

# COLCHESTER HIGH SCHOOL



# Overseas Admissions Policy

## **Admission to the School For Overseas Students**

If you live outside the UK and are considering Colchester High School for your child, please read the following information about the Admissions Procedure.

### **Entry**

Colchester High School is Colchester's only independent day school for boys and girls from 2 ½ years to 18 years. Children are able to join in Year Groups Nursery to Year 9 and at any time in the academic year, subject to the following assessment arrangements and if an appropriate place is available. Places in Year 10, 11 and the 6<sup>th</sup> Form will need to be discussed with the Principal and Head of Senior School or Head of 6<sup>th</sup> Form, who will advise accordingly.

6<sup>th</sup> Form entrants must meet the school admission criteria of attaining 5 A\*-C GCSE grades and a minimum of a B in the subject they wish to study at A Level.

If your son or daughter is in Colchester at any time and is able to visit the school for a Taster Day this is strongly advised.

The Taster Day enables the child to spend a school day with his or her peer group, to meet the teachers and to experience life here firsthand. During the day, your child will also meet with a member of our Learning Support Team for a brief assessment of his or her ability levels in the core subjects.

This enables us to place any prospective pupil into the correct learning groups when they join the school. After discussion with the Learning Support Team, class teachers and Head of Department, the Admissions Registrar will be able to issue an Offer of Place letter on behalf of the Principal, if all has gone well during the Taster Day and we believe this is the right school for your child.

If it really is not possible for your child to visit the school for a Taster Day then we may be able to offer a conditional place based upon copies of your son or daughter's latest school reports and supporting evidence and communication from their current school. Colchester High School expects a high standard of personal conduct and all pupils are admitted subject to adherence to the school rules and appropriate support of the pupil and school by parents and guardians.

The new pupil will then be assessed on their enrolment at Colchester High School to place them in the correct learning groups. If any problems surface at this stage that are serious enough to raise concerns about the pupil continuing at this school, the Principal will need to meet with the parents or guardians to discuss this further.

No pupil will be disadvantaged by the school by virtue of gender, race, religion or disability.

## **How to apply**

If you would like to come to visit the school whilst in the UK and would like further details about the application procedure, please contact the school:

Telephone: Admissions 01206 217116 Main Office 01206 573389

Email: Admissions [admissions@colchesterhighschool.co.uk](mailto:admissions@colchesterhighschool.co.uk)

Main Office [info@colchesterhighschool.co.uk](mailto:info@colchesterhighschool.co.uk)

## **Registration**

I was just looking at our Overseas Policy and there are a couple of conflicts in the Registration section with the new international admissions information that we have posted to the website, specifically with regards to fees.

Payment of the non-refundable £100.00 registration fee can be done by UK cheque in the post or by bank transfer (please see international fees for bank details). All signatories to the registration of a pupil will be deemed jointly and severally liable for the payment of due charges.

Once a formal or provisional place is offered to a prospective pupil, a deposit of £6000 and one term's fees is payable upon acceptance of a place. The deposit is held and refunded against the final term's fees. A term's notice must be given in writing if you wish to cancel the place (eg. before the start of the preceding Summer Term, for admission in the Autumn Term); notice received later than this will incur a term's fee in lieu of notice.

It is a condition of admittance to Colchester High School that parents or guardians provide original passport and birth certificate details, official transcripts from your previous school, both in the original language and translated into English, completed English language test results and if appropriate, a visa, copies of which will be made by the school and held securely in the pupil's files. All pupils must have a parent or adult guardian resident in the UK who is responsible for their welfare and living arrangements outside school hours and is contactable in an emergency situation.