



## **ADMISSIONS POLICY**

**FEBRUARY 2011**

## **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.

## **THE TARGET NUMBER OF APPLICATIONS**

At the start of a new academic year the College will set a 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. In recent years the College has always exceeded this target figure for numbers of applications and had to establish a waiting list.

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 (the target number of applications) 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 Waveley 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

## **Open Applicants**

Students from other schools which are not in the Federation category and whose applications are received by post by the published deadline will be allocated places on the basis of geographical proximity to the College by postcode. The College will set a target number for applications each year and will determine, on the basis of applications received by the deadline, where the geographical cut off will fall in terms of distance from the College. It should be noted that this radius may vary from year to year depending on 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, 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***

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.

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.

## **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'.

## **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.

## **APPLICATION PROCESS**

### **WAVERLEY FEDERATION SCHOOLS 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.

### **OPEN APPLICANTS**

- All applicants will be sent an acknowledgement of their application form within 5 working days of the receipt of the form.
- After an application deadline date students will be allocated places on the basis of the criteria already outlined and will be informed of whether they have been successful or not in their application within two weeks of the deadline date having passed. All successful applicants on the application list (rather than the waiting list) will take part in a course advice session within 3 months of the College informing them that they have been successful in securing a place at the College.
- All applicants will be sent a formal letter of offer within 5 working days after the Course Advice Session. Any conditions in relation to the offer will be specified in the letter.

## **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.