

Admissions Policy

Learning together for success and progression

Approved by Academy Trust Board: 11th May 2020

Admissions Policy

Trustee Committee Responsible:	Curriculum and Quality Committee
Nominated Lead Member of Staff:	Principal
Status and Review Cycle:	Statutory Annual
Current Review:	March 2020
Next Review Date:	March 2021

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. 19 year olds 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.
- The minimum entry requirement for Level 2 Access to Level 3 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 NARIC, before an offer of a place can be given.

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

- Students from all other schools which are not Waverley Federation Schools, subject to meeting the minimum entry requirements, are also guaranteed a place at the College irrespective of when they apply or home address. The exception to this is when the College is oversubscribed and has to ration places, please see the Appendix.

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 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. S/he will be offered a place at the College subject to an assessment of the needs being able to be met by the College
- 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.

The Principal's judgement will be final in relation to whether a student can or cannot be offered a place at the College, taking into account 'Other Considerations'.

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.

Appendix

Procedures if the College is oversubscribed with applications

Over the past few years the College has been able to accommodate students onto appropriate study programmes. However, if the number of applications for any given year exceeds the number of places available, a ballot system would be activated. Full details would be published on our website as required.