



Procedures for Students Under the Age of 18

If a student enrolls at the school under the age of 18 the following procedures should be followed:

- Administration must highlight any student under the age of 18 and pass on this information to the DoS. You should give information on age; nationality; length of course along with their level test and starter form.
- The DoS will then pass on this information on to the teacher so that they can keep a pastoral eye on the student.
- The DoS will organise a tutorial with the student after their first week, mid-course and at the end of the course.
- It is essential that we have full contact details of their guardian in this country and their next of kin.