



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

Document Reference No	WC10
Document Title	Admissions, Enrolment and Placement Policy
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 15, 2026
Review Cycle	Annually

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IMPACT THE CHILD... IMPACT THE WORLD.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre provides short-term, intensive educational programmes that require rapid academic integration and immediate social cohesion. Because our enrichment blocks typically run for only one to two weeks, the admissions, registration, and class placement processes must operate with absolute precision and efficiency prior to a student's arrival.

This policy establishes our institutional framework for managing student entries, verifying legal documentation, and assigning learners to optimal academic pathways. In alignment with top-tier independent boarding standards, we treat the admissions process as an essential component of our student welfare and safety obligations. We are committed to an entry system that evaluates each applicant fairly, identifies individual educational requirements early, and places students into environments where they are appropriately challenged and supported. A successful, safe, and productive short-course experience relies entirely on an accurate and secure initial enrolment framework.

2. Governance, Compliance & Professional Assurance

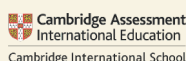
To ensure absolute legal compliance, protect student welfare, and implement industry best practices, Westerfield College Learning and Enrichment Centre coordinates its admissions operations with certified third-party organisations and external advisory bodies for:

- UK Visas and Immigration (UKVI) compliance and student visa sponsorship validation.
- Data Protection and GDPR compliance to guarantee the secure handling of applicant data.
- International credential evaluation and global academic standardisation mapping.
- Statutory safeguarding, child protection, and background verification training for admissions staff.

3. Definition of Terms

To ensure operational consistency across all administrative and registrar workflows, the following definitions apply:

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- **Admissions Vetting:** The initial review process used to assess an applicant's suitability, academic background, and safety metrics before offering a place.
- **Enrolment:** The formal registration process where an applicant satisfies all financial, medical, and legal criteria to become an official student at the centre.
- **Academic Placement:** The systematic assignment of a student to a specific curriculum track, class group, and residential cohort based on baseline capability data.
- **Single Central Enrolment Record:** The definitive, secure database tracking all verified entry criteria, identity documents, and student visa status details.
- **Educational Agent:** An authorized international representative or agency coordinating a student's application, travel, and communication with the centre.

4. Admissions Criteria & Pre-Arrival Vetting Framework

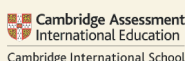
The centre maintains rigorous entry protocols to guarantee that all admitted students can safely participate in and benefit from an intensive residential learning environment.

4.1 Mandatory Application Documentation

An application is considered complete and ready for formal review only when the admissions office has received and verified:

- **Identity and Nationality Verification:** A clear color copy of the applicant's valid passport, which must be cross-checked during physical registration on day one.
- **Academic Transcripts:** Official school reports or academic records from the previous twelve months, translated into English where applicable, to assess baseline capability.
- **Language Proficiency Self-Assessment:** A verified statement or language certification indicating the applicant's current level of English understanding.
- **Comprehensive Medical and Dietary Disclosures:** Full disclosure of any pre-existing medical conditions, mental health support requirements, physical disabilities, severe allergies, or dietary restrictions. This data is managed in strict confidence by our pastoral teams.

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4.2 Comprehensive Safeguarding Review

As part of our commitment to independent sector child protection standards, the admissions office evaluates all applications for potential safety indicators. This includes reviewing past behavioral reports, identifying unexplained gaps in school attendance records, and cross-referencing files against safety criteria to ensure the applicant poses no danger to themselves or the broader residential cohort.

5. Entry Registration, Immigration Compliance & Financial Safeguards

5.1 Visa and Immigration Verification

The centre enforces strict statutory checks to prevent immigration breaches. For all international students requiring a visa to study in the United Kingdom, the admissions team must verify the validity of the travel documentation and confirm the correct immigration pathway before issuing confirmation of enrolment. All entry codes and visa specifics are logged securely on the Single Central Enrolment Record.

5.2 Financial Terms and Repatriation Liabilities

- **Fees and Deposits:** All course fees, registration deposits, and ancillary costs must be paid in full according to the timelines specified in the offer letter. Failure to settle outstanding balances prior to arrival will result in an automatic suspension of enrolment.
- **Emergency Travel Contingency:** Parents or legal guardians must provide a signed financial liability agreement during registration. This document guarantees that all costs for emergency medical attention, specialized travel logistics, or rapid disciplinary repatriation under policy terms remain the absolute financial responsibility of the family.

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6. Proactive Application, Screening and Placement Workflow

Application Submission -> Documentation & Visa Vetting -> Academic Profile Assessment -> Conditional Offer & Deposit -> Arrival Identity Verification -> Baseline Class Assignment

6.1 The Academic Placement Formula

To maximize learning outcomes in a one-to-two-week programme, class groups are balanced meticulously. The registrar team uses a combined profile assessment model to assign students to classes, factoring in age standardisation, language levels, and subject preferences. This ensures that groups remain dynamic, inclusive, and appropriately matched to prevent any student from feeling overwhelmed or under-challenged.

6.2 Pre-Arrival Placement Adjustments

If an international educational agent or parent identifies a significant shift in a student's academic performance or language proficiency between application and arrival, they must notify the registrar immediately. The centre will re-evaluate the student's file and adjust their class track accordingly, avoiding disruptive reassignments during the short course.

7. Registration Violations, Revocation and Safeguarding Interventions

Falsifying information or withholding critical safety, medical, or behavioural history during the admissions process represents a direct violation of institutional standards and will face immediate administrative action.

7.1 Tiered Registration Sanctions

- **Level 3 Placement Probation:** If a student arrives and demonstrates language or behavioral needs that were deliberately downplayed during application, they will be placed on a strict academic monitor. Their class track will be adjusted, and their access to independent campus activities will be restricted to ensure close staff supervision.
- **Level 5 Enrolment Revocation and Immediate Repatriation:** Triggered immediately if management discovers that an applicant deliberately withheld critical child protection histories, major behavioral exclusions, or severe unmanaged medical risks. The student's enrolment will be terminated immediately, and they will face fast-tracked repatriation at the absolute expense of the parents or agents.

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7.2 Non-Disclosure Consequences

Withholding vital medical or behavioral indicators damages the centre's ability to provide adequate care. If an enrolment is revoked due to deliberate non-disclosure, all fees paid to the centre are entirely non-refundable, and the centre will accept zero liability for any disruption to the student's academic record or travel arrangements

8. Accelerated Admissions and Placement Appeals Mechanism

8.1 Right to Fast-Track Entry Review

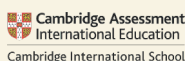
If a parent, legal guardian, or international booking agent disputes an admissions rejection, a placement track assignment, or an immediate enrolment revocation ordered under this policy, they have a right to an accelerated review.

- **Submission Timeline:** The appeal must be submitted in writing via email directly to the CEO, Michael Dosunmu, within forty-eight hours of receiving the written rejection or revocation notice.
- **No Delay to Safeguarding Decisions:** To ensure the operational security and structural integrity of the active student cohort, an appeal will not delay any planned repatriation procedures or enrolment suspensions.

8.2 Panel Resolution and Final Outcome

- **The CEO, Michael Dosunmu,** will assemble an emergency Admissions Review Panel consisting of himself and at least one independent, senior registrar consultant or external educational legal advisor detached from the original intake decision.
- **Final Judgment:** The panel will cross-examine the submitted application file, visa validation records, staff vetting notes, and written representations from the family. The CEO will issue a final, binding decision in writing within three working days, establishing whether an enrolment reversal, alternative class placement, or fee adjustment is warranted.

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9. Registration Auditing & Standardisation

9.1 Data Integrity and Record Auditing

The Centre Manager conducts regular, unannounced audits of the Single Central Enrolment Record. These audits ensure that passport copies, visa verifications, emergency contact details, and medical files are perfectly organized, up to date, and compliant with both UKVI guidelines and independent inspection frameworks.

9.2 Post-Intake Operational Reviews

Following the conclusion of each short-course cycle, the admissions and registrar teams conduct a comprehensive operational review. This session evaluates the accuracy of pre-arrival placement data against actual student classroom performance, identifies processing bottlenecks, and refines our entry criteria to optimize student integration for future cohorts.

10. Policy Review & Version History

10.1 Policy Review

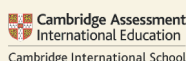
To preserve absolute alignment with both statutory regulations and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If internal restructuring, legislative changes, or independent inspection assessments necessitate an earlier update, the review window will be moved forward accordingly.

10.2 Version History

The table below tracks the complete evolution of this policy document:

- No: 1
 - Revised on: 30th November 2024
 - Version: Version 1.0
 - Changes: Initial baseline formulation for student internet access codes and basic computer lab guidelines.
 - Approved by: Academic Board
 - Date of Approval: 30th November 2024
 - Revised by: Policy Lead

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- No: 2
- Revised on: 15th June 2026
- Version: Version 1.1
- Changes: Comprehensive upgrade implementing enterprise-grade automated filtering controls, real-time trigger keywords alerts, a detailed digital code of conduct, fast-tracked 12-hour parent/agent notifications, parental financial travel liabilities for digital exclusions, and accelerated appeal tracks under the joint authority of the CEO, Michael Dosunmu, and the Centre Manager.
- Approved by: Centre Manager
- Date of Approval: 15th June 2026
- Revised by: Senior Registry Officer

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