

ADMISSIONS PROCEDURES FOR INTERNATIONAL PUPILS

APPLICABILITY: Admissions and Boarding Staff

AUTHOR: Headmaster

REGULATORY REQUIREMENTS: A1 (part), UKVI Regulations

1. All overseas agents who recommend pupils to Tettenhall College have been through the required vetting procedure and have a signed contract with the School.
2. Agents will send Tettenhall College a report on the proposed pupil, this report encompasses all personal details about the pupil and indicates a proposed year group of entry and a start date. They should also include the pupil's latest school report from their current establishment to show their academic ability. There must also be evidence of an assessment of the pupil's level in English. The agent must indicate any strengths/weakness that should be considered at this stage (this includes any learning support requirements or medical considerations).
3. A fully completed and signed registration form must be submitted before assessments are undertaken by the school.
4. Once an invigilated assessment has taken place, the Headmaster will then review the application and make either an offer indicating the year group of entry that is appropriate (this may depend on current level of ability in English) or he may decline the application if their academic ability is below the standard for entry. If an offer is made, the next stage is for an acceptance form to be completed by the parents and returned to us with the registration fee and acceptance deposit. This confirms the place.
5. Upon receipt of the acceptance form and fees for the pupil. They are added to the admissions list for entry (i.e. September, January, April).
6. The deposit is £1000.00 for Tier 4 pupils and £500 for European pupils. Tier 4 pupils are also required to pay a term's fees in advance before we will begin the visa application process.
7. A CAS request is then sent to Newland Chase along with a copy of the pupil's passport and acceptance form. Newland Chase then liaise with the agent and family to oversee the whole visa application and upload the relevant compliance documents to ISAMS.
8. Joining instructions for the family will be issued at the end of the summer term. The joining instructions for a boarding pupil include:
 - a. Letter of welcome from the Headmaster;
 - b. New Parent's Handbook;
 - c. Boarding Handbook;
 - d. Medical forms;
 - e. Photography and Activities Permission Form;
 - f. Uniform list (not if they are Sixth-Form);

Last Review Date: ~~31~~³⁴ Aug
25⁴
Next Review Date: ~~32~~³² Aug
26⁵

- g. Non uniform list of things to bring; and
 - h. Guardian Arrangements Form.
 - i. Acceptable Use Policy and Code of Conduct
9. We then await notification from Newland Chase that the visa has been successful. The family will return any necessary documentation to the school prior to arrival. The agent will inform the school of the travel arrangements for this pupil upon arrival in the UK.

Last Review Date: 34~~0~~ Aug
25~~4~~
Next Review Date: 32~~9~~ Aug
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