



## **Admissions Policy**

**2024/2025**

## Admissions Policy

### SLT Responsible for this Policy

- Stephanie Stafford, Director of Operations

Telephone: 01223 578280

Email: [stephanie.stafford@abbeycambridge.co.uk](mailto:stephanie.stafford@abbeycambridge.co.uk)

This policy is reviewed on an annual basis		
Annual Policy reviewed by:	<b>Stephanie Stafford</b>	<b>June 2024</b>
Approved by SLT and Published:	<b>SLT</b>	
		<b><i>Updated January 2024</i></b>
Next Review:	Stephanie Stafford	<b>June 2025</b>

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's [portal](#). It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

## Admissions Policy

### Contents

1. The Admissions Team .....	3
2. Enquiries .....	3
3. Handling individual enquiries from students, parents and agents.....	4
4. Admissions policy for SEND.....	4
5. Applications .....	5
6. Year 9.....	6
7. Interview .....	7
8. Scholarships .....	8
9. Conditional Offer Letters.....	8
10. Unconditional/Accepted Offer Letters .....	8
11. CAS & Visa Application Guide.....	9
12. Registration/Enrolment and Induction .....	10
13. Academic Progress Policy .....	11
14. Guardians for international students in Cambridge .....	12
15. Information for International Students with Visas.....	12
16. Glossary of Terms.....	14
17. Courses offered at Abbey College Cambridge and entry requirements .....	16
18. Child Protection Files .....	23
18.1. Transfer Procedures .....	23
18.2. Incoming Students .....	23

## Admissions Policy

### 1. The Admissions Team

Admissions is a vital part of the student recruitment process and plays a large part in helping agents, agent managers, parents and students to work through the whole application process from enquiry stage to the visa application process if one is needed.

- All Admissions staff are expected to access the regulations and guidance notes on a regular basis and when handling applications to Abbey Cambridge.
- Up to date versions of the regulations can be found on the local College network.
- The regulations and guidance notes are updated regularly from the UKVI website.
- Admissions staff should be familiar with the content of the application forms in regards to both overseas and UK-based visa applications.

The admissions team are there to help guide students and agents through the various stages of the application process. This includes handling enquiries, processing applications, arranging interviews and tours, creating offer letters and helping parents to prepare for visa applications. Once students arrive at the college the admissions team carries out registration duties, as well as helping create letters to enable students to open a bank account or to prove their student status or to invite their parents over for a visit.

Abbey College Cambridge is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### 2. Enquiries

- From any person or organisation who expresses interest in the college
- They can come via telephone, email, post or through marketing staff on visits overseas
- Our responses should be sent the same day where possible

Enquiries are handled by:

- College admissions staff\*
- Regional agent managers – at home and overseas\*
- Principals and senior staff\*
- Agents
- International Admissions Centre (IAC)

## Admissions Policy

All the above staff must be well-versed in the following aspects of the college:

- The college's vision and values
- The academic offering of the college, including details of subjects and study programmes
- Accommodation
- Welfare
- Fees
- The application process

### 3. Handling individual enquiries from students, parents and agents

Whenever possible, replies to enquiries should go out on the same day as they are received, however during busy periods, responses may take longer.

UK enquiries should be invited to visit and tour the college and boarding accommodation, and to attend a student interview. International enquiries should be sent immediately to the IAC for them to respond and to process.

### 4. Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the college (and preferably prior to application):

- Parents must disclose to the college any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school/college will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the college, we will endeavour to continue support the child as long as:

## Admissions Policy

- a) we have the appropriate resources and facilities to provide them with the support they require, and,
- b) we believe it is in the best interest of the child and of the college community to remain at the college

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

## 5. Applications

- Applications may be received by email, via website submission, in person, by post, or through marketing staff on visits overseas
- The IAC or the in college admission team (as relevant), should handle the individual application and following a successful interview, produce the offer.

Applications may come via an agent, an in-house marketing or sales manager, or direct from parents/students (*hereafter referred to in this document as the 'contact'*), before or after interview.

Each application should be handled by the team who have the overall responsibility according to the table below, for the student admission.

Application processing information	Student applying from		
	International	UK	Via agent
Passport status			
International passport (inc. pre-settles status)	IAC process, Sales team follow up	IAC process, Sales team follow up	IAC process, Sales team follow up
British passport (inc. citizenship)	Domestic team process, Sales team follow up	Domestic team process and follow up	Domestic team process, Sales team follow up
Dual nationality (using British passport)	Domestic team process, Sales team follow up	Domestic team process and follow up	Domestic team process, Sales team follow up

## Admissions Policy

At least one other staff member at each college must have a comprehensive understanding of the admissions process.

All data received as part of the application is processed in line with the college's [privacy notice](#).

The IAC process the application on the schools MIS (SIMS.) for international applicants. For domestic students, the admissions team at Abbey College Cambridge will input and monitor application data during the admission process using the same MIS.

To formally apply, prospective students must provide the following required documents:

- Completed application form
- Copies of their most recent school report/or copies of any qualifications achieved to date, stamped and verified both by the issuing body and an official translator, if applicable
- Provide a copy of the identification page of their passport or if this is not available at that time, a copy of their birth certificate or identify card
- Provide copies of any current UK visa that the student may hold, or may have held in the past

For international students it is the responsibility of the IAC to obtain all of the above paperwork either directly from the student or via an agent. Domestic students must submit the document to the admission team in Cambridge. If any of the documentation is not supplied, the students application will not be allowed to progress. In some circumstances a conditional offer may be issued with conditions that the missing information must be submitted before the application can progress further.

### 6. Year 9

Students applying for year 9 intake, should follow the application process above. The application process also involves:

- Entry tests – completed on the scholarship day
- Interview(further explained in section 7)
- References being obtained from their current head teacher

Students will be expected to discuss their involvement in their current school community, their attitude to their studies as well as their academic ability.

## Admissions Policy

### 7. Interview

All students who wish to enrol at the college must be interviewed. Admissions interviews are conducted by an Abbey DLD Colleges Sales manager or one of the following members of Abbey Cambridge:

- Principal
- Vice Principal Academic
- Vice Principal Pastoral
- Director of Operations

An interview can be conducted with a prospective student either:

- Face-to-face
- Online via Microsoft Teams or Zoom
- By telephone

The interview must determine:

- a student's intended programme of study
- a student's qualifications and history of study
- a student's level spoken of English (where a student has no Secure English Language Test – SELT, he/she must also sit an internal test under exam conditions – this can be arranged at a separate time)
- a student's competency to study his/her intended programme at Abbey Cambridge
- a discussion as to what can be studied visa wise

Interview notes must be completed in full in all cases.

**Following a successful interview, the person who conducted the interview can confirm the student's suitability for a place at Abbey Cambridge to the student with written feedback sent to the admissions team**



## Admissions Policy

### 8. Scholarships

All students may apply to sit the scholarship test. A scholarship is a discretionary privilege, subject to high standards of attendance, diligence, and behaviour on the student's part. All awards are given as a percentage of the fees, so that their relative value remains constant throughout the students' academic journey.

Scholarships for students entering year 9, are awarded according to the relative performance of students, and are at the discretion of the principal (*SLT/award panel*). Year 9 scholarships are in the region of 50% of tuition fees and are subject to annual review. The school reserves the right to review a scholarship. To be considered for a year 9 scholarship, students must attend our scholarship assessment day in the Spring prior to starting and have already submitted a successful application to attend the college.

### 9. Conditional Offer Letters

A member of the Senior Leadership Team (SLT) from the college must make the final decision on the application and advise whether or not a 'Conditional Offer' can be made.

Conditional Offer letters can be written without all of the information having been received, but they must detail what is missing as part of the condition for making the offer 'unconditional' and/or 'accepted'.

The second page of the Conditional Offer should be the Statement of Fees, which includes a breakdown of the deposit and registration fees to be paid in order to secure the place, the tuition and accommodation fees for the first year and bank details of the college in order to facilitate payment. For international applications, IAC will produce the offer letter and send either to the sales manager to pass onto the agent/student or to the agent/student directly, copying in the relevant sales manager. For domestic students the college team will follow and up and send out the offers as per the table on page 7.

### 10. Unconditional/Accepted Offer Letters

- Unconditional/Accepted offer letters serve as a contractual agreement that the student has a place to study
- They can only be provided once the tuition deposit and registration fees (£2,500.00) have been paid, and must list any supporting documents/evidence of language ability that have still not yet been provided. (The student should not be issued with a CAS until the college has seen and verified these final supporting documents)
- The admissions team will be informed of payment by the finance team
- The IAC will produce a Confirmation Letter, to be signed by the Head of IAC

## Admissions Policy

The Finance Officer checks the bank regularly for payments, and emails the Admissions Team/IAC daily with any updates/entries.

Once a deposit and registration fee is confirmed, SIMS is updated with the amount received and the applicant's status is changed from 'Offer' or 'accepted' to 'Confirmed'.

For international applications, IAC will produce the offer letter and send either to the sales manager to pass onto the agent/student or to the agent/student directly, copying in the relevant sales manager. For domestic students the college team will follow and up and send out the offers as per the table on page 7.

### 11. CAS & Visa Application Guide

From six months before the start of the course, the IAC sends out a 'Draft CAS' which contains all the information (including that from any relevant documents sent in support of the application) that the college will be submitting to the UKVI as evidence that the student is genuine and meets all the language and academic entry requirements. The Draft CAS also shows the first-year's tuition fees and for Boarding students also includes the first-year's accommodation fees.

Once the details of the Draft CAS are confirmed and the student is ready to proceed with the visa application, the IAC will contact all students that are expected for the next intake and send them their CAS statement.

*If the student appears to require additional help with the visa application, the IAC can/will offer to check supporting documents before final issue of the CAS to ensure that they are up to UKVI standard.* The CAS statement will normally reflect the same information on supporting documents, fees and term dates as the offer letters.

The CAS number and date of issue are also entered onto the schools MIS (SIMS).

Following issue of the CAS, the contact is asked to inform the IAC about the progress of the visa application and to notify the IAC if they are contacted by the UKVI for any reason.

Once the visa is awarded, we also ask they send us a copy of the travel vignette, which is then saved electronically in the student's file once the details have been checked and added to SIMS and the CAS and Visa Record spreadsheet.

If there are any problems with the visa application or the visa is refused, then the IAC will ask for copies of all contacts/correspondence in order to assist the student and to update the UKVI using the SMS where required.

## Admissions Policy

### 12. Registration/Enrolment and Induction

Students, their parents and agent will be sent a welcome email along with access to the ACC welcome portal once their application has been updated to 'confirmed', 'visa awarded' or 'awaiting visa' status. The welcome portal provides useful information and handbooks for students, as well as helping students with what to expect on arrival, including details of pre arrival information that is needed in advance of their enrolment. This information is shared by the Accommodation Team, and specifically the Accommodation Officer responsible for new students placements.

All students are expected to arrive at the college on arrivals weekend, with the date communicated to students/parents and agents in good time, to allow families time to make suitable travel arrangements.

Students should complete the following pre arrival information before registration day:

- ✓ Arrival form (all students including day students)
- ✓ Registration form
- ✓ Photo form

Students should arrive at the college for the start of the course during registration weekend. This is the point to take required documentation from students, such as copies of passports and travel vignettes, and also to hand over BRPs

On the student's first day of attendance at the college, the admissions team/Housemasters/Personal Tutors will:-

- Ensure students have completed the online Registration Form (to include submission of their current contact details and addresses).
- Take a copy of a student's identity page, visa/travel vignette page from his/her passport and/or separate BRP. These copies are scanned using a verified document scanner by the relevant member of staff scanned and saved electronically into the student's file on SIMS and in a backup folder.

***Note: UK students are also expected to submit a copy of their passport at the time that they make a formal application to the College. A copy is then taken from the original, either on application (if the student attends an interview in person) or on Registration Day.***

The above actions will take place PRIOR to the student being given his/her timetable. Only once the above actions have been satisfactorily completed will the student be formally admitted to the College and begin his/her studies.

***Note: Students returning for the second (third, or fourth) academic year are also expected to complete a Returning Student Registration Form in order to ensure UKVI compliance.***

## Admissions Policy

If a student fails to attend on the first day having advised of their arrival to the UK, then the Accommodation Officer, admissions team/Housemaster will contact the student/parent/agent concerned within 24 hours of the student's failure to enrol, and identify the reason for the student's non-arrival.

The Accommodation Officer, admissions team/Housemasters will continue with this process until all students are enrolled.

If a justifiable and evidenced reason is given for non-attendance, then this will be marked on the register as authorised/unauthorised leave. The student will be asked for a confirmed arrival date and they will then be subject to the Late Registration process once they land in the UK and/or attend college.

Any student who arrives more than ten days after the start of term should have written authorisation from the college that they are permitted to commence their studies at a later date.

Any student who makes/returns no contact with the college for ten consecutive days of the expected Registration date will be reported to the UKVI with sponsorship withdrawn.

Any student who makes no contact with the college for ten consecutive days and then arrives afterwards, will be informed they have been reported to the UKVI and advised to return home as soon as possible.

### 13. Academic Progress Policy

In accordance with UK Visa and Immigration legislation, the college follows a strict policy in relation to all students who wish to attend college, having completed previous study in the UK. These students are identified at the admissions stage or during the interview and the following must be obtained from the student before the application progresses:

1. Copy of all previous UK visas and grants of leave
2. Details of all UK-based previous schools/colleges attended
3. Details of all previous courses completed including the NQF level.

If a student is proposing a course at the same or lower NQF level as their previous course in the UK, then an initial assessment is completed (included on international interview sheet) and the student will be met by a member of SLT to explain:

1. Their reasons for wanting to study further at the same or a lower level
2. Their academic history and academic aims

## Admissions Policy

3. How their new course would complement their new course in relation to their career aspirations (and/or)
4. Why starting again in a different pathway is necessary to their career aspirations

The UK Visas and Immigration retains the right to request further information or evidence on which the college based such an acceptance as well as enquire about the process undergone during this assessment. Details of this assessment and the reasons for accepting the student will also be included on the student's Confirmation of Acceptance for Study (CAS). The college Admissions Team will inform the IAC as to the change of course and justification behind the decision.

### 14. Guardians for international students in Cambridge

Abbey College requests that all new student enrolling for the first time at Abbey Cambridge as well as all students under 16, should have an educational guardian for the duration of their studies. The separate Abbey College Cambridge '*Educational Guardianship Policy*' should be followed.

### 15. Information for International Students with Visas

A Certificate of Acceptance for Studies (CAS) is issued in line with Home Office requirements, once a student place has been accepted and the deposits has been received.

There are two types of visas which apply to our students:

1. Child student
2. Student

When a student applies for a visa they will require a CAS and proof that they have sufficient funds, as well as providing the education documents used to obtain the CAS.

#### **Course changes for students with visas**

1. The college admissions team should be informed of any student wishing to change their course in order to check the validity of the change for UKVI purposes
2. Any permitted course changes should be informed to the UKVI using the SMS, stating the reasons for the change – the old CAS must be withdrawn
3. Course change will be updated on MIS (SIMS)

#### **Record keeping for students with visas**

As a sponsor we are required to:

## Admissions Policy

- ✓ keep copies of each migrants passport/ID card and visa details (held electronically)
- ✓ maintain relevant addresses and contact details
- ✓ monitor immigration status and check theta students have appropriate visas
- ✓ keep attendance records

### Reporting duties

We will report to the Home Office the following:

If a student does not turn up to school

If a student does not attend college within 10 working days of the biannual attendance checkpoints (September and January)

If the students visa is current for more than 4 months after their course finishes

We stop sponsoring the student, for example if they are excluded from the college, or we suspect that the student is breaching their visa conditions

*The college will abide by the requirements set out in the Department for Education document Keeping children safe in education 2023, in respect to students enrolling or leaving the college at non- standard transition points.*

### Students leaving before the end of the course

1. admissions officer to be informed of any students who are leaving
2. admissions office to send out 'leavers form' and follow up on student destinations
3. Admissions records all correspondence relating to this in the electronic file
4. SIMS to be updated with leaving dates and information.
5. UKVI are informed using the SMS. This is recorded on the CAS and Visa Record spread-sheet, along with all details provided.

## Admissions Policy

### 16. Glossary of Terms

*Contact* - Any person or organisation who contacts the college on behalf of the student (for example an agent, parent or student).

*Agent Manager* - Any person within the Abbey DLD Group who travels overseas for the purpose of marketing.

*Enquirer* - Any person or organisation who expresses interest.

*Interview* - This can happen before or after an application has been submitted, and can be conducted by Skype, in person or by telephone.

*Application* - Any official application form, received either with or without the required supporting documents.

*Enrolment* - Applicants must have completed the application form in full, produced all of the required supporting documents and attended an interview. They will have then paid the deposit and registration fee, and received an unconditional offer from the college.

## Admissions Policy

*Registration* - The student's first day arriving at the college, where they are required to produce original passports and visas, and comply with the college's regulations in regards to checking, updating contact details and current addresses.

*Induction* - The student's introduction to college life and participation in welcome talks, instruction on college attendance and other required activities.

*CAS* - Certificate of Acceptance for Studies: online electronic document using the UK Visa and Immigration (UKVI) Sponsor Management System (SMS).

*IAC* – International Admissions Centre. The centralised admissions team for APG.

*SMS* - UKVI Sponsorship Management System, where CAS documents are issued, and student activities in connection to their visa are reported.

*SIMS* – The Abbey Cambridge student database for use by admissions, accommodation, teachers and other staff members.



## Admissions Policy

### 17. Courses offered at Abbey College Cambridge and entry requirements

#### A-level

**All subjects are available for a 2-years – there is limited availability on the 18 month programme**

**Subject availability**

**Accounting**

**Art & Design**

**Biology**

**Chemistry**

**Economics**

**English Literature**

**Further Mathematics**

**Physics**

**Business Studies**

**Computer Science**

**Geography**

**Government & Politics**

**History**

**Mathematics**

**Psychology**

There is **limited availability on the 18-month programme:**

**Subject availability:**

**Biology**

**Business Studies**

**Chemistry**

**Economics**

**Maths**

**Further Maths**

**Physics**

**Psychology**

Students study four A-level subjects in their first term and then continue with three or four in the second term onwards.

We do not support five A-level subjects. Students who feel that they are ready for a higher workload than four A-levels will be well taken care of: we have extensive expertise in stretching the most gifted students in preparation for the university admissions process.

**Students studying on an 18-month programme are strongly encouraged to take only 3 A levels.**

**Entry criteria: English language**

**Minimum of IELTS 5.5**

A student's English language proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved Abbey DLD English language test.

Students who are at IELTS 5.0 can join the Pre-session programme in September for three terms, January for two terms, April for one term, prior to a conditional entry into the two year A-level programme in the following September. The conditions of the progression to A level are that students must sit and pass an external Pearson English language examination.

## Admissions Policy

Students with IELTS below 7.5 will be required to take a one year English course alongside their A-level study, *for which there is no additional charge.*

### Entry criteria: Academic

The minimum entry requirement is 5 passes at grade 4/C or above at GCSE or international equivalent. The Admissions Team at Abbey Cambridge will be more than happy to provide advice on the equivalence of an international qualification to GCSE.

Students wishing to take an A level in a subject that they have already studied must attain a Grade 5 (not a 4) in each subject.

Students wishing to take Further Maths A level must have gained at least a Grade 7 in GCSE Maths (or equivalent).

### Entry criteria: Student age

**15-20 on entry**

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as of 'Compulsory School Age'. Such students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

## International Foundation Programme

September start  
 Core Skills Modules

Pathway

Business Management & Economics  
 Engineering  
 Biomedicine

The Abbey Cambridge International Foundation Programme is a one year pre-university course designed to prepare students for entry into UK universities. It is fully accredited by the external body NCFE. Three Pathways are offered: Business; Biomedicine; Engineering.

**The Business Management & Economics Pathway** also has modules in Accounting, Business Studies, Mathematics and Economics. All of which are mandatory.

## Admissions Policy

**The Engineering Pathway** has Physics, Chemistry, Mechanics and additional Mathematics modules. All of which are mandatory.

**The Biomedicine Pathway**, has Biology, Chemistry, Biomedicine and additional Mathematics modules. All of which are mandatory.

Each Pathway comprises three academic strands plus Academic English

### Entry criteria: English language

**Minimum of UKVI Approved IELTS 5.0**

A student's English proficiency can be judged for college entry purposes by taking the IELTS or through an approved 'internal' Abbey DLD English language test. **However, the student will be required to submit an IELTS from a UKVI Approved SELT centre as part of their visa application, so we recommend the IELTS.**

Students who are at IELTS 4.5 can join the Pre-session course in September for three terms, January for two terms, April for one term, prior to a conditional entry into the one-year Foundation programme the following September. The conditions of the progression to IFP are that students must sit and pass an external Pearson English language examination.

### Entry criteria: Academic

The minimum entry requirement is 5 passes at grade C or above at GCSE or international equivalent. The Admissions Team at Abbey Cambridge will be more than happy to provide advice on the equivalence of an international qualification to GCSE.

Students wishing to study on the Biomedicine programme must have previously completed year one of A level Biology (or accepted equivalent).

### Entry criteria: Student age

**17-20 on entry**

## Year 9

### September start only

#### Curriculum:

Year 9 at Abbey College Cambridge has a broad and balanced curriculum that enables students to transition smoothly from their prior setting to ACC. The curriculum includes:

**English Language**

**English Literature**

**Maths**

**Biology**

**Chemistry**

**Physics**

**PE**

**History**

**Geography**

**Business**

**Economics**

**Art**

**Computer Science**

## Admissions Policy

MFL (French and Spanish)

Personal Projects

Study Skills

Leadership

Career Mentorship

PSHEE

Journalling\*

Prep\*

**\*denotes wrap-around care activity**

This broad and balanced curriculum is designed to support entry to the 2-year GCSE programme. Details below.

**Entry criteria: English language**

**Minimum of IELTS 5.5**

A student's English proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved 'internal' Abbey DLD test (such as the Oxford Placement Test).

**Entry criteria: Student age**

**13-14 on entry**

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as being of 'Compulsory School Age'. As such, all Year 9 students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

## One-year GCSE

**September start**

**Subject availability**

***Biology or***

***Business Studies***

**Chemistry**

**Economics**

**English Language**

**Mathematics**

**Physics**

Students study six GCSEs including a choice between Business Studies and Biology.

**Entry criteria: English language**

**Minimum of IELTS 5.0**

## Admissions Policy

A student's English proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved 'internal' Abbey DLD test (such as the Oxford Placement Test).

Students who are at IELTS 4.5 can join the Pre-sessional programme in September for three terms, January for two terms, April for one term, prior to a guaranteed entry into the one year GCSE programme in the following September.

### Entry criteria: Academic

The minimum entry requirement is 5 passes at a school level equivalent to year 9 in the UK. The admissions staff at Abbey Cambridge will be more than happy to provide advice on the equivalence of international qualifications

### Entry criteria: Student age

**15-16 on entry**

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as being of 'Compulsory School Age'. Such students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

## Two-year GCSE

### September start

#### Subject availability

**Biology or  
Business Studies  
Chemistry  
Economics  
English Language  
Mathematics  
Physics**

Students study six GCSEs including a choice between Business Studies and Biology.

### Entry criteria: English language

**Minimum of IELTS 5.0**

A student's English proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved 'internal' Abbey DLD test (such as the Oxford Placement Test).

Students who are at IELTS 4.5 can join the Pre-sessional programme in September for three terms, January for two terms, April for one term, prior to a guaranteed entry into the one year GCSE programme in the following September.

### Entry criteria: Academic

The minimum entry requirement is 5 passes at a school level equivalent to year 9 in the UK. The admissions staff at Abbey Cambridge will be more than happy to provide advice on the equivalence of international qualifications

### Entry criteria: Student age

## Admissions Policy

### 15-16 on entry

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as being of 'Compulsory School Age'. Such students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

2 elective subjects are also chosen from:

- Art & Design or History
- Geography or Sports Science

Students study 9 GCSE's

## 18m GCSE

January start

Subject availability

**Biology**

**Business Studies**

**Chemistry**

**Economics**

**English Language (1st or 2<sup>nd</sup> language)**

**Further Mathematics**

**Mathematics**

**Physics**

Entry Criteria – 2yr GCSE and 18m GCSE:

**Minimum of IELTS 4.5**

A student's English proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved 'internal' Abbey DLD test (such as the Oxford Placement Test).

Students who are at IELTS 4.0 can join the Pre-session course in September for three terms, January for two terms, April for one term, prior to a guaranteed entry into the two-year GCSE programme the following September.

**Entry criteria: Academic**

The minimum entry requirement is 5 passes at a school level equivalent to year 9 in the UK. The admissions staff at Abbey Cambridge will be more than happy to provide advice on the equivalence of international qualifications

**Entry criteria: Student age**

**13-15 on entry**

## Admissions Policy

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as being of 'Compulsory School Age'. Such students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

## Pre Sessional English

### September, January or April start

The Pre-sessional programme can be taught over a period of one, two or three terms. As well as strengthening English language skills, it also prepares students to learn in a typical British classroom environment. This includes skill development in areas such as pair work, project work, independent reading, discussion work and team building. Physical Education (PE) and Personal Health and Social Education (PHSE) also form part of our Pre-sessional curriculum.

Our Pre-sessional programme consists of 2.5 hours per week of each of the following core academic subjects:

- Maths
- Science 1 (Chemistry)
- Science 2 (Biology) or Economics

Lessons in these core subjects will expand your language specific to these subjects and maintain your subject knowledge and skills. The remainder of the timetable is made up of English. Lessons in English will raise your proficiency in general English, improving your communication skills and giving you the ability to write a range of texts in a variety of registers with improved grammatical and lexical accuracy

### Entry criteria: English language

**Minimum of IELTS 4.0**

A student's English proficiency can be judged through sitting the IELTS test or an alternative 'external' test such as Pearson's PTE, or through an approved 'internal' Abbey DLD test (such as the Oxford Placement Test).

### Entry criteria: Academic

The minimum entry requirement is 5 passes at a school level equivalent to year 9 in the UK. The admissions staff at Abbey Cambridge will be more than happy to provide advice on the equivalence of international qualifications

### Entry criteria: Student age

**13-17 on entry**

Students who are not 16 on the first day of the academic year (taken as September 1st) are classed as being of 'Compulsory School Age'. Such students will receive a higher level of supervision in school and in their living accommodation for the duration of the academic year.

## Admissions Policy

### 18. Child Protection Files

#### 18.1. Transfer Procedures

Any child under the age of 18 for whom ACC holds a safeguarding ~~child protection~~ file should have their file transferred to their next school if they leave ACC. The file can be sent once the request has been made by the new school, and it has been confirmed that the student is on role.

The school should only transfer information that originates at the school. They should not transfer third party information such as health assessments or social work reports.

The file is transferred electronically either through CPOMS or emailed, password protected. This is for UK students only.

Once the transfer school receives the file and acknowledges the file, then ACC shreds the record. If there is no notification of receipt, the school's admissions team contacts the school, with understanding that some schools may not respond due to cultural differences and expectations. The Admissions team will do all they can to find out where the student has transferred to, although that may not be possible in some cases.

#### 18.2. Incoming Students

The International Admission Centre (IAC) run by the Abbey DLD Colleges contact the school for incoming students, and check references, and request any child protection files if they exist.