

Admissions Policy and Procedures

Primary person responsible for updates to this policy: Iain Stewart

Job title: Director of Operations

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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

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1. The Admissions Team

Admissions is a vital part of the local and international student recruitment process and plays a large part in helping agents, agent managers, parents/guardians and students to work through the whole application process from enquiry stage to final enrolment.

The admissions team are there to help guide students, parents/guardians and agents through the various stages of the application process. This includes handling enquiries, processing applications, arranging interviews and tours, creating offer letters and, if applicable, helping students to prepare for visa applications. Once students arrive at the college the admissions team carries out registration and induction responsibilities as well as providing ongoing administrative help and support.

Abbey College Manchester 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, the website, email, post or through visits
- The aim is to respond the same day or if this is not possible the following day

Enquiries are handled by:

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

* All the above in-house 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.

UK enquiries should be invited to visit and tour the college and boarding accommodation, if this is applicable, and to attend an interview with the Principal and other relevant staff.

International enquiries should be sent immediately to the IAC for them to respond to 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 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:

- 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. Admissions Process - Local Students

- 1) Any enquiry is followed up by sending an email and electronic prospectus along with an initial chat on the phone as required; the enquirer is asked to visit the college in person for an interview or if necessary online through Microsoft Teams or Zoom.
- 2) The student comes for an interview with the Admissions Team. The student and parents/guardians are shown around the college and where possible meet relevant subject staff. If the student can be offered a suitable programme a formal offer letter is written. In complex cases consultation is required regarding the most appropriate programme.
- 3) Offer letters may be given out on the day of the interview or emailed on the following day.
- 4) Offers are made subject to seeing previous examination results (if not seen at interview), receipt of satisfactory references and other documents outlined in the offer letter (e.g. original passport).
- 5) Occasionally a parent or guardian may visit the college unaccompanied by a student. Only in exceptional circumstances would a place be offered without meeting the student. If this is the case a phone, Microsoft Teams or Zoom interview will be undertaken.
- 6) Parents/guardians are asked to declare any health, educational or other issue that may impact on performance for the course being undertaken (as detailed in the disclosures section above). Declarations can be made on the enrolment form.
- 7) To enrol the Application and Enrolment Form must be completed and the associated paperwork (including copies of examination results, formal identification and two passport photographs) must be provided. The registration fee of £250 must be paid as this secures the place. The registration fee is not refundable. A registration fee is not normally required if the first instalment of fees is paid before the offer expiry date.
- 8) Offers are valid for 28 days throughout most of the year, but for 4 working days or less during the summer recruitment period and in the run up to the start of term because demand for places is high and classes fill quickly. During the summer recruitment period the first fees instalment must be paid to secure the place. Fees will then be payable by Direct Debit over eight or nine months

- 9) After the offer has expired the family are contacted, where possible, to ascertain whether they are still considering taking up the place. If a student wishes, on reflection, to take up the place a further phone call or meeting is required to ensure that the precise academic programme being offered is still available.
- 10) When an offer has been made pending examination results (e.g. GCSE or year 12 exams) the student or parent/guardian should contact the college within five days of the results being known to finalise the academic programme. This ensures that the student embarks on a suitable course. Course choices will only be reserved for five days after GCSE or A-level results day even if the registration fee has been paid.
- 11) A small number of scholarships are offered at the discretion of the Principal in consultation with the Abbey DLD Colleges Head Office. Scholarships are based on outstanding examination performance and future potential.
- 12) Financial assistance (Bursaries) is available at the discretion of the Principal in consultation with Abbey DLD Colleges Head Office. Financial assistance is limited and based on financial need and course choice. Decisions on financial support are finalised just before term starts so any applications can be reviewed and need ascertained. Documentation and evidence of financial status will be required.
- 13) Sibling discounts of 5% are available on full fees at the Principal's discretion for students who have had full fee-paying brothers or sisters attending the college in the previous three years.

6. Admissions Process – International Students

6.1 Applications

Applications are usually received by the sales manager either from their network of agents or direct from families via email or the website.

All applications are passed across to the IAC who have overall responsibility for the admissions process. It is important that a member of college staff has a comprehensive understanding of the admissions process; for Abbey College Manchester this is Iain Stewart.

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

The IAC process all applications on SIMS and at this stage the status of a student is 'Applied'.

Applications documents generally comprise:

- A completed international student application form
- Copies of any school or college reports/qualifications over the last couple of years, stamped and verified, which should be accompanied by an official translation if applicable
- A copy of the identification page of the passport of the student or identity card
- Copies of any current UK visas that the student may hold, or may have held in the past
- An IELTS test certificate if this has been undertaken

It is the responsibility of the IAC obtain all of the above paperwork either directly from the student or via an agent.

6.2 Interviews

All students who wish to enrol at the college must be interviewed. Once an interview has been arranged the status on SIMS is changed to 'Interview arranged' by the IAC.

Admissions interviews are conducted by an Abbey College Manchester member of staff; this is usually:

- The Principal
- Assistant Principal and Director of College Operations

An interview can be conducted with a prospective student through one of the following methods:

- Face-to-face if in Manchester
- By an online video system, such as Skype, Zoom, Microsoft Teams or WeChat
- By telephone (although this is least preferred because of the absence of a camera)

The interview is designed to determine and assess the following as well providing information about the college:

- The intended programme of study
- Previous qualifications and history of study, and exploring any gaps if applicable
- The level of English in terms of speaking and understanding especially where there is no secure SELT available (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)

- University aspirations; hobbies; health and learning issues, if applicable and parent jobs

Interview notes must be completed in full in all cases.

6.3 Conditional/Unconditional Offer Letters

Following the interview, the student's suitability for a place at Abbey College Manchester can then be confirmed.

The interviewer must inform the IAC by email as to whether a conditional offer can be made and, if so, confirm the programme of study; the subjects and any conditions that still need to be met.

In some cases all conditions will have been met before the offer letter is issued, which means it can be considered as unconditional.

Once an offer is made the status on SIMS is changed to 'Offered' by the IAC.

If an offer cannot be made the reasons why need to be clearly outlined so the agent or the family of the student can be informed. In such cases the application can be withdrawn.

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 letter should be the Statement of Fees, which includes details of the:

- Deposit and registration fees to be paid in order to secure the place
- Tuition fees breakdown
- Range of fees for the different types of accommodation available
- Bank details of the college to facilitate payment.

The IAC will prepare the offer letter and send to the sales manager to pass onto the agent or, if there is no agent, the parents of the student.

It is the responsibility of the IAC to obtain all of the outstanding documents to enable the conditions of the offer to be met. It is possible for the deposit and registration fees to be paid

before any conditions on the offer letter have been met. However, all conditions must be satisfied before the visa application process can commence.

6.4 Confirmation of Offer Letters

If a student decides to accept an offer a deposit and registration fee (i.e. £2,500) will then become payable.

The deposit and registration fee will be paid into the college's bank account and the IAC is then provided with the payment receipt by Kath Shipley, the Accounts Manager.

Before a Confirmation of Offer letter can be issued the Acceptance form, which is part of the conditional or unconditional offer letter, must have been completed and sent to the IAC by the relevant sales manager.

Once this is done, the IAC issue the Confirmation of Offer letter, which is signed by the Head of the IAC and contains the following:

- Confirmation of the programme of study
- Breakdown of the deposit and registration fee, and any advance tuition fees paid
- A list of any conditions still outstanding

The Confirmation of Offer letter serves as a contractual agreement that the student has a place to study.

It is emailed to the relevant sales manager to pass on to the agent or, if there is no agent, direct to the parents of the student. The Accommodation Application form is also attached to this correspondence with an instruction to complete it and return it via email to Iain Stewart, the Assistant Principal & Director of College Operations.

For those students doing football, basketball, tennis or cycling alongside their primary academic programmes, an additional information form is also attached. This is then returned to the IAC by the sales manager once filled in.

6.5 Confirmation of Acceptance for Studies (CAS) & Visa Process

The visa application process is able to start up to six months before the commencement of the course.

The visa team sends out full details of how the application process works together with the 'Draft CAS' to the agent or, if there is no agent, to the parents of the student. This contains all the information (including that from any relevant documents sent in support of the application) that will be submitted to the UKVI as evidence that the student is a 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 will include the accommodation fees for the first year.

It is the responsibility of the Accounting Manager to check the bank regularly for payments. This information is then passed to the International Student Liaison Officer who enters any payments onto the IAC's Sharepoint spreadsheet.

Once the details of the Draft CAS are confirmed the visa team will request the other documents that will require checking before the applications process can continue; this could include the following:

- IELTS Certificate
- Parental Consent letter
- Birth Certificate
- Bank Statements or Letters
- School reports and transcripts

Once all this information has been checked and verified the final CAS can be issued by the visa team and the student can physically make the visa application.

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 entered onto SIMS by the visa team and the status changed to 'Applied for visa'.

Following issue of the final CAS, the agent or the parents of the student are asked to inform the visa team about the progress of the visa application and to notify them if they are contacted by the UKVI for any reason.

Once the visa is awarded, the status on SIMS can be changed to 'Visa Awarded'.

If there are any problems with the visa application or if the visa is refused, then the visa team will ask for copies of all contacts/correspondence together with the visa refusal notice. A decision can then be made as to whether a new visa application should be made or the student should be withdrawn. The necessary reporting is carried out on the UKVI Sponsorship Management System as appropriate by the visa team.

7. Pre-arrival

At the same time as the visa process is taking place the college will be in touch with agent and/or the student in respect of the following:

- Half termly issues of the college newsletter
- Arranging and finalising college accommodation if this is required
- Receiving proof of place of residence should college accommodation not be needed
- Providing access to the Welcome Portal and to the various forms therein
- Arranging taxi pick-ups from the airport

8. Arrival and Induction

Once the visas for international students are granted the college Admission team then take over the management from the IAC. The college is then responsible for changing the status on SIMs to 'Admitted' and of populating their records with all other information and data going forward.

The aim is for as many students as possible to arrive into Manchester by the start of the new academic year as possible. In reality many are late due to late visa applications or a delay in the granting of their visas.

At the start of the academic year the status of all students on SIMS is changed by the c

During the induction at the beginning of September (or January) the following activities for all students are undertaken. Clearly only some of these will apply to local students:

- Tours of the college
- Completion of various documentation such as a Personal Information form and an Attendance Policy
- Photocopying of passports, 90 Day Visas and Biometric Residence Permits (BRPs)
- Presentation of life in college and Manchester
- Meet the teachers; tutors and Heads of House

- Finalising of the programmes of study
- Familiarisation with Manchester city centre
- Help with opening bank accounts
- Giving out of timetables

It is the responsibility of the college Admissions team to ensure that all relevant information is recorded on SIMS; this includes:

- Contact numbers for the student
- College email address of the student
- Check that the contact numbers and personal email addresses for parents; any contacts in the UK and agents are correct
- Passport details
- 90 Day Visa information
- BRPs
- Signed Attendance Policy
- Personal Information form

It is vital that the college knows the whereabouts of all new international students. Once a visa has been granted to a student travel details are required.

If such details are not provided it is followed up with the agent or the student on a daily basis and a record kept of this communication. As long as the agent or student replies this can be logged and preparations be made for the arrival of the student.

Any student who makes or returns no contact with the college for ten consecutive days of the expected arrival date will then be reported to the UKVI as a non-enrolment

9. Admissions and UKVI Compliance – Quick guidance

9.1 UKVI regulations

- All Admissions staff are expected to access the regulations and guidance notes on a regular basis
- Up to date versions of the regulations can be found on the Alpha Plus portal.
- The regulations and guidance notes are updated regularly from the UKVI website.
- Ensure that the Admissions team are familiar with the content of the application forms in regards to both overseas and UK-based Child Student and Student visa applications.

9.2 Enquiries

- Cover letter/email.
- Send link to website.

9.3 Applications

- All applications logged on SIMS and submitted documents linked to the student record.
- Respond to requests for additional information if required.
- Interviews to be arranged.

9.4 Post-interview

- Conditional Offer prepared when all required documents and interview notes are in place. (If additional documents requested, these must be listed in the offer letter as conditions of acceptance).
- Update student on SIMS to 'Conditional offer' status, and enter the Conditional offer expiry date. Conditional Offer is valid for two weeks from date of issue.

9.5 Enrolment

- Copy of receipt for deposit and registration added to student information held on SIMS if received. If not, confirm receipt of funds with Finance Team before proceeding.
- Student status on SIMS to be updated to 'Accepted'.
- Unconditional/Accepted offer letter, Draft CAS and Accommodation Booking form to be sent in PDF format.

9.6 CAS

- Issued no more than six months before the start of the course.
- SIMS to be updated with CAS details
- CAS statement to be saved in Linked Docs in SIMS
- Full tuition fees must be shown on CAS and any fee payments made before the issue of the visa must be updated on the CAS using the UKVI SMS.

9.7 Arrival

- The college contacts the students to check on visa progress.
- The Accommodation Team ensures that appropriate arrangements are made for the students' reception in the UK.
- The college obtain any missing parental consent letters, run a report on student not present during induction, and report any/all delays to all staff.

9.8 Changes of course

- The college Admissions Team and the IAC to be informed of any students wishing to change course in order to check the validity of the change for UKVI purposes.
- The college Admissions Team to inform the UKVI of any permitted course changes using the SMS, and stating the reasons for the change.
- Course changes also to be updated on SIMS.

9.9 Attendance

- Full details of the college attendance policy, along with other college policies can be found on the Abbey DLD Colleges Portal (<https://egiportal.alphaplusgroup.co.uk>)
- Admissions Team to immediately inform the UKVI of any student who has withdrawn or not enrolled as expected using the SMS.

9.10 Visa extensions

- The Admissions Team are responsible for ensuring that regular reports are run to show the expiry dates of all visas.
- Students whose visas are due to expire within three months are contacted by the Admissions Team and asked to attend Visa Extension Appointments. They are also provided with a checklist of required supporting documents.
- The visa application form is completed online, and all supporting documents are checked before the application is submitted.
- Students who fail to attend visa extension appointments are followed up by their Personal Tutors/Housemaster.
- Students provide proof of posting and all subsequent with the UKVI including request letters for Biometrics, Biometrics receipts and any other correspondence from the UKVI. Copies of this correspondence to be kept on SIMS.

9.11 Students leaving before the end of the course

- Admissions Team to be informed about any students who are leaving.
- Admissions Team to send out 'Leavers Form' and follow up on student destinations.
- Admissions records all correspondence relating to this in the electronic file
- SIMS to be updated with leaving dates and information.
- UKVI are informed using the SMS. This is recorded on the CAS and Visa Record spreadsheet, along with all details provided.

10 Academic Progress Policy

In accordance with UKVI 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:

- Copy of all previous UK visas and grants of leave
- Details of all UK-based previous schools/colleges attended
- 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 expected to explain:

- Their reasons for wanting to study further at the same or a lower level
- Their academic history and academic aims
- How their new course would complement their new course in relation to their career aspirations (and/or)
- Why starting again in a different pathway is necessary to their career aspirations

The UKVI 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 CAS. The college Admissions Team will inform the IAC as to the change of course and justification behind the decision.

11. Guardians for international students in Manchester

Abbey College Manchester does not insist that educational guardians are appointed for students as we act *in loco parentis* for all our students. However, parents of international students may wish to appoint a guardian or ask the college to assist in this process. Under such circumstances the separate Abbey College Manchester 'Educational Guardianship Policy' is followed.

12. Programmes of Study Offered and Entry Requirements

12.1 A levels

- Why study A Levels?

Advanced Level courses, commonly known as 'A Levels' are the most widely recognised qualification for entry to UK universities.

Most students will take 3 or 4 A Level subjects over the duration of their studies. A Levels offer a good balance between subject specialism and choice, allowing students to focus on the subjects that really interest them whilst maintaining breadth of subject choice. A Levels also offer progression to the widest range of universities, and are the best options for students looking to join a top-rated institution.

A retake A level Programme is also available at the college. This is suitable for students who have studied A Levels before but wish to retake to improve their grades to get onto more competitive degree courses

- How are they taught?

Course content is divided into different sections, and students are encouraged to develop and understand the links between them. Learning is underpinned by the key concepts of the skills of the subject, with a strong focus on practical real world application.

Subjects offered at A Level are: Accounting, Art & Design, Biology, Business Studies, Chemistry, Economics, English Language, Graphic Communication, Mathematics and Further Mathematics, Environmental Science, Modern Languages, Physics, Psychology, Religious Studies and Textiles.

- Assessment

A Levels have a linear structure, which means that all exams take place at the end of the final year. Most A Level subjects are assessed by written examination unless the course has a large practical element (such as in art or the sciences).

- Entry requirements

- Local Students

To be eligible for A Levels, students must have a minimum of five GCSE passes at Grade 5 or above and this would normally include Maths and English.

To study a subject at A Level a minimum of a Grade 6 is required at GCSE. To study Mathematics a minimum of a Grade 7 is required at GCSE. For subjects that have not been taken at GCSE Grade 6 in related subjects is required.

It is possible for students to join the college for Year 13 having completed Year 12 at another school or college but this is dependent on a previous school report, the subjects to be taken and content compatibility.

For re-take students a copy of A Level grades will be required as well as the previous ucas reference (if applicable). Students can retake up to three subjects but this will depend on the grades achieved already and an assessment of the progress which can be expected in relation to prior attainment

- International Students

These are shown in the table below:

	2 Years
Age on entry to course	16, 17, 18 or 19
IELTS (Academic)	5.5 for a restricted range of subjects 6.0 for a full choice of subjects

12.2 International Foundation Programme (IFP)

- Why study the International Foundation Programme

This is an alternative to A Levels and allows international students to choose from a range of different pathways to prepare them for study at a range of top UK universities.

The programmes are usually delivered over one year commencing at the beginning of each September. However, most of the pathways can also be undertaken over 18 months or two years for those students who would prefer a slower pace or have not completed the appropriate level of education in their home country.

Unlike many foundation programmes, our destinations are not limited to a choice of one or two partner universities. This means students are free to progress to a wide range of UK universities, including many top 20 ranked and Russell Group institutions.

- How is it taught?

The programme offers a range of subject-related pathways, which give access to complementary subjects at university. Each pathway is made up of a number of modules;

depending on the pathway chosen these modules might all be compulsory or be a mix of elective and compulsory.

Foundation Programme Pathways are offered in Business, Creative Arts, Engineering, Environmental Science, Humanities, Medicine, Science and Sport. The Sport IFP is only available to students on our Academic Studies with Sport programme.

- Assessment

Each module is assessed individually, with three assessment points through each term. Students will achieve an overall score based on all their individual module assessments

- Entry requirements

These are shown in the table below:

	2 Years	18 Months	1 Year
Age on entry to course	16, 17 or 18	16, 17 or 18	17, 18, 19, 20 or 21
IELTS (Academic)			
Business	4.0 to 4.5	4.5	5.0
Creative Arts	4.0 to 4.5	4.5	5.0
Engineering	4.0 to 4.5	4.5	5.0
Environmental Science	4.0 to 4.5	4.5	5.0
Humanities	4.0 to 4.5	4.5	5.0
Science	4.0 to 4.5	4.5	5.0
Medicine	4.0 to 4.5	6.0	6.5

12.3 Combined Studies Programme

- Why study the Combined Studies Programme

It provides an alternative for UK students to the traditional A Level route. It leads directly into a university degree or a degree with foundation year at selected universities.

- How is it taught?

It can be undertaken over one or two years, and comprises two optional subject strands, each worth 37.5% of the overall score, and a compulsory key skills strand worth 25%. Alongside subject content, the breadth and structure of the course develops language,

knowledge, Information Communication Technology (ICT) and learning skills, which are essential skills for degree level study.

Pathways are offered in: Business & Economics, Business & Finance, Business & Humanities, Creative Arts & Business, Creative Arts & Humanities, Creative Arts, Engineering, Environmental Science, Science, Sport, Sport and Business. The Sport CSP is only available to students on our Academic Studies with Sport programme.

- Assessment

The programme is modular and examinations are taken in December, March and June with one re-sit opportunity in the June series. This allows students to build up their score and have a good oversight of their progression.

- Entry requirements

To access the two year programme, students must have 5 GCSE passes at Grade 4 or above and this may include Mathematics and English. For those wishing to do the programme in one year, a school report confirming completion of Year 12 will be required.

The programme can be taken as an alternative to re-sitting A Levels and one university will accept the CSP Medicine pathway

12.4 GCSEs

- Why study GCSEs

General Certificates of Secondary Education (GCSE) represent the first stage on the path to study at a UK university. Many institutions will ask for at least 5 GCSE passes for entry.

Depending on the duration of studies, GCSE students will take between 6-8 subjects.

GCSEs provide a great 'grounding', offering students a wide breadth of subjects, time to familiarise themselves with the UK education system and improve their English (English Language is a compulsory GCSE subject for domestic students).

This programme of study also provides a natural pathway to A Levels, and students who have taken them tend to perform better in higher level examinations.

- How are they taught?

Course content is broken up into units, each unit is taught in a linear structure, with an emphasis on understanding the connection between topics within the wider context of the subject.

Subjects taught at GCSE at Abbey College Manchester are; Art, Biology, Business, Chemistry, Economics, English, French, Maths and Further Maths, Photography, Physics and Religious Studies.

- Assessment

This is undertaken by an end of course exam. However, some subjects will also have coursework or practical assessments as part of the final grade. Students are accepted onto the GCSE course for Year 10 and Year 11

- Entry requirements

- Local Students

For students moving into Year 11, the college will require a satisfactory report from the previous school. For those wishing to retake GCSEs, a school report as well as a copy of the GCSE results will be required

- International Students

These are shown in the table below:

	2 Years	18 Months	1 Year
Age on entry to course	14 or 15	15 or 16	15, 16 or 17
IELTS (Academic)	3.5 to 4.0	4.0 to 4.5	4.5 to 5.0

12.5 Academic Studies with Sport

This is an exciting course for students who are 14 years of age and over who have a passion for football, basketball, cycling or tennis.

It offers the opportunity to study our GCSE, A Level, Combined Studies or International Foundation Programme in the mornings and have sport training sessions led by professional coaches in the afternoons.

This is a unique opportunity for students to gain qualifications for entry to university alongside intensive sport training which could lead to playing professional or semi-professional sport in the future. The training is added to students' timetables without impacting on the core study requirements to gain their qualification

13. Child Protection Files

13.1 Transfer Procedures

Any child under the age of 18 for whom ACM holds a child protection file should have their file transferred to their next school if they leave ACM.

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 transfer takes place with support of the school Admissions department. They send a Leaver's Form and then notify the Heads of Year about the new school address of the student, who locates the relevant file, and this is then sent recorded delivery by ACM. Once the transfer school receives the file and acknowledges the file, the ACM shreds the record. If there is no notification 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.

13.2 Incoming Students

The IAC contact the relevant school for incoming students, and check references, and request any child protection files if they exist.