

## **Admissions Policy for UK and EU Students**

Godalming College specialises in the delivery of advanced level (Level 3) study programmes, with a small range of Level 2 qualifications. The College normally accepts students aged 16 years of age and will only accept students who meet the eligibility criteria, as defined in the post 16 funding regulations. Applicants who have not lived in the UK for at least three years prior to enrolling at the College, will be required to provide evidence of eligibility for state education before being offered a place. The College provides high quality education and support for young people which develops the talents and promotes the aspirations of every student. We are fully committed to celebrating diversity and promoting a culture of inclusivity for all. The Admissions Policy is reviewed by the Godalming College Academy Trust on an annual basis.

### **Entry Requirements**

As an open access College, admissions are based on the following entry requirements:

- The minimum entry requirement for an advanced Level 3 study programme is 5 full GCSEs at grade 4/C or above. Please note that individual courses have specific grade entry requirements and this information is available on the website and in the prospectus. The absence of GCSE English Language at grade 4 will significantly restrict study programme options at Level 3.
- The minimum entry requirement for Level 2 Access To Level 3 programme is 2 grade 4/Cs or above and an average of a grade 3/D in all other GCSEs.
- Applicants who are currently studying abroad, or have already done so, will have to apply and pay for a statement of comparability through NARIC, before an offer of a place can be given

### **School of Origin**

#### **Students from Waverley Federation Schools**

Godalming College is the designated sixth form 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 entry requirements, 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 minimum entry requirements, are also guaranteed a place at the College irrespective of when they apply or their home address. The exception to this is when the College is oversubscribed and has to ration places, in which case the procedures in the Appendix 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 is:

- A child who is in the care of the local authority, or who was previously in care
- A sibling of a student already enrolled at the College
- An applicant in possession of a current Education, Health and Care Plan, which names Godalming College as the preferred destination for post 16 study. S/he will be offered a

place at the College subject to an assessment of the needs being able to be reasonably met by the College

- An applicant who has already completed a first year (lower sixth) at another educational establishment. Such students will be considered on an individual basis. This is not a course of action that is recommended and, therefore, such students will only be accepted onto a study programme in exceptional circumstances

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

### **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 fundamental consideration is that students will be offered a place at 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.

### **Appeals Process**

- The College reserves the right to vary the above arrangements in its discretion
- Any issues or concerns relating to admissions should be referred in the first instance to the Assistant Principal for Curriculum and Quality
- The Principal will make the final judgement in relation to appeals about admissions

## **Appendix**

### **Procedures if the College is oversubscribed with applications**

When the agreed student application number for any given year is exceeded or likely to be exceeded and therefore the College has to ration places, the situation will be managed as follows:-

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.

Students from other schools which are not in the Waverley 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.

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.

*Approved by Godalming College Academy Trust March 2018.*