

# Admissions Policy

**Learning together for success and progression**

*Approved by Academy Trust Board: 27<sup>th</sup> March 2023*

# Admissions Policy

Trustee Committee Responsible:	Governance and HR
Nominated Lead Member of Staff:	Principal
Status and Review Cycle:	Statutory Annual
Current Review:	March 2023
Next Review Date:	March 2024

## Admissions Policy

Godalming College specialises in the delivery of full time, day time, two year advanced level (Level 3) study programmes, with a small range of Level 2 qualifications also available. 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 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.

We are 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. The Admissions Policy is reviewed by the 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 grade 4 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. 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 an appropriate range of GCSEs.
- The minimum entry requirement for our Level 2 Access programme is 2 grade 4s or above and an average of a grade 3 in all other GCSEs. Please see our website for further information regarding entry requirements.

### **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.

### **Deadline for Applications**

- The applications will open for entry in September 2024 from July 2023. The deadline for making an application to the College will be Monday 26<sup>th</sup> February 2024 at midday. This is to ensure students are able to attend a Course Advice Session and take part in one of our Going to Godalming Days, which are key parts of our application process. However, applications after this date may still be considered.

### **Offer of a Place**

Only applicants who have applied by the deadline, or in the case of oversubscription via the ballot, will be invited to a Course Advice Session. Upon successful completion of the Course Advice Session, the applicant will then receive an offer of a place. Please note this 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.

### **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, if they meet the set deadline for application as stated in this policy.
  - Broadwater
  - Glebelands
  - Gosden House
  - Rodborough
  - Woolmer Hill

### Students from Other Schools

- Subject to meeting the minimum entry requirements, students from other schools, irrespective of when they apply or their home address, will be invited to attend a Course Advice Session as long as the application is received by the stated admissions policy deadline, provided that the College is not oversubscribed.

### Ballot in the Event of Oversubscription

The College has been able to offer places to all applicants in recent years. However, if the College receives more applications than it can offer places, then a ballot system will be activated. The ballot shall only apply to students from other schools. Students from Waverley Federation Schools have priority to students from other schools and shall not take part in the ballot. Full details of the ballot will be published on our website if and when this becomes necessary.

The College may, in its absolute discretion, upon written request, give priority to certain students so as not to require them to take part in the ballot. Such factors might relate to whether the applicant has or is a:

- child who is a 'Looked After Child'
- sibling already at the College
- child of Staff
- applicant 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 the needs being able to be met by the College and in liaison with the relevant Local Authority

### 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 Deputy Principal, Curriculum and Quality.
- The Principal will make the final judgement in relation to appeals about admissions.