

## **STUDENT ADMISSIONS and ENROLMENT POLICY**

### **ADMISSIONS POLICY**

- Student admission to the Sixth Form at Cardiff Academy is exclusively by interview.
- The minimum entry requirement is 5+ GCSEs at grade C or above.
- Interviews are conducted by the Principal and Vice Principal.
- Successful applicants will be offered a place at Cardiff Academy for the next academic year; normally informally [verbally] at interview and then, later, formally in writing.
- For the purposes of this Admissions Policy, students offered a place at Cardiff Academy at interview and then later in writing are referred to as “*potential students*” whilst their parents are referred to as “*potential parents*”.
- Potential parents are requested to fill out a Registration Form stating possible subjects to be taken.
- Receipt of this completed form, plus the registration fee, indicates acceptance on the part of potential parents to consider sending their son/daughter to Cardiff Academy.
- Without risk of legal or financial penalty, potential parents are free at any point to send their son/daughter elsewhere up until cleared funds have been received and teaching has begun. *No form of notification is required.*
- Without risk of legal or financial penalty, Cardiff Academy reserves the right to withdraw its offer of a place made to any potential student at any time up until cleared funds have been received and teaching has begun. Notification regarding reasons for this decision e.g. insufficient numbers for the Course must be given in writing at a reasonable time prior to commencement of the Course.

### **ENROLEMENT POLICY**

- Enrolment day for year 11 and year 13 takes place one week prior to that for year 12.
- No additional documentation is required on enrolment day.
- Once cleared funds have been received and teaching has begun, Cardiff Academy agrees to be *legally bound* to provide the Service stated in its Prospectus.
- Once cleared funds have been received and teaching has begun, clients of The Academy (parents) agree to be *legally bound* to continue paying termly fees.