



Admissions Policy

Ace London School

1. Policy Statement

Ace London School is committed to providing fair, transparent, and inclusive access to education for all eligible applicants, regardless of background, race, gender, disability, religion, nationality, or socioeconomic status.

The school aims to admit students who have the potential to benefit from and contribute to its academic community while ensuring that admission processes comply with UK legislation and regulatory requirements, including UK Visas and Immigration (UKVI) rules for international students.

2. Purpose

The purpose of this policy is to:

- Outline the principles and procedures for student admissions
- Ensure all applicants are treated equitably and consistently
- Establish clear entry requirements for each programme
- Maintain compliance with national education standards and immigration laws
- Support the school's mission to provide quality education to a diverse student body

3. Scope

This policy applies to:

- All applicants (UK, EU, and international) seeking admission to full-time, part-time, or online courses offered by Ace London School
- All school staff involved in student recruitment, marketing, admissions, and enrolment
- All programmes and qualifications delivered by the school



Ace London School Limited

UK Learning Provider (UKPRN 10096855)

Suite 302, 315 & 504 Olympic House 28-42 Clements Road, Ilford. IG1 1BA

Company number 15358333 Registered in England & Wales

ASIC Accreditation no: AS95651/1124



4. Legal and Regulatory Framework

This policy complies with the following legislation and guidance:

- **Education (Independent School Standards) Regulations 2014**
- **Equality Act 2010**
- **UK Visas and Immigration (UKVI) Student Sponsor Guidance**
- **Data Protection Act 2018 and UK GDPR**
- **Consumer Rights Act 2015**
- **Safeguarding Vulnerable Groups Act 2006**

5. Admissions Principles

Ace London School ensures that:

- Admissions are based on merit, suitability, and potential to succeed
- All applicants receive fair and equal consideration
- Clear and accurate information is provided to applicants before enrolment
- Entry requirements and selection criteria are applied consistently
- No applicant is discriminated against based on protected characteristics
- Admissions decisions are made by trained and authorised staff

6. Entry Requirements

a) Academic Requirements

Each course has specific academic entry requirements, detailed in the programme handbook or website. Typically, applicants must provide:

- Relevant academic qualifications (e.g., GCSEs, A-Levels, Level 3 Diplomas, or equivalent international qualifications)
- Evidence of English language proficiency (e.g., ZOOM INTERVIEW/ IELTS 5.5 or above, or equivalent) for non-native speakers
- For mature learners, relevant work experience may be considered in lieu of formal qualifications.





b) English Language Requirements (International Students)

International applicants whose first language is not English must demonstrate language competence through one of the following:

- Zoom Admission's Interview
- IELTS, TOEFL, Pearson or equivalent English qualification
- Previous study in English-medium education
- An internal English assessment conducted by the school.

c) Age Requirements

The minimum age for admission to most courses is 18 years at the time of enrolment, unless otherwise specified.

7. Application Process

Step 1 – Enquiry and Information

Prospective students can enquire via the school website, email, or in person. They will receive detailed information about courses, entry requirements, tuition fees, and visa processes (if applicable).

Step 2 – Application Submission

Applicants must complete the official school Application Form and provide:

- Academic certificates and transcripts
- Proof of identity (passport or national ID)
- English language test results (if applicable)
- Personal statement outlining educational goals
- Reference letter(s) from a teacher or employer (if required)

Step 3 – Application Review

- Applications are reviewed by the Admissions Team and Programme Leader
- Applicants may be invited for an interview (in person or online) to assess suitability





Step 4 – Conditional or Unconditional Offer

- Successful applicants will receive an Offer Letter, either:
 - Conditional, subject to meeting outstanding requirements (e.g., final grades, English level, visa approval) or
 - Unconditional, confirming full admission

Step 5 – Acceptance and Enrolment

- To confirm their place, students must:
 - Sign the Acceptance Form
 - Pay the required tuition fee deposit (non-refundable)
 - Provide additional documentation requested for enrolment
- Upon completion, international students will be issued a Confirmation of Acceptance for Studies (CAS) if required for visa purposes.

8. International and UKVI Compliance

Ace London School holds a Student Sponsor Licence and complies fully with UKVI regulations, including:

- Verifying the authenticity of documents before issuing CAS
- Ensuring students meet visa eligibility criteria
- Monitoring attendance, engagement, and progression
- Reporting non-compliance or visa breaches to UKVI in line with sponsor obligations.

The school reserves the right to withdraw an offer or terminate enrolment if immigration regulations are breached or false information is provided.

9. Recognition of Prior Learning (RPL)

The school recognises previous study or professional experience that meets the learning outcomes of a course.

Applicants may apply for RPL credit by submitting supporting documentation (e.g., transcripts, certificates, work evidence).



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Decisions will be made by the academic team in accordance with awarding body regulations.

10. Fees and Deposits

- Tuition fees and deposit amounts are published annually on the school website.
- Deposits are non-refundable unless the school cancels a course or the applicant's visa is refused for reasons beyond their control (see Refund Policy).
- Students must pay fees in accordance with the school's Fees and Refund Policy.

11. Equal Opportunities and Accessibility

Ace London School is committed to equality, diversity, and inclusion in admissions.

- All applications are assessed based on merit, without bias or discrimination.
- Reasonable adjustments will be made for applicants with disabilities or additional learning needs.
- The school complies with the Equality Act 2010 and the Special Educational Needs and Disabilities (SEND) Code of Practice.

12. Fraudulent Applications

Submitting false, forged, or misleading information will result in:

- Immediate withdrawal of any offer
- Termination of enrolment (if already registered)
- Possible referral to law enforcement or immigration authorities

13. Appeals and Complaints

Applicants who believe their application has not been handled fairly may appeal within 10 working days of receiving the decision.



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Appeals must be submitted in writing to the Admissions Manager, stating the grounds for appeal (e.g., procedural error, missing evidence).

Complaints about the admissions process should follow the school's Grievance and Complaints Policy.

14. Data Protection

All personal data collected during the admissions process will be processed in accordance with the Data Protection Act 2018, UK GDPR, and the school's Privacy Policy.

Information will be used solely for admissions, enrolment, and compliance purposes.

15. Monitoring and Review

- The Admissions Team will regularly monitor admissions data to ensure equality and transparency.
- This policy will be reviewed annually by the Senior Management Team or sooner if changes occur in legislation or regulatory guidance.

16. Contact Information

Admissions Department

Muhammad Sajid – Admissions and School Manager

Ace London School

Suite 302, 315 & 504 Olympic House

28–42 Clements Road, Ilford, IG1 1BA

sajid@acelondonschool.co.uk



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