



Policy: Admissions

Member of Staff Responsible:

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Policy Approved By:

SCITT Strategic Board

Approved on:

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(circumstances may require an earlier review)

Signed-off by:

Strategic Board Chair:

_____ **Helen Woodcock**

Date:

17.04.2018

Red Kite Teacher Training

Primary and Secondary Admissions Policy

This document sets out the policy for recruiting and selecting Trainees for both the Primary and Secondary Initial Teacher Training Programmes. This policy addresses the Entry Criteria in the NCTL's Initial Teacher Training (ITT) Criteria. In addition, the policy is consistent with the Red Kite Learning Trust Equal Opportunities Policy in that all applicants to the programmes are considered equally on merit, irrespective of race, nationality, gender, age, creed, sexual preference or physical ability. The main aims of this policy are to secure the highest possible calibre of entrant to the programmes and to be timely and responsive in dealing with applicants at all stages of the process. The ongoing organisation and running of the admissions procedures for the SCITT programmes is the responsibility of the SCITT Director and Deputy Directors supported by the Quality Assurance Committee.

1. Policy on advertising the SCITT programmes

- i. Information for prospective Trainees will be available on the Red Kite Alliance Website, partnership school websites, the University of Leeds website, the UCAS teacher training website and NCTL website. The course prospectus will be available on the Red Kite Alliance website.
- ii. Recruitment locally and regionally will take place through:
 - regular ITT open evenings in Red Kite Schools;
 - marketing at partnership schools including flyers, fence banners, emails and newsletters to parents, and discussions with volunteers and staff who meet the training criteria;
 - email contacts with local and national HEIs;
 - social media;
 - Red Kite representation at Careers Fairs, recruitment events and Train to Teach events;
 - targeted workshops at local HEIs;
 - targeted press advertising, where appropriate;
 - involvement of partnership schools in the School Experience Programme and other volunteering programmes.
- iii. Prospective candidates will be made aware that various financial incentives and support are available.
- iv. Prospective candidates can access Terms and Conditions and SCITT Policies on the Red Kite Alliance Website.

2. Policy for the Selection of Candidates for Interview

- i. All applications to the Red Kite programmes must be made through UCAS. Applications are dealt with by the Red Kite Admissions Team in accordance with the timetable specified by UCAS.
- ii. When applications are received through UCAS, the SCITT Admissions team check:
 - That the applicant meets our academic entry criteria (Appendix 1).
 - Eligibility for Home Study – Red Kite Teacher Training can only accept applications from candidates from the UK or EU and those who have Home or EU fee status. Applications from other international applicants will not be accepted.

The applicant will be rejected if the entry criteria are not met. The admissions team will seek further information prior to interview on the other points if concerns arise.

- iii. The Deputy Directors have responsibility for shortlisting supported by the Director. If there is any doubt about the suitability of the content of a candidate's degree for a secondary programme the relevant Subject Leader will be consulted.

iv. The selection for interview is based on:

- Safeguarding – checking references to ensure that there are no reasons stated why the candidate should not work with children or young people, the suitability of the applicant's choice of referees and looking for gaps in study or employment that need to be clarified at interview.
- Assessing the suitability of the applicants A-levels (or equivalent) and degree for secondary.
- Motivation to teach
- Experience of working with children or young people
- Quality of written English

v. Throughout this stage of the selection process proper regard will be given to ensuring equality of opportunity. When a candidate is invited for an interview s/he will be asked to identify any support needs for the interview and reasonable adjustment will be made to the interview to allow equal access for any applicants with an additional need.

vi Reasons for rejection will be shown on the UCAS system. Further feedback will not normally be provided at the pre-interview stage.

3. Policy for the conduct of selection days

Selection days will be designed to assess candidates' suitability to train to teach and their potential to meet the Teachers' Standards by the end of their training. All selection days will take place at a Red Kite partnership school. Selection activities will be conducted by at least two panel members, one SCITT representative and one school representative.

The panel will assess candidate's suitability for the course using the "What we are looking for" criteria published on the Red Kite Alliance website and in the invitation to interview pack.

The selection activities will include:

- An interactive activity with a group of pupils
- A formal interview
- A written English task
- A Maths test (Primary Only)

Wherever possible, current Trainees will be available to speak to applicants about their experience of training with Red Kite and the demands of the course.

Applicants are asked to complete a subject knowledge audit. For primary this is a phonics audit. This does not form part of the selection process but is used to ensure that applicants are placed on the correct course and to inform development points prior to and in the early stages of training.

If a primary applicant fails the Maths test and would otherwise have been offered a place, they will have one opportunity to re-take the test within six weeks of the selection day. If the applicant fails a second time this demonstrates that they do not have the potential to develop their subject knowledge to a satisfactory standard and the candidate will be rejected.

Equal Opportunities - interviewers must be aware of equal opportunities issues and how they relate to the conduct of the interview. Questions to be avoided include any which an applicant from a group subject to discrimination may find intimidating, such as questions about presumed problems, or disadvantages, relating to race, nationality, gender, age, creed, sexual preference or physical ability. No applicant may be questioned about marital

status, the views of the spouse or partner towards the application, provision for children or any other purely domestic arrangements, unless the applicant broaches the topic. Interviewers must not ask any questions or enter into discussion regarding criminal convictions.

Support Needs - interviewers should ask candidates if they would like to provide information about a special need or disability – this information is useful so that appropriate support and adjustment can be made on the programme if the candidate is successful.

4. Policy for post interview

Successful candidates will usually be informed of the decision to recommend them for a place by phone on the day of the interview or the following morning.

A conditional offer will be sent to successful candidates by email. This will

- specify any conditions to be met including: successful completion of a degree, passing the NCTL Professional Skills Tests, and completion of Subject Knowledge Enhancement (SKE) where appropriate
- state the procedures for the assessment of physical and mental fitness for teaching
- include information about background checks including DBS procedures
- include pre-course actions

Unsuccessful candidates will be notified via UCAS Teacher Training. Candidates can request further feedback by emailing the Red Kite Admissions Team.

Appeals - should a rejected applicant feel that there are grounds for appealing the decision, s/he should write, explaining the grounds for their appeal, to: Richard Sheriff, CEO, Red Kite Learning Trust, Harrogate Grammar School, Arthurs Avenue, HG2 0DZ. All appeals should be made within ten working days of the relevant decision.

Complaints – should an applicant feel that there are grounds for complaints about matters relating to our marketing or admissions process, s/he should write, explaining the grounds for the complaint to Richard Sheriff, CEO, Red Kite Learning Trust, Harrogate Grammar School, Arthurs Avenue, HG2 0DZ.

All appeals and complaints will be processed in the same way as those for existing Trainees. Details are available in our Appeals Policy and Complaints Policies, which are available on the Red Kite Alliance website.

5. Admissions to the University of Leeds

The University will consider Trainees registered on the Red Kite Programme for admission onto the University Programme in accordance with its normal academic criteria.

Red Kite are required to verify an applicant's identity and degree status.

The University will consider all Trainees registered on the Red Kite Programme in accordance with its normal academic admissions procedures. Entry onto University Programmes therefore remains at the final discretion of the University in accordance with its normal practice.

Applicants will complete a separate application to the University of Leeds and, assuming all criteria are met, will automatically be made an unconditional offer of a place on the PGCE (SCITT).

The offer will be made unconditional following notification from Red Kite that all entry criteria have been met.

6. Monitoring and Evaluation of the Admissions Policy

For each cohort of Trainees admitted to the Red Kite Teacher Training programme:

- i. The Red Kite Admissions Team keeps a record of withdrawals and reasons for withdrawals and a record of the representation of minority groups (ethnic, gender, age and SEND).
- ii. The SCITT Director will attend a selection of primary and secondary interviews for quality assurance purposes.
- iii. The Red Kite Administration Team will keep a record of Trainees who do not complete the programme for monitoring purposes.
- iv. The Red Kite Administration Team keep a record of the employment and career progress of Trainees.
- v. The Deputy SCITT Directors will review data and other feedback on selection and recruitment in their annual reviews, self-evaluations and improvement plans.
- vi. The Admissions Policy will be reviewed every three years by the SCITT Strategic Board unless an earlier review is required.

APPENDIX 1: ACADEMIC ENTRY CRITERIA

Essential Academic Criteria

- All entrants must have achieved a standard equivalent to a grade C (or grade 4 of the new GCSE) in the GCSE examinations in English and Mathematics (and also in Science for primary courses) (ITT Criteria C1.2, 2015)

Equivalence is at the discretion of Red Kite Teacher Training and in most cases we will only accept GCSE, O-Level, iGCSE, Scottish Standard grades 3 or higher or an international equivalent certified by NARIC. We will also accept an IELTS test taken within the last 2 years where the score for each strand is 5.5 or higher as equivalence to English GCSE. In some cases other qualifications or work experience will be considered.

- All entrants must hold a first degree of a United Kingdom Higher Education Institution or equivalent qualification. The qualifications achieved or expected should **normally** be a 2:2 or above. (ITT Criteria C1.2)

For Secondary Courses:

Academic qualifications achieved, or expected, will **normally** be a degree of a 2.2 or above, or equivalent in the same, or a related subject. In some cases it may be possible to consider graduates with degrees in subjects not directly related, providing that the content of the entrant's previous education or work experience provides the necessary foundation for work as a teacher in the subject(s) they are to teach.

Red Kite Teacher Training will accept applications to our Maths courses from candidates who have an A-Level in Maths or Further Maths at grade B or above, together with a degree in a related subject and for our Physics course with an A-level in Physics at grade B or above, again with a degree in a related subject. In most cases such applicants will be required to complete a Subject Knowledge Enhancement course prior to commencing training.

Modern Language applicants are required to have a degree in the appropriate language, or a degree in which the appropriate language is a significant element, and to have spent a substantial period of residence in a country where that language is the main language. Native speakers of French are exempt from the requirement to have a degree in the main subject but must have an acceptable, alternative degree. Native speakers of Spanish or German must hold a qualification in French to at least A-Level equivalent. All applicants will preferably hold a qualification in a second Language which is equivalent to GCSE grade C or higher but this is not essential. Where an applicant does not have a second language they will be required to complete a Subject Knowledge Enhancement course prior to training.

Desirable Criteria

Primary with Maths applicants are required to demonstrate a particular strength or interest in Maths either through qualifications in Maths at A Level or beyond or through prior work experience.

For our PE courses a 2:1 or above is preferred and applicants should possess at least one A Level in an EBacc subject at grade C or above (preferably a science or maths).