



Admissions Policy

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Signed:	Principal
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1. Policy

Felixstowe International College (FIC) was founded in 1996 and is open to students of every nationality, regardless of colour, sexuality, race or religious creed. The College is co-educational and takes students from 9 years of age through to 19 years. We are an accredited examination centre for the University of Cambridge International Examinations as well as the Oxford and Cambridge RSA Examinations, Edexcel and AQA.

The philosophy of the College is 'friendship through education' and students receive high-quality tuition in a family atmosphere. The aim of the School is to welcome students into our family and offer them the opportunity to flourish in a safe academic environment that encourages personal commitment and confidence to deal with future challenges.

2. Legal framework

As an independent school, FIC is not subject to the School Admissions Code, which applies to state-funded schools. The College sets its own admissions arrangements. This policy has regard to the following, so far as they relate to admissions:

- The Education (Independent School Standards) Regulations 2014, including paragraph 32(3)(a) (requirement to make particulars of the School's admissions arrangements available to parents of pupils and prospective pupils) and paragraph 15 (admission register).
- The School Attendance (Pupil Registration) (England) Regulations 2024, which govern the keeping of the admission register.
- The Equality Act 2010.
- The National Minimum Standards for Boarding Schools (May 2026), in particular Standard 11 (boarders' induction and individual support), Standard 22 (educational guardians) and Standard 23 (lodgings and host families).
- Keeping Children Safe in Education (statutory safeguarding guidance).
- UK Visas and Immigration (UKVI) requirements applying to the College as a licensed Student sponsor.

3. Admission of overseas students

When overseas students register to come to FIC, the process is as follows:

- Interview held in home country (face to face) or online (e.g. Zoom)
- Registration Form received
- Fee account sent
- Request for copy of passport sent
- Request for school reports to be sent
- When the fee, school records and copy passport are received, the Confirmation of Acceptance for Studies (CAS) is completed and forwarded with a visa letter to the student, in accordance with the College's duties as a licensed Student sponsor
- Student applies for their visa
- When the visa is granted, parents must contact us to agree travel and transport arrangements, including who is responsible for the collection and transport of the student at the start and end of each term

When the visa is granted, the parents are also sent:

- Consent for photos to be taken
- Medical history form
- Medical consent form
- Details of what to bring

All parents are also sent information giving details of the following, which are all available on our website:

- Safeguarding (Child Protection) Policy
- Complaints Policy
- Statement of Boarding Principles and Practice
- Names of teaching staff and their qualifications
- Exam results from the previous year
- Number of complaints received the previous year

4. Educational guardianship

Every boarder under the age of 18 whose parents live overseas must have an educational guardian resident in the United Kingdom, appointed before the student starts at the College. It will be made clear in writing to parents whether the guardianship arrangement is made by the parents or by the College, and who is therefore responsible for the arrangement and the welfare of the child.

Where the College appoints or arranges an educational guardian, the guardian is subject to the same safer recruitment procedures as College staff, and the College regularly monitors the suitability of the arrangement. Whether a guardian is appointed by the College or by parents, the College takes appropriate steps to satisfy itself that the arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder, and any concerns about a guardianship arrangement will be acted upon immediately and referred to the relevant agencies where appropriate. Under no circumstances will College staff be appointed as an educational guardian for a boarder.

Where any lodgings or host family arrangements are used, it will be clearly stated to parents whether these are arranged by the College or by parents themselves. Any lodgings arranged by the College are assessed, checked and monitored in accordance with the National Minimum Standards for Boarding Schools.

5. Admission of day students

When day students register to come to FIC, the process is as follows:

- Registration form received
- Interview with student and parents
- Parents asked to bring the original Birth Certificate, proof of address and proof of academic ability
- Student offered a place
- Fee account sent
- Parents sent copies of the documents listed above (see overseas students)
- Signed copies of health documents, photo consent (and other consent forms) requested as part of the enrolment process

- Common transfer file ('blue file') and safeguarding file obtained from the previous school if moving from a state school

6. Arrival, induction and the admission register

When any student arrives, the following is carried out:

- Medical history copied and shared with relevant staff
- Induction to cover general health and safety (including fire safety procedures), the behaviour system, bullying, complaints, and safeguarding, including how to raise a concern with any member of staff and the contact details of the independent person and external support services (for boarders)
- Any allergies and medication noted and details circulated
- Contact details updated
- Student entered in the admission register on the first day of attendance, with all details required by the School Attendance (Pupil Registration) (England) Regulations 2024; the register is amended as soon as possible if any details change
- Student added to the attendance register, student list and class list

7. Equal treatment

FIC's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for tomorrow's world. Bursaries and scholarships are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion or belief, disability, gender reassignment, sexual orientation or social background, and we will not discriminate against applicants in relation to any protected characteristic under the Equality Act 2010.

The governing body, through its senior leadership team, actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Appropriate consideration will be given to boarders and day pupils with particular religious, dietary, language or cultural needs and all reasonable effort will be made to meet these needs either in school or through arrangements made within the local community. The Principal will consider requests from parents for variations in the uniform for reasons related to disability, gender identity or on religious grounds provided that they are consistent with the School's ethos and its policy on health and safety and it is reasonable in all the circumstances, including in light of the School's obligations under the Equality Act 2010.

British ceremony and occasions often take place within a Christian structure. Familiarity with these expressions helps to shape confident future leaders who have had the opportunity to examine their own beliefs and practices. British values, and the ethos of the School, are supported and promoted by our collective worship.

8. Special educational needs and disabilities

FIC does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that we can offer them the support that they require and they can access our curriculum. We welcome pupils with disabilities provided that our site can accommodate them, and we will make reasonable adjustments in accordance with the Equality Act 2010; our

Accessibility Plan sets out how we are improving access over time. We strongly advise parents of children with special educational needs and/or physical or mental disabilities to discuss their child's requirements with us, so that the School can make adequate provision for their child.

Parents should provide a copy of an educational psychologist's report or a medical report if they have one, and a copy of any education, health and care (EHC) plan. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

9. The assessment process

The aim of the process is to identify potential. FIC is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in community activities and sport. There are many extracurricular activities, all of which are important in developing a well-balanced, confident individual. No specific preparation for an entrance test is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude. Baseline assessments are set for all students after enrolment.

10. Offers and withdrawal of an offer

The College reserves the right to decline an application where it is not able to meet the needs of the student, where the required documentation has not been provided, or where the College reasonably considers that admission would not be in the best interests of the student or of the College community. An offer of a place may be withdrawn if it was made in error, if it was obtained through false, fraudulent or intentionally misleading information, or if the conditions of the offer (including payment of fees and receipt of required documents) are not met. Parents will be informed in writing of the reasons for any such decision. Any concerns about an admissions decision may be raised through the College's Complaints Policy.

11. Availability of this policy

In accordance with paragraph 32(3)(a) of the Independent School Standards, particulars of the College's policy on and arrangements for admissions are made available on the College website and on request from the College office, free of charge, to parents of pupils and parents of prospective pupils, and on request to the Chief Inspector, the Secretary of State or the independent inspectorate.

12. Linked policies

This policy should be read alongside the following College policies and documents: Safeguarding (Child Protection) Policy; Statement of Boarding Principles and Practice; Behaviour Policy; Anti-Bullying Strategy; Complaints Policy; Equality Information and Objectives; Accessibility Plan; SEND provision information; Privacy Notices; and Attendance Policy.