



POLICY NAME	Admissions & Acceptance Policy			POLICY NO.	CSP-AAX1
EFFECTIVE DATE	28/04/2026	DATE OF LAST REVISION	28/04/2026	VERSION NO.	1
OWNER OR RESPONSIBLE PERSON	Creator Shakers Admissions Team courses@creatorshakers.org.uk		REVIEW INFORMATION	This policy will be reviewed annually. Review On: 28/04/2027	
APPLIES TO					
GROUP 1	All Students	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	C. Mallia	28/04/2026	Creation of Policy	

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ELIGIBILITY CRITERIA

Age Requirements

Creator Shakers' courses are targeted for different age groups. Our age range typically starts from the age of 13 until the age of 19, however, on JR courses, this may be from the age of 7 until 12. Each course has a specific age range; this is clearly stated on the course description.

Prerequisites

Our courses don't have any specific prerequisites or skill requirements, however, in the rare instance where a course does have entry requirements, these will be stated in the course description.

Technical Requirements

Students must have:

- A stable internet connection (recommended to be a minimum of 30mbps).
- Access to a tablet and/or computer (the course description will go into more detail).
- The access to necessary tools and software, provided by Creator Shakers.

ADMISSION PROCESS

Application

Students and their parents/guardians (or the young person themselves if they are aged 18+, or 16+ in certain cases) must complete a two-step sign-up process:

- Student Form: Students provide basic information about themselves and a method to contact their parent/guardian.
- Parent/Guardian Form: Parents/Guardians provide additional details about the student and consent to their participation.

First Come, First Serve

Enrolment is granted on a first-come, first-served basis until the course reaches its maximum capacity, which will not typically exceed 10-15 students. The course maximum will be stated on the sign-up form.

Waitlist & Priority

Students who are not admitted to a course due to capacity limits will be placed on a waitlist. These students will be given priority for the next group of that course. Before the next group opens for general registration, parents/guardians will be contacted to confirm their child's place.

Non-Discriminatory Admissions

Creator Shakers is committed to providing equal opportunities for all students, regardless of gender, location (as long as they are in the United Kingdom or Republic of Ireland), SEN (Special Educational Needs), disabilities, or any other factors. If students meet the eligibility criteria for a course, they will be accepted.

COMMUNICATIONS WITH PARENTS/GUARDIANS

Regular Updates

Parents/Guardians will receive regular updates regarding course schedules, any changes, and upcoming sessions in which they can attend (including the Course Graduation). Most communication will be directed to the student once enrolled, but parents/guardians are encouraged to reach out to course leaders if they wish to receive updates.

Post Course Follow Up

Creator Shakers values ongoing relationships with our students. We may reach out to parents/guardians and students' post-course for feedback, updates, and/or additional opportunities. Parents/Guardians/Students are encouraged to keep in

touch with us after the course with any updates they wish to share or anything we can help them with. Students are also free to connect with us on LinkedIn.

ATTENDANCE AND PARTICIPATION

Attendance Policy

Regular attendance and active participation are expected from all students. If a student frequently misses sessions or does not participate, the course leader will reach out to understand the situation and offer support where possible. Continued absences without communication may result in the student being removed from the course. Students' attendance is logged on the Creator Shakers Hub and if a student has been removed from the course, a confirmation email will be sent to parents/guardians. Our full removal policy can be found on our website.

Withdrawal from Courses

If a student needs to withdraw from a course mid-way, Creator Shakers will work closely with the student and parent/guardian to explore ways to keep them enrolled. However, if withdrawal is necessary, we will support the student and offer them priority for the next session if desired.

SPECIAL CONSIDERATIONS & SUPPORT

Support for SEN and Disabilities

Creator Shakers is committed to inclusivity. If a student requires additional support (e.g., 1:1 assistance, prompts, etc.), parents/guardians should indicate this on the sign-up form. The course team will then work with the family to develop a tailored support plan that meets the student's needs.

Technical Issues

In the event of technical difficulties during a live session, the course leader will make every effort to bring the student up to speed, potentially scheduling a 1:1 session. If technical issues are recurring, a plan will be developed to ensure the student can continue participating (e.g., joining via phone for audio).

COURSE CAPACITY AND FREQUENCY

Maximum Enrolment

Each course will have a specified maximum number of students, usually not exceeding 10-15 students, which will be indicated on the sign-up form.

Course Frequency

Courses are run as frequently as possible, with new groups starting shortly after the previous group finishes. Courses can last anywhere between 2-10 weeks.