

Admissions Policy

Learning together for success and progression

Approved by Academy Trust Board: 31st March 2025

Admissions Policy

Trustee Committee Responsible:	Governance and HR
Nominated Lead Member of Staff:	Principal
Status and Review Cycle:	Statutory Annual
Current Review:	March 2025
Next Review Date:	March 2026

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 College doesn't select students based on their GCSE results 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
- Only BTEC First (Level 2) Award, BTEC Technical (Level 2) Award and/or Cambridge National (Level 2) qualifications with a Grade of a Level 2 Merit or above, are accepted as equivalent to a Grade 4 at GCSE and these will only be considered for entry onto directly related vocational courses
- GCSE English Language below grade 4 will significantly restrict study programme options at Level 3
- The College is not able to hold places for students who do not meet the College entry requirements, even if requesting a review of marking from the exam board. We recognise students affected in this way, will be disappointed and support will be provided. In the

event of a successful remark, which means the student subsequently meets the general entry requirements for College, we can't guarantee a space on their original study programme, but we will provide guidance for the student to enrol on an alternative study programme.

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 must be completed by the student themselves, using their contact details, by submitting an online application form. The student is responsible for ensuring the accuracy of the information provided in their application. The College only accepts applications for full-time study programmes. Students studying at the College agree a contract to remain on a full-time study programme throughout their time at College.

It is always beneficial to submit an application as soon as possible.

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



Deadline for Applications

Applications will open for entry for September 2026 on 9th July 2025 and close on 20th October 2025 at midday.

Applications Submitted by Deadline

All applications that are submitted by the deadline and are not covered by the criteria below will be considered for a Course Advice Session, unless the College has had to enact its Oversubscription Procedure. This will be enacted if at the application deadline the total number of applications received exceeds the number of spaces available.

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' who are in the care of Local Authorities, or have care experience, e.g. Care Leavers and previously Looked After Children
- Applicants with a sibling already at the College or who has completed their studies within two years of the deadline for applications. For this purpose, 'sibling' is defined as a whole, half or step-sibling or an adopted or fostered sibling, ordinarily living as part of the same family unit at the same address
- Children of current, permanent staff, who have been employed by the College to 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.

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, then the Oversubscription Procedure will be enacted. This will mean the applications will be processed by date of submission in the following category 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 available spaces falls within one of the applicant categories above, the College then processes applications within the category in strict order of the date and time the application was received.

No changes which lead to a change in applicant category can be made to the information supplied on the application form after the deadline for applications has closed.

The College reserves the right to change these categories and procedures in exceptional circumstances.

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 and primary address at the point of application and/or the applicant can provide proof of moving into the area at the point of application. In the event of any uncertainty, the College will require confirmation of the applicant's usual address from the applicant's current school. Following the enactment of the Oversubscription Procedure, the College will not accept moving into an area or a change of address as an acceptable reason to appeal and/or 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 23rd March 2026. 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
- Appeals will only be accepted on the grounds that the College has not acted within its policy or procedures
- 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.