



Godalming College

ADMISSIONS POLICY

MAY 1995

Approved by the Corporation May 2000

Approved by the Corporation June 2002

Approved by the Corporation (Waiting List) July 2002

Approved by the Corporation March 2003

Approved by the Corporation June 2006

Approved by the Corporation July 2008

PRINCIPLES

1. The College welcomes applications from all students who will meet the basic criteria in terms of age, qualifications, 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.
2. We aim to ensure that the recruitment of learners is undertaken in a fair and non-discriminatory manner.
3. The Principal has the ultimate authority to accept or reject any student.
4. The College has to set limits on the numbers of students it can accept into the College, particularly in relation to 16-18 programmes of study and therefore reserves the right to close the application list when it has reached the number of applications to meet its student number targets.
5. 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 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 if we think this is the right course for you.

FEES

- 16-18 year old learners and adult learners who meet specified criteria will generally not be required to pay tuition fees.
- 16-18 year olds who are not citizens of the UK and do not have right of abode or leave to enter the UK may be accepted onto places on courses but will be charged tuition fees as determined by the College on an annual basis.

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:

- Broadwater
- Glebelands
- Gosden House
- Rodborough
- Woolmer Hill

Students from Other Schools

Applications will be accepted from students currently attending all other schools on a *first-come first-served basis* irrespective of where students live or the type of school which they attend when they apply, up to the point at which the College has to shut its application list and set up a waiting list should this be necessary – and subject to ‘Other Considerations’ as set out below.

OTHER CONSIDERATIONS

Very 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:

- siblings already at the College;
- a medical condition or disability justifying special consideration;
- 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'.

FACTORS DETERMINING ENTRY FOR ADULT STUDENTS

- All adult students will be offered places for the courses that we offer provided that they meet course entry qualifications.
- The College's Business Training Services division grants fee remission for adults in accordance with criteria established by the government and learners will be made aware of their entitlement to funding support at the time of enrolment. Levels of fees for 19+ students are set by BTS on an annual basis but can be varied during the year on the basis of market conditions.
- Support in Skills for Life is automatically offered to all adult students and can be delivered alongside the main programme of study.

PROCEDURES FOR CLOSING THE 16-18 STUDENT ADMISSIONS LIST AND ESTABLISHING A WAITING LIST

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.

FACTORS TRIGGERING THE INTRODUCTION OF A WAITING LIST IN RELATION TO 16-18 STUDENT ENTRY

The following are the kinds of circumstances which may make it necessary for the College to close its admissions list for students applying to the College for the following academic year -

- high demand for places above planned levels;
- insufficient funding from the LSC;
- restricted opportunities for efficiency savings in terms of set sizes and staff contact time;
- difficulties in staff recruitment;
- strains on accommodation and infrastructure of the College;
- implications for the following year of a very large new cohort this year.

An emerging combination of the above factors may make it sensible to set a threshold for student numbers above which the College will need to establish a waiting list for prospective students. When this threshold is reached the waiting list procedure below

will be put into operation. The decision to close the applications list and open up a waiting list will be taken by the Principal in consultation with senior management at the College and reported to the Corporation at the earliest possible opportunity.

PRINCIPLES GUIDING THE OPERATION OF A WAITING LIST

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

- in the first instance application forms will continue to be accepted and students will be added to the waiting list in order of application. They will not normally be interviewed as this may unjustifiably raise expectations. Applicants who have to be placed on a waiting list will receive a letter explaining the situation within 5 working days.
- all applicants from the priority I category of the *five* partner schools namely – Broadwater, Gosden House, Glebelands, Rodborough and Woolmer Hill – will continue to be accepted into the College and this provision will influence the setting of the ‘cut-off’ point triggering the closure of the admissions list
- occasionally there may be ‘Other Considerations’ as indicated above in which a student may be taken off the waiting list and receive an interview for a potential place at the College. The Principal will make final decisions in relation to special claims
- all relevant indicators will continue to be carefully monitored to determine whether students can come off the waiting list and be offered an interview and ultimately a place at the College
- 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 withholding any further application forms resulting, in effect, in the closure of the waiting list itself
- a letter of regret and explanation will be sent out to all post-closure applicants in acknowledgement of their applications. All applicants who are still ‘live’ in September and to whom we cannot offer places at that stage will be written to with a final letter of apology
- Applicants on the waiting list will receive information about places available at other sixth form college that are members of the S7 Surrey sixth form consortium.
- A notice advertising the introduction of the waiting list will be posted on the College website as soon the waiting list is introduced and this will be updated as appropriate.

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.

APPLICATION PROCESS

WAVERLEY FEDERATION SCHOOLS APPLICANTS

Students will receive advice on the application process from their school's current head of year 11 or head of house. The majority of applications from each Federation Schools will be submitted at the same time via the school itself and interviews will take place over a period of up to 2 weeks after the College receives the application forms.

APPLICANTS FROM OTHER SCHOOLS

- All applicants will receive a response to their application within 5 working days of the receipt of the form. This will either be with a letter with an interview time or an acknowledgement card.
- If the College has had to close the application list and set up a waiting list the applicant will be informed of this fact within 5 working days of receipt of the application form. Waiting list procedures as outlined above will take place.
- All applicants on the application list (rather than the waiting list) will receive an interview within 1 month of the College's receipt of their application form.
- All applicants will receive a formal letter of offer within 5 working days after the interview. Any conditions in relation to the offer will be specified in the letter.