CATS CAMBRIDGE

ADMISSIONS POLICY

Date of Policy	August 2026
Next Review Date	August 2027
Approved by Head	August 2026
Lead for Review	Registrar

PART OF CATS GLOBAL SCHOOLS

INTRODUCTION

CATS Cambridge (the school) have an inclusive Admissions Policy, recruiting students according to their potential to achieve the best they possibly can. We do not discriminate on the grounds of any of the protected characteristics (as defined by the Equality Act 2010), including but not limited to; race, gender, nationality, ethnic or national origin, religion or belief, sexual orientation, or disability.

The admissions process is usually directed through the Central Admissions department and may include an interview with the Registrar or other senior staff member, either on-site or overseas.

For all students, full academic reports, transcripts and/or examination certificates as appropriate for their course of entry are required in order to comply with UKVI guidelines (if relevant) and to ensure students meet the entry requirements of the course for which they are applying. Central Admissions staff who are unsure of a potential student's ability or intent will check with the relevant institute, who may request an interview or further documentary evidence.

INFORMATION FOR STUDENTS / PARENTS

On request, all prospective students may obtain a copy of the school's prospectus. The prospectus includes the minimum entry requirement for each of the programmes of study offered at the school.

Applicants to the school should note that they will be required to complete the GL CAT4 assessment prior to an offer being made. The outcome of the assessment will be used as part of the admissions process for the purposes of selection. In addition to which, the CAT4 assessment is used to provide an in-depth understanding of how best to support the student in their studies and provide a baseline assessment for the purposes of class setting and comparative data analysis as the student progresses.

Students will also be directed towards the relevant website. These are regularly updated and contain information about current and future activities at each of the schools.

Key policies are available on the website:

- https://www.catscambridge.com/policies/

or on request from the schools directly:

- studentcommunications@catscambridge.com

We make efforts to ensure that the prospectus, and other recruitment and publicity materials are free from bias and stereotypes.

SCHOLARSHIPS AND BURSARIES

Assessments and interviews are used to determine whether an applicant is eligible for a scholarship or bursary award. Those awarded scholarship or a bursary must maintain good academic and personal standing during their course to remain eligible for the award. Students found guilty of academic and/or personal misconduct during their course may have their awards withdrawn.

VISITS

All prospective students are encouraged to visit the school for a tailored one-to-one meeting to discuss their requirements, a tour of the facilities and to meet key staff.

CONDITIONAL OFFER LETTER

All students accepted for a place at the school will receive an offer letter stating the conditions of the offer. A registration form is enclosed with the letter, along with an Estimate of Fees and the Terms and Conditions of enrolment. The letter clearly sets out the course to be studied, and also gives a time for which the offer remains open. The offer for a place is confirmed by the completion of the registration form and the return of the form, along with the registration fee and deposit to the school.

Following confirmation of the place, further details are then reviewed with the student such as accommodation and subject choices if not already provided. International students may be required to provide additional information before final confirmation. Details will be provided on the offer letter but may include a parental consent letter and any outstanding conditions such as IELTS.

CONFIRMATION OF ACCEPTANCE TO STUDY (CAS)

For international students who require a visa, the school must comply with the UKVI Student Route requirements and may only issue a CAS if students supply appropriate documentation alongside their application. Students will only be given a CAS when the Central Admissions staff are confident that the student has the ability and the intent to complete their chosen course. Students will be required to pay a deposit before receiving a CAS. Depending on the student's specific facts, a deposit (of varying amounts), will be asked for in advance.

INCLUSION

The school are committed to inclusive practices and will make any necessary and reasonable adjustments to accommodate students. We aim to offer support to all students and as such, making up aware will help us put the right support in place.

As an international school, we are aware of cultural differences and sensitivities in recognising certain conditions and needs which may not be openly recognised in a student's home country or culture. We may need to assess or re-assess a student on arrival or later if we have reasonable concerns.

Should parents or students fail to disclose any relevant information prior to acceptance, the school may be unable to meet the needs of the student and in some circumstances, this may result in the offer of a place being withdrawn.

Where we find students require, or students/parents request, additional support in the classroom, in addition to the reasonable adjustments stated above, we would normally make a charge to cover these costs. Each case will be handled on an individual basis.

TERMS AND CONDITIONS

Terms and Conditions are on the school's website and will be made available to students and parents as part of the admissions process.

APPEALS AND COMPLAINTS

We hope that you do not have any complaints about our admissions process. However, any appeal or complaint will be dealt with under the Complaints Policy, which can be found on our website.

THE ADMISSIONS REGISTER (THE "SCHOOL ROLL")

The UK law requires all schools, including independent schools, to have an electronic Admissions Register. The contents of the Register contains information for students (both compulsory and non compulsory school age) as follows.

(a) Student's full name;

(b) Student's name that the student uses at school;

(c) Student's sex;

(d) Student's address;

(e) The full name and address of each of the student's parents;

(f) Which of the student's parents, if any, the student normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;

(g) Day, month and year of the student's birth;

(h) Day, month and year of the student's starting day at the school; (i) Name and address of the last school the student attended, if any.

N.B. If a parent of a registered student has told the proprietor that the student will in the future normally live with a parent at a specified address (in addition to or instead of any address where the student currently normally lives) the proprietor must ensure that the admission register contains— (a) the address; (b) the full name of each parent the student will normally live with; (c) the date when the student will start normally living there.

The admission register additionally states whether each registered student of compulsory school age is a boarder or a day student.

N.B. The information described above is preserved for six years from the date the data was captured.

Parents need to inform the school of any changes whenever they occur and must ensure the admission register is amended as soon as possible.

The school must make a return to the local authority when a student is deleted from the register (except when completing their programme of study) and there may be other instances when the college is required to provide Admission's data to the local authority.

LINKED POLICIES

Equality and Diversity Policy

Disability, Discrimination and Accessibility (DDA) plan

Additional Learning Support Policy CATS Cambridge