

Admissions Policy

Date of policy review:	August 2026
Date for review:	September 2027
Lead for review:	Registrar

Contents

Contents.....	2
INTRODUCTION.....	3
INFORMATION FOR STUDENTS / PARENTS.....	3
SCHOLARSHIPS AND BURSARIES.....	3
CONDITIONAL OFFER LETTER.....	3
CONFIRMATION OF ACCEPTANCE TO STUDY (CAS).....	4
SAFEGUARDING	4
INCLUSION	4
TERMS AND CONDITIONS	5
APPEALS AND COMPLAINTS.....	5
LINKED POLICIES.....	5

INTRODUCTION

At Guildhouse School, our Admissions Policy is guided by our core values: *Aim High, Work Hard, Be Kind*. We are committed to a fair, inclusive, and holistic admissions process that recognises each student's potential and supports their academic and personal development. We welcome applications from motivated learners of all backgrounds who are ready to thrive in and contribute to our diverse international community.

Guildhouse School London does not discriminate on the grounds of any protected characteristic, as defined by the Equality Act 2010. We recruit students based on their ability to achieve their personal best, offering them the most suitable academic pathway to support their goals.

Admissions are typically managed by our Central Admissions department and may involve an interview with a senior leader, either in person or online. All applicants are required to submit relevant academic reports, transcripts, and/or examination certificates, both to meet course entry requirements and comply with UKVI guidelines where applicable. Where there is uncertainty regarding a student's suitability or intent, further evidence or an interview may be requested to ensure alignment with the school's expectations and ethos.

INFORMATION FOR STUDENTS / PARENTS

On request, all prospective students may obtain a copy of the school's prospectus. This will provide information about the school and the courses on offer. Students will also be directed towards the school website which is regularly updated and contains information about current and future activities at the school. Key school policies are available on the website or on request from studentservices@guildhouseschool.com. The school make efforts to ensure that the prospectus, and other recruitment and publicity materials are free from bias and stereotypes.

SCHOLARSHIPS AND BURSARIES

Entry testing is occasionally used to establish a student's level of ability to ensure that they are suitable for a particular programme or to establish whether they may be eligible for a scholarship or bursary award.

Scholarship and bursary recipients must maintain good academic and personal standing, including attendance, 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.

CONDITIONAL OFFER LETTER

All students accepted for a place at Guildhouse 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 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.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people. As part of the admissions process, safeguarding information may be requested from previous schools and other appropriate sources. Any safeguarding concerns identified during the admissions process will be considered in accordance with the School's Safeguarding and Child Protection Policy.

INCLUSION

The school is committed to inclusive practices and will make any necessary and reasonable adjustments to accommodate students. We welcome students with disabilities, long-term medical conditions or special educational needs providing that we can offer them the support that they require and/or provided that our site is appropriate for them. However, the school must be made aware of any mental or physical disabilities or special educational needs as early as possible in the application process so we can ensure that we can support the student.

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.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a prospective student's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their

health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the school.

TERMS AND CONDITIONS

The school's Terms and Conditions are on the 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.

LINKED POLICIES

EDI (including religious, dietary, language or cultural needs) Policy

Disability, Discrimination and Accessibility (DDA) Plan



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.