

Admissions Policy

Learning together for success and progression

Approved by Academy Trust Board: 28th March 2022

Admissions Policy

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| Trustee Committee Responsible: | Curriculum and Quality Committee |
| Nominated Lead Member of Staff: | Principal |
| Status and Review Cycle: | Statutory Annual |
| Current Review: | March 2022 |
| Next Review Date: | March 2023 |

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 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. The College does not typically enrol students who are 18 years or older. 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 before being offered a place.

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 a 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. 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 4/Cs or above and an average of a grade 3/D in all other GCSEs. Please see our website for further information regarding entry requirements

Foreign Qualifications

- Applicants who are currently studying abroad or have already done so will have to apply and pay for a statement of comparability through ENIC, before an offer of a place can be given.

Deadline for Applications

- The applications will open for entry in September 2023 from 6th July 2022. The deadline for making an application to the College will be Friday 31st March 2023. 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.

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

- Subject to meeting the minimum entry requirements, students from other schools are guaranteed a place at the College, irrespective of when they apply or their home address, 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 require them to take part in the ballot. Such factors might relate to whether the applicant has or is a:

- child who is in the care of the local authority, or any child who was previously in care
- 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
- 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.

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.