



We welcome students who have an honest determination to work hard. One of the founding principles of the College is that it should offer education to students without being academically selective. Subject to satisfactory references from their previous school/s each applicant will be considered on his/her own merit, regardless of background. Once an interview has taken place taster days may be offered and, if necessary, students may join us for a longer trial period, eg a week or even half a term on agreement.

We expect the admission process to be open and transparent with full disclosure from parents/guardians and students alike. If we accept students who have had difficulties in the past, they start with a 'clean slate'. The College maintains an informal yet purposeful atmosphere, where there is no uniform and staff and students are on first name terms. All students are expected to work to the absolute best of their ability and show courtesy and tolerance towards fellow staff and students alike.

However, we cannot take students with serious behavioural difficulties or special educational needs over and above our competencies. We reserve the right to withdraw the offer of a place if essential information, which should have been disclosed, subsequently comes to light.

We also reserve the right not to offer a student a place at the College. It is the College only that makes a decision on whether to accept or decline a student and the College's decision is final.

### **Interviews**

All prospective students based in the UK are interviewed by the Principal, Heads of Year or Senior staff. The College does not consider the application of parents/guardians on behalf of their child unless the prospective student is present at interview.

Interviewees are shown round the College grounds, including the main teaching buildings, the refectories and boarding accommodation, if applicable.

If it is not possible for a student to attend an interview in person because of the global coronavirus pandemic then we can conduct interviews remotely.

Interviewees are asked to scan and email before interview relevant documentation relating to their application, including copies of previous public examination results and module mark breakdowns; previous school reports and any assessments or statements of needs. This information is required for the purposes of assessing the suitability of the applicant for study at the College and is treated in confidence. Those attending interview in person must also bring with them their passport or birth certificate if no passport is available. It is very helpful if parents/guardians can also provide a reference from their child's school. Where students have been educated at home by their parents they should give details of what

has been studied and how the student's programme was structured, as well as show evidence of the notification to the local authority. Those that have been taught by private tutors should provide report from them. Students have the opportunity to come to the College for a taster day, which can be arranged after the interview has taken place. This is a very valuable way of both the prospective student and the College deciding whether it is the right environment for the student.

If a student's second language is English then an indication of ability via a recognised English language exam or an English test is useful. Those who would need to apply for a Student visa (formerly known as a General Student visa) must take one of the English language tests as specified by UK Visas and Immigration and obtain at least the minimum requirement as set by them.

During the interview, the student must satisfy us that she or he is prepared to work hard and is capable of success. All offers are subject to satisfactory references from the applicant's previous school and all references are treated confidentially. If the offer of a place is accepted, the applicant and the parent/guardian/fee payer must complete and sign a registration form, agreeing to the terms and conditions set out by the College. A copy of the terms and conditions is enclosed with all registration forms.

### **Overseas students**

Where at all possible we ask overseas students to visit us for interview. However, we understand that this may be difficult to arrange and we can offer Skype interviews instead. Each application from prospective students based overseas is considered on its individual merits. The application form for overseas students must be completed and accompanied by a copy of the information page of their passport with their picture, satisfactory and recent school reports, a reference and examination results if applicable. Successful applicants will be asked to complete a registration form and pay the necessary deposits.

### **Special Education Needs**

Although the College is not a special school, we are able to consider certain applications where the student has an SEN. It is essential that the relevant documents are scanned and emailed before the interview and that full details of the student's condition/s are disclosed, so that we can accurately assess the possibility of catering for their needs satisfactorily.

### **Registration forms**

The registration form holds all the personal and academic information about the prospective student. If any significant information relating to academic or medical matters is given on the form, additional information may also be requested. Failure to provide information of a medical or psychological nature that may adversely affect a student's well-being may result in the withdrawal of the student's place from the College. Failure to provide information which may relate to a student's reason for leaving a previous school, and which may have a subsequent impact on the well-being of students at Rochester Independent College, may result in the student being withdrawn from the College, eg substance misuse or violent and/or abusive behaviour.

By completing and signing the registration form, parents/guardians and students are agreeing to the College's terms and conditions. Students are therefore expected to abide by the rules and regulations of the College once they have enrolled.

The College acknowledges receipt of registration forms and the initial instalment of fees.

### **Induction**

Parents/Guardians receive a Welcome Pack giving essential information. Year 7-11 students meet their Form Tutors, and A Level students meet their Personal Tutors, at the beginning of the academic year. Those students who start later will see either the Principal, one of the Vice Principals or Head of Sixth Form/Lower School to collect their timetable and ask any questions.

### **Guardianships and Homestay accommodation**

Please note that the College does not arrange guardianships or homestay accommodation for any student. This would need to be arranged by parents/guardians themselves.

<b>Created/Updated</b>	<b>Author</b>	<b>Approved by</b>	<b>Date</b>
November 2017	ME	AB	November 2017
September 2018	CD	AB	September 2018
September 2019	ME	AB	September 2019
January 2021	ME	AB	January 2021
August 2021	KF	AB	August 2021