

INTERNATIONAL SCHOOL OF CREATIVE ARTS – ADMISSIONS POLICY

The School has an 'Equal Opportunities Policy' for admissions within the constraints imposed by the nature of its buildings and grounds, its selective policy for students 16+ and the necessity to safeguard the right of its current students to a good education within a disciplined environment.

Policy Statement

This policy has been authorised by the Chair of the Board of the International School of Creative Arts. It is addressed to parents of prospective students and to all members of the teaching and administration staff.

The aims of this policy are to identify and admit students who will benefit from a Creative Arts education and who will contribute to and benefit from the ethos and activities of the School community.

The Chair of the Board determines the overall admissions policy of the school, and the Principal is responsible for securing the admission of suitable students. The Principal may delegate the assessment, testing, interviewing and recommendation of candidates to appropriate senior staff, while retaining both the responsibility for final selection, and the authority for the admission of students. The criteria for selection of students for admission (see below) are at the discretion of the Principal.

Criteria for Admission

The School must feel reasonably sure that it will be able to educate and develop the prospective student in the Creative Arts subjects to the best of his/her potential. We aim to give every student the chance to have a happy and successful school career and emerge a confident well-rounded young person with a good prospect of a satisfying life.

These criteria must continue to be met throughout the student's time at the School.

Equal Opportunities

We welcome students from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedom of others. All candidates for admission will be treated equally irrespective of their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or other status.

Disability

At present, some of our facilities for students with disabilities are limited, but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to students with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admissions procedures and arrangements to enable a prospective student, if s/he is able, to satisfy our admission requirements.

Procedure

The main point of entry is in September after a student has attained the age 16. In special circumstances entry may be delayed. Occasional vacancies may occur during the academic year and prospective parents are always welcome to contact the Admissions Registrar to check the availability of these places.

How to apply

Parents and students should study the School website and other promotional material or consult Local Agents before making an application. For those who are able, the School warmly welcomes visits from prospective students and their parents. Application Forms can be downloaded from the School website or can be sent on request.

Application Forms should be completed in full and returned to the address indicated.

On receipt of the Application Form the School will arrange for an interview to take place. Depending on circumstances this may be face-to-face at the School, a telephone interview or a preliminary advisory consultation with a Local Agent. A portfolio of work must be provided (either in hard copy or electronically).

Final offers are made on the basis of the information on the Application Form, the performance at interview, the level of work seen in the portfolio, a satisfactory reference from the current school, a minimum of three GCSEs A*-C (or equivalent) and Level 4 IELTS in English for students who have English as a Foreign Language.

The School is looking for students who show potential and want to continue their studies through to Higher Education and a career in the Creative Arts field.

Acceptance of a place

- Once the decision has been made to offer a place at the School, a letter is sent confirming the offer of a place and stating the starting date.
- To confirm the acceptance of a place offered, the student and the parents are asked to complete the acceptance form and return it to secure the student's place.
- A deposit of £1,000 is required to secure the place which is deducted from the first term's fees. The deposit will be refunded if the student fails to obtain visa entry clearance.
- A letter to support the visa application will be provided once the offer has become unconditional, the place has been accepted and the deposit paid.
- An information pack giving more details of the School and a medical form to be completed and returned to the School will be sent later.
- Unsuccessful candidates are informed by letter. An explanation as to why they have been unsuccessful will be given.

Withdrawal:

Parents are asked to give one full term's notice in writing or to pay a term's fees in lieu of such notice before withdrawing a student from the School.

Complaints Procedure

Prospective parents who are unhappy with any aspect of the implementation of the School's Admissions Policy or of the Admissions Procedures should raise the matter in the first instance with the Admissions Secretary at the School. If the issue remains unresolved, parents are invited to follow the formal school complaints' procedure copies of which are available on request.