Language qualifications and levels
- Confirming financial status
- Reporting via the SMS system
- Monitoring attendance
- Record-keeping and documentation
- College staff
- Maintaining Educational Oversight

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Issuing a CAS

When allocating CAS', the College will comply with the UKVI, including, but not limited to:

- Only issuing CAS' to those students who can provide academic evidence of their likely ability to complete the course offered.
- When a student has previously studied in the UK a course will only be offered to a sponsored student if it represents academic progression from the previous studies the student undertook.
- A CAS will not be assigned for more than one course (excluding pre sessional courses when the pre-sessional course directly precedes the academic course).
- A UKVI IELTS at the appropriate level will be required for all General Sponsored Students.

Checking Academic Qualifications

Students are asked to submit copies of their home country qualifications and certified translations as scanned copies by e-mail or by mail. Students are advised that original copies of the documents must be submitted with their visa applications. Students renewing visas in the UK must show that academic progression has been made. If there are any questions of the originality of any qualifications or references submitted, the College will contact the education provider directly to confirm the documents.

Reporting Via the SMS System

Any change in circumstance to the student's course is reported via the SMS system on the UKVI's website. These changes can be reported by the Level 1 or Level 2 users. These include:

- Student does not arrive for their course/fail to enrol (including visa refusals).
- Student is absent for 10 consecutive days without permission/student contact stops.
- Student leaves the course earlier than expected.
- Student is asked to leave the course.
- Student moves to a different course but of the same level.
- Student moves to a different sponsor.
- Significant change in circumstances.

Other changes to be reported on the SMS by the Level 1 user of the College includes any changes to the organisation as listed in the UKVI policy guidance documents.

Monitoring Attendance

- Students studying on Tier 4 visas are required to attend for a minimum of 15 hours per week of classroom based, daytime study. Students at the Abbey College have a full timetable.
- All students will be registered each weekday morning to track attendance. Children residential on campus are also registered each evening last thing at night. This is recorded via a paper system. In addition, attendance for each lesson is recorded, although this is mainly for internal purposes.
- Any single absence is followed up by a designated senior member of staff (see procedure in College staff handbook).
- Unresolved child absences are reported to the police within 3 hours, unresolved adult absences are reported to the police within 24 hours. The policy is laid out in the staff handbook.

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- Any sponsored student continued absences will be reported to UKBA after ten days, unless the College is aware of exceptional circumstances.
- The College will keep records demonstrating where sponsored students are during holidays and when they leave the country.
- The College will keep electronic copies of entry and exit flight tickets when sponsored students leave/enters the country

Maintaining Educational Oversight

- An education provider wishing to be a sponsor must demonstrate it meets acceptable educational quality standards. Ofsted is the body that inspects The Abbey College and makes this assessment.
- The Abbey College must maintain the standard in Educational Oversight throughout the duration of the Tier 4 licence.

Record Keeping and Documentation

All documents are kept for the duration the student is sponsored. All electronic and paper files also have to be available to the UKVI until they give permission for the documents to be got rid of.

The following are kept in the students paper file or electronically:

- A copy of evidence used as part of the process of making an offer to the student (references, exam certificates, application form, SELT certificate, Skype interview sheet etc.). (paper file)
- A copy of each student's current passport to show personal ID details, leave stamps, period of leave to remain, showing student's entitlement to study with a licensed sponsor in the UK (full paper copy in paper file and copy of data page stored on class)
- A copy of the Biometric Card (paper copy and electronic copy)
- A record of attendance/absence (electronically and manually)
- A history of contact details including residential address, telephone number and mobile telephone number (electronically and on registration forms in paper copy)
- A Copy of all entry and exit flight tickets (electronically on class)
- Progress reports (electronically on class)
- Student Destination (electronically on class)

Students are registered on arrival at the College and the following will be included in the process:

- The photo page of their passport will be scanned and stored on CLASS
- The visa page (if applicable) in their passport will be scanned and stored on CLASS
- The front page and every other page with entries of sponsored student's passports will be photocopied and stored in their paper file
- UK Residence Permit's (if appropriate) will be scanned and stored on CLASS
- BRP's will be scanned on CLASS and put in the paper file
- A record of the expiry date of any current UK visa will be entered onto CLASS
- CLASS automatically keeps a record of which member of staff inputted this data and the date they did so.
- The original certificates used to assess the student's ability for the course are seen and a paper copy is put in the students' file.

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These records will be checked at the start of each term when students return to the College and new documents or addendums to those documents will be scanned and stored on CLASS.

College Staff

The College will ensure it only employs staff who are legally entitled to work in the UK by seeing the passport of all potential employees and taking a copy of the front page, photo page and any UK visa page to keep in their file, the copy will be signed and dated by the member of staff taking the copy. For staff who are visa nationals, the College will also take a copy of the leave stamps and any supporting immigration status documents, including evidence of their entitlement to work in the UK and the period of this permission. These copies will also be signed and dated by the member of staff copying the documents and placed in their staff file.

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Appendix A

Parental Consent Form

Student's name _____

Please tick either YES or NO to ALL questions below, where appropriate.

MONEY

Pocket Money – <i>Pocket money should be sent in advance to the college for the college to distribute</i>			
1.	<input type="checkbox"/> I have set a limit of _____ per week.	<input type="checkbox"/> There is no limit, my child can decide.	
Bank Account		YES v	NO v
2.	My child may have a bank account.		

TRANSPORT

3.	My child may travel in the college minibus.		
4.	My child may be transported by college staff or by arranged taxis.		
5.	My child may be a passenger in a friend's car.		

ACADEMIC

Curriculum (Subject Choices)		YES v	NO v
6.	The school Progress Report should be sent to: Parents / Agent / Guardian (Circle)		
7.	My child may join in standard sex education lessons.		
8.	Sports/Activities – I DO NOT WISH MY CHILD TO TAKE PART IN THE FOLLOWING SPORTS: e.g. rugby, martial arts, horse riding, football		

BIRTHDAYS

		YES v	NO v
9.	Do you want the college to organise birthday celebrations for your child? If Yes – amount to be spent on celebration £25 £50 £75 Other..... Do you have any special requests for the celebration?.....		

EXEAT (Overnight Leave)

		YES v	NO v
10.	I need to give my permission for any overnight EXEAT.		
	My child may decide once he/she reaches the age of 18 year old.		

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HALF TERM

There are two half terms per academic year – in October and February. Each lasts 4 days and 3 nights. Students can stay full board on campus for £150 per half term, or leave the college completely and return for the second half of term. They do not normally need to vacate belongings from their rooms.

		YES ✓	NO ✓
11.	I would like my child to stay on campus for the October half term; please invoice me accordingly.		
12.	I would like my child to stay on campus for the February half term; please invoice me accordingly.		

LOCAL TRAVEL for Under 18s

		YES ✓	NO ✓
13.	I give my child (under 18) permission to travel to local towns and cities unaccompanied by a member of staff at appropriate times.		

14. CONTACT INFORMATION (Parent/Guardian)

Please give your current e-mail address. Regular communication from the school will normally be by e-mail.

NAME _____

ADDRESS: _____

PHONE LANDLINE (plus country code): _____

MOBILE (plus country code): _____

EMAIL: _____

Would you like us to send correspondence to your Agency? YES / NO

Other contact such as UK Guardian:

I am the parent/sponsor/guardian of the above named student. The following sample signature will be checked against any future correspondence giving consent for your child.

Name Printed:

Signature:

Email Address:

Date:

*Note: Any changes to the information on this form may only be made by the parent/guardian/agent who appears on this form. This form should be returned along with the separate Student Medical Form.

Abbey College

253 Wells Road, Malvern, WR14 4JF, Tel: +44 1684 892300 Fax: +44 1684 892757

www.abbeycollege.co.uk enquiries@abbeycollege.co.uk

15/02/16



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Appendix B Student Medical Form

This form must be completed before any student commences a course at Abbey College.

Full Name Date of Birth

History of Previous Illness

Has he/she suffered any of the following?

	YES	NO		YES	NO
Measles			Hay Fever or other allergies e.g. drugs		
German Measles			Eczema or other skin disorders		
Whooping Cough			Asthma or bronchitis		
Chicken Pox			Bed wetting		
Mumps			Any back or joint problems		
Meningitis			Psychiatric or nervous ailments		
Diphtheria			Diabetes		
Poliomyelitis			Epilepsy		
Glandular Fever			Operations		
Rheumatic Fever			Serious accidents		
Tropical illness			Congenital problems		
Jaundice			Was the birth abnormal?		
Blood disorders			Were there development problems?		
Recurrent Tonsillitis			History of dyslexia/ADHD or learning difficulties.		

Please add details:
.....
.....
.....

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Details Of Any Other Major Illnesses Or Operations

.....
.....
.....

Has he/she consulted a specialist for any other reason?

.....
.....

Is he/she at present on any medication? (Including inhalers/epipens etc.)

Please note students should only bring medication that has been prescribed by the doctor and must provide a copy of the prescription or doctor’s letter for each medicine.

.....
.....
.....
.....

Family History

Are there any conditions or family circumstances which the doctor should know about?

E.g. allergies, diabetes, dyslexia or social problems?

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Inoculation Dates: Please state dates of primary course and the most recent one.

Polio		Mumps	
Tetanus		Measles	
Diphtheria		Rubella	
Influenza		Cholera	
Yellow Fever		Typhoid	
Hepatitis A		BCG	
Hepatitis B			

I agree to my child being given preventative treatment against any of the aforementioned diseases, as and when it is recommended.

Signed:

Please state any specific objections:

Minor Medications:

Do you give permission for staff to give your child the following medications if required?

	Yes	No
Paracetamol		
Ibuprofen		
Cough syrup/sweets/lozenges		
Antihistamine cream		
Indigestion tablets		

Name, Address And Telephone Number Of Family Doctor:

.....

.....

.....

Treatment As A Private Patient (Please Circle Yes Or No)

In the event of your child requiring hospital or specialist treatment do you wish him/her to be treated as a private patient? (This will cost extra) Yes No

If **Yes** is he/she covered by your own arrangements? Yes No

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Dental Treatment: Do you wish him/her to be treated as a private patient? Yes No

(This will cost extra)

Opticians: Do you wish him/her to be treated privately? (This will cost extra) Yes No

Medical Treatment

Do you agree to your child having an anaesthetic if advised so by a doctor and we cannot contact you to obtain permission? Yes No

Do you give approval for an appropriate member of college staff under the guidance of college staff to administer minor medications (e.g. paracetamol) and basic first aid if required? Yes No

Are you happy for the college to arrange dental and optical treatments as appropriate? Yes No

Any Important Additional Information

.....
.....
.....

Parents/Guardian:

Home Address:
.....
.....

Telephone:

E-Mail Address (Of Parent):

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In The Event Of An Emergency Who Should The College Contact?

Name:

Contact Details If Different From Above:

Home Address:

.....
.....
.....

Telephone:

.....

Does The Emergency Contact Speak English?

Please inform the College of any changes to the contact details by e-mail to the address below.

I confirm that I have read and understood all sections on this medical form, and that it is my responsibility to notify the college of any changes/additional information that may have an effect on my child's health during the course.

Signed:

Date:

Produced by:	CS	Date:	16/08/2017	Checked by:	WR/DH	Date:	29/08/18	Approved by:	MW	Date :	05/09/18
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
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Appendix C

New student application check list

- Check name
- Check DOB
- Check address
- Check picture/ ID passport
- Country of Origin
 - Qualifications
 - Start date due to end of normal school years
- Age – related to the course and Academic age limit for DfE
- Transcripts
 - Check all present
 - Check no missing semesters/ years/
 - Check consistency of grades?
 - Check specific subjects for required course
- Previous academic establishment high school/ Pre Uni?
- Qualifications
 - Country
 - High school
 - Grade boundaries
 - Poor/Good/Outstanding pupil?
- English IELTS/Secure IELTS/Skype English?
- Previous course taught in English /native language?
- Why have they chosen Abbey College
- What course do you wish to follow and why
- What subjects do you want to do
- What have you already covered, academic background
- What skills are you missing?
- What can you do to catch up prior to the start of the course?

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Appendix D CAS Letter

Produced by:	CS	Date:	16/08/2017	Checked by:	WR/DH	Date:	29/08/18	Approved by:	MW	Date :	05/09/18
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Appendix E CAS Covering Letter

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Appendix F Credibility Letter

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