

# Admissions Policy

**Learning together for success and progression**

*Approved by Academy Trust Board: 25<sup>th</sup> March 2024*

# Admissions Policy

|                                 |                   |
|---------------------------------|-------------------|
| Trustee Committee Responsible:  | Governance and HR |
| Nominated Lead Member of Staff: | Principal         |
| Status and Review Cycle:        | Statutory Annual  |
| Current Review:                 | March 2024        |
| Next Review Date:               | March 2025        |

## Admissions Policy

Godalming College specialises in the delivery of full time, daytime, two-year advanced level (Level 3) study programmes. The College accepts students aged 16 or 17 years of age who meet the eligibility criteria, as defined in the post 16 funding regulations. It will only consider applications from 18 year old students who have experienced significant extenuating circumstances and who will not have already gained any A Level/BTEC Level 3 qualifications by the enrolment date. Those aged 19 and above will not be considered for enrolment. 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 at enrolment. Godalming College does not accept students transferring part way through an academic year or transferring from another institution into the second year of study.

The Admissions Policy is reviewed by Godalming College Academy Trust on an annual basis.

### Entry Requirements

As an open access College, the admissions process is not based on the GCSE grade profile of applicants, aside from applicants satisfying the following entry requirements:

- The minimum entry requirement for a Level 3 study programme is 5 full GCSEs at grades 9-4. Please note that individual courses have specific grade entry requirements and this information is available on the website
- Equivalent qualifications at Level 2 in vocational courses (at Merit or above) are accepted where they are directly related to the courses which have been applied for. However, these courses are not adequate for entry alone for a Level 3 study programme and would always need to be accompanied by a minimum of 5 GCSEs, grades 9-4
- The absence of GCSE English Language at grade 4 will significantly restrict study programme options at Level 3

## **Overseas Qualifications**

Applicants who are currently studying abroad or have already done so will have to apply and pay for a statement of comparability through UK ENIC. This will need to be presented at enrolment at the very latest.

## **Special Educational Needs, Additional Learning Support and Diversity**

Godalming College is fully committed to celebrating diversity and promoting a culture of inclusivity for all. We are proud of our proven track record in supporting students from a variety of backgrounds and abilities.

Godalming College welcomes applications from students who may require additional support and strives to ensure that information and guidance is in an accessible form.

Where applicants require additional support due to disability, or special educational, health or care needs, the College will assess the additional support needs and will make best endeavours to meet these needs. The applicant, parent/carer and other partners supporting the applicant will be consulted on what reasonable adjustments can be made to meet the specific needs of the applicant.

To comply with statutory regulations, students with specific Access Arrangements for examinations will need to re-apply for these on transfer to the College. Relevant evidence must be up to date (within the past 12 months) and provided to the College upon request.

The level of support available is defined by the College's resources and not by what it takes to enable a particular student to study at the College and succeed. There may be cases where it is not in the best educational interests of the applicant to study at Godalming College.

## **Making an Application**

The Godalming College Application Form is available via the College website. Applications are made by completing an online application form. The College only accepts applications for full-time study programmes. It is always beneficial to submit an application as soon as possible. Students studying at the College agree a contract to remain on a full-time study programme throughout their time at College.

The College will annually determine the number of places available for new admissions.

## **Deadline for Applications**

Applications will open for entry for September 2025 on 3<sup>rd</sup> July 2024 and close on 11<sup>th</sup> November 2024 at midday.

## Applications Submitted by Deadline

Applications that are submitted by the deadline are likely to have their application processed and to be offered a Course Advice Session. The following applicants are deemed to have 'exemption' status and are guaranteed a Course Advice Session if their application is submitted by the deadline:

- students who attend one of the Waverley Federation schools
- applicants who are designated as a 'Looked After Child'
- applicants with a sibling already at the College or who has completed their studies within the past Academic year. For this purpose, 'sibling' is defined as a whole, half or step-sibling or an adopted young person resident at the same address
- children of current, permanent staff, who have been employed by the College for at least 1 year at the point of application
- applicants with an up-to-date Education, Health and Care Plan, which names Godalming College as the preferred destination for post 16 study. They will be offered a place at the College subject to an assessment of their needs being able to be met by the College and in liaison with the relevant Local Authority

All applications submitted by the deadline which are not covered by the above criteria will be considered for a Course Advice Session. However, if at deadline the number of applications exceeds the number of places available, the Oversubscription Procedure will be adopted.

## Oversubscription Procedure

The volume of applications will determine how many applications can be processed each year. If the College receives more applications than it has spaces, applications will be processed in the following order:

| Applicant Category | Criteria  |
|--------------------|---|
| Exemption          | Applicants who are determined by Godalming College to have exemption status (see above for definition)                                |
| 1                  | Applicants who are living in postcodes GU1, GU2, GU3, GU4, GU5, GU6, GU7, GU8, GU9, GU10, GU26, GU27, GU30, GU31, GU32, GU33 and GU35 |
| 2                  | Applicants who are living in any other GU postcodes   |
| 3                  | All other applicants  |

Where the cut off point for the allocation of spaces falls within one of the applicant categories above, the College will then process applications within that allocation category based on the order of date/time that the application was received.

The address shown on the application form will be taken as the student's home address. The College will consider an applicant to be living in the relevant post code category if this is their home address at the point of application and at enrolment the following August. In the event of any uncertainty, the College will require confirmation of the applicant's usual address from the applicant's current school. The College will not accept moving into an area or a change of address as an acceptable reason to move to a higher priority category.

## Offer of a Place

All applicants who have their application processed, attend a Course Advice Session and are offered a provisional place, will be asked to accept their place by a deadline of midday on 1st April 2025. Applicants who do not accept their place by this date will be considered to have declined their offer and their application will not progress further.

Please note an offer of a place does not guarantee a place on particular courses. This is because a student's study programme is finalised at enrolment and will depend on achievement of the required GCSE grades as well as course availability. This in turn depends on estimated student demand based on data gathered from the Course Advice Sessions.

The College reserves the right to withdraw a place where a student cannot provide evidence of their GCSE grades, and/or proof of their eligibility status and/or their statement of comparability.

## Appeals Process

- Any issues or concerns relating to admissions should be referred in the first instance to the Assistant Principal, Communications
- The Principal will make the final judgement in relation to appeals about Admissions

The College reserves the right to vary any of above arrangements at its discretion without notice.