



ADMISSIONS POLICY

JULY 2014

PRINCIPLES

1. Godalming College is an independent corporation in the state sector and as such free to establish its admissions policy in accordance with its aims and needs as a sixth form college.
2. The College welcomes applications from all students who will meet the basic criteria in terms of age, qualifications and suitability for the types of course they would like to study at the College at the point when they would begin their programme of study.
3. We aim to ensure that the recruitment of learners is undertaken in a fair and non-discriminatory manner.
4. The Principal has the sole right to receive appeals and the ultimate authority to accept or reject any student.
5. The College has to set limits on the numbers of students it can accept into the College and therefore reserves the right to close the application list when it has reached the number of applications to meet its target number of students.
6. All students offered a place at College must agree to subscribe to the Corporation's policies, the College Code of Conduct and the Student-Tutor Agreement.

FACTORS DETERMINING ENTRY FOR 16-18 YEAR OLD STUDENTS

AGE

- Students must be between 16 and 18 years of age on the 1st September in the year at which they first start at the College.
- Students who are 19 years old and over in the year at which they might start at the College will not usually be accepted onto a learning programme except in special circumstances. Such students will be liable to pay fees.
- Students who are 15 years of age may be accepted for entry in certain circumstances e.g. when they have fast-tracked a year at their previous school subject to official approval from the relevant government agency.

QUALIFICATIONS

Students who apply and are offered places at the College will need to meet the following criteria:-

- Entry onto a Level 3 A-level programme – minimum requirement is 5 grade Cs at GCSE (or equivalent qualifications). Where equivalent qualifications are taken we would expect a student to have followed a broad programme of study if they intend to go on to follow a broad level 3 programme. In addition, individual subject departments make their own recommendations based on the success of past students.
- For entry onto a Level 2 Access programme you should ideally have between 2 and 4 GCSEs at grade C or above and other GCSEs at grades D or E, but we are prepared to be flexible in determining the right course for individual students.

FEES

- 16-18 year old learners who meet specified criteria will generally not be required to pay tuition fees.
- Students will not normally be charged fees if they have lived in the European Union for three years before joining the College, and have the legal right to be resident in the United Kingdom - other students may be charged fees. Each application from a student who is not a full UK citizen will be assessed individually according to the Government regulations at the time of the Student's application to College, additional information may be needed to complete this assessment. Fees are determined by the College on an annual basis.
- [Overseas applicants are asked to note that the College is not registered with the Home Office to provide sponsorship to support applications for study under the Tier 4 points-based system.](#)

THE TARGET NUMBER OF APPLICATIONS

At the start of a new academic year the College will set a minimum or maximum target number of applications for the new intake of students based on what the management of the College believe is the appropriate number of students. The specific criteria which contribute to determining the target number of applications are:-

- levels of funding from the government and associated government policies
- the physical capacity of the College in terms of classrooms, workshops and general learning and social spaces
- desired levels of class size and contact time taking into account the workload of teaching and support staff
- preserving the community-focused ethos of the College
- the conversion rate of applicants into actual students who take up places at the College in September
- the numbers of students likely to apply from different categories of school and the likely transfer of Year 12 students into Year 13

The fundamental consideration is that students will be accepted into the College until overall projected student numbers reach a threshold beyond which there is a likelihood that the quality of education and social experience of students and the working environment for staff will be significantly diminished.

SCHOOL OF ORIGIN

Students from Waverley Federation Schools

Godalming College is the designated sixth form college for its five partner schools in the Waverley Federation. All students currently attending one of the following five federation schools are, subject to meeting the qualification criteria, guaranteed a place at the College irrespective of when they apply or home address.

- Broadwater
- Glebelands

- Gosden House
- Rodborough
- Woolmer Hill

Students from other schools

Students from all other schools which are not Waverley Federation Schools, subject to meeting the qualification criteria, are also guaranteed a place at the College irrespective of when they apply or home address. The exception to this is when the college is oversubscribed and has to ration places in which case the procedures in Appendix 1 will apply.

OTHER CONSIDERATIONS

Occasionally other factors may influence who will be accepted into the College and in what order of priority. Such factors might relate to whether the applicant has or is:

- siblings already at the College;
- a medical condition or disability justifying special consideration;
- “looked after”/in care;
- given cause for concern at a previous institution or/and been involved in criminal activities;
- provided insufficient information about their background.

The Principal’s judgement will be final in relation to whether a student can or can’t be offered a place at the College taking into account ‘Other Considerations’.

APPLICATION PROCESS

ON-LINE APPLICATION PROCESS WITH PERFORMANCE CRITERIA

Open Evening

The College holds two Open Evenings during the academic year, one in the Autumn term and one in the Summer term, details of which can be found on the College website. These events provide applicants with the opportunity to view the College and speak to members of staff about what the College has to offer.

Application

Applicants can apply online at www.godalming.ac.uk/application/ Upon submission applicants will receive an email to acknowledge the receipt of their application.

Course Advice Session

Qualifying applicants will be invited to the college for a Course Advice Session to discuss their application and course choices with a member of College staff. This interview is an opportunity to discuss course or subject choices, get advice about entry requirements and for us to find out more about the applicant. Applicants will receive notification of

their Course Advice Session usually within 4 weeks of submitting an application (with the exception of applicants who apply during July and August should receive a Course Advice notification within the first 4 weeks of the start of the Autumn term).

Offer of a place

Following their Course Advice Session, all being well, applicants will be offered a place at the College. Applicants will usually receive an offer within 2 weeks of their Course Advice Session.

G2G Taster Day

Following the offer of a place at the College, applicants will be invited to attend one of the College's 'Going to Godalming' (G2G) Taster Days which take place towards the end of the Summer term. The G2G days are aimed at helping with the transition between school and college, to give applicants a taste of what it is like to be at Godalming College and to try out the subjects selected at their Course Advice Session earlier in the year.

Parents of applicants will also be invited to attend a G2G Parents Evening which will provide more information about the student journey through Godalming College and the processes and procedures we have in place to keep parents informed of a student's progress throughout their time at Godalming College.

Enrolment

The College will write to applicants in the summer term with full details of enrolment including a date and time for their individual enrolment session.

THE APPLICATION YEAR

The aim of the College is to ensure applicants are well informed and fully supported in understanding what an education at Godalming College is all about. The College will support applicants in the year before they enrol at the College with a number of events as set out in the table below.

Open Evening	July and October
Applications open	July to March (or until places are full)
Course Advice Session	November – April (usually within 4 weeks of application)
Offer of a place	November onwards – usually within 2 weeks of Course Advice Session
G2G Taster day	June / July
Enrolment	August / September

THE PROCESS FOR WAVERLEY FEDERATION SCHOOL APPLICANTS

Students will receive advice on the application process from their school. The majority of applications from each Federation School will be submitted at the same time via the school itself.

APPEALS PROCESS

- Any issues or concerns relating to admissions should be referred in the first instance to the Assistant Principal for Curriculum & Quality
- The Principal will make the final judgement in relation to appeals about admissions.

APPENDIX 1.

PROCEDURES IF THE COLLEGE IS OVERSUBSCRIBED WITH APPLICATIONS

When the College is over-subscribed in other words when a maximum target figure for student application numbers is exceeded or likely to be exceeded and therefore it has to ration places at the College the situation will be managed as follows:-

Federation Applicants

Applicants from Federation Schools are guaranteed a place of the College irrespective of whether we are over-subscribed or not

Open Applicants

Students from other schools which are not in the Federation category and whose applications are received by the stated published deadline will be allocated places on the basis of geographical proximity to the College by postcode. Where the geographical cut off will fall in terms of distance from the College will vary depending on the numbers of applications received by the deadline date.

If the required applications to meet the target number have been achieved by the deadline date and a waiting list has been established, applications received after the deadline date will be allocated onto the waiting list on a first-come-first-served basis.

However, if the target number of applications has not been reached by the deadline date but the College is still expected to be over-subscribed, the College will set a further deadline. All applications received by the time of the second published deadline will be allocated places on the basis of geographical proximity.

If the target number of applications has not been achieved by the time of the second deadline then the College reserves the right to allocate remaining places on whatever basis it sees fit.

Open Applicants from Specific Schools

The College in the context of being over-subscribed for applicants may accord applicants from specific named schools certain advantages in the application process. Specific schools are schools which have traditionally contributed significant numbers of students taking up places at the College and/or which might be disadvantaged if admissions were based simply on geographical proximity. The schools named may change from year to year at the College's discretion. The Principal's decision on this will be final.

Students from specific named schools will have a guaranteed place to study at Godalming College if their application is received by the published deadline. After the published

deadline has passed these applicants will no longer have a guaranteed place and will be allocated a place on the same basis as students from other schools.

Principles guiding the operation of a waiting list

Broadly speaking the following principles for operating a waiting list will apply-

- Applicants will be placed on the waiting list as described under school of origin above and will be sent a letter explaining the situation within 5 working days. Waiting list applicants will not normally be invited to Course Advice Sessions as this may unjustifiably raise expectations.
- Occasionally there may be 'Other Considerations' as indicated above in which a student may be taken off the waiting list in order to attend a Course Advice Session for a potential place at the College. The Principal will make final decisions in relation to special claims
- Applicants will be taken off the waiting list according to rank order but this will be subject to certain conditions such as individual course availability and 'Other Considerations'. All offers of places at the College will be honoured.
- A point may be reached where the waiting list is extensive enough to justify the closure of the waiting list itself and in these circumstances applications will be refused.
- Applicants on the waiting list will receive information about places available at other sixth form colleges that are members of the S7 Surrey sixth form consortium.

The exact circumstances resulting in a closure of the College applications list will vary and therefore the actual operation of the waiting list will need to be determined within the broad framework set by the above principles.