



## SCHOOL POLICY DOCUMENT

### Student Checking Procedure for Tier 4.

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<b>Authorised by: Kate O'Toole</b> <b>Date:</b>	<b>Signature:</b>

The following policy document has been written to give guidelines for the checking of student information throughout the academic year with Select English.

Once a student has registered for his studies at Select English all of his/her personal details will be placed on a database. The database will show:

1. Name
2. Cambridge address
3. Mobile no.
4. E-mail
5. Police registration certificate no.