



## Policy: Admissions

**Member of Staff Responsible:**

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**Policy Approved By:**

**SCITT Advisory Board**

**Approved on:**

**Review Date:**

**29.09.2023**

**(circumstances may require an earlier review)**

*Signed-off by:*

**Advisory Board Chair:**

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**Helen Woodcock**

**Date: 29.09.2020**

## **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 DfE 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 Director.

#### **1. Policy on advertising the SCITT programmes**

- i. Information for prospective Trainees will be available on the Red Kite Teacher Training Website, partnership school websites, the University of Leeds website, the UCAS teacher training website and Department for Education website. The course prospectus will be available on the Red Kite Teacher Training website.
- ii. Recruitment locally and regionally will take place through:
  - regular ITT open evenings in Red Kite Schools and online;
  - 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 Teacher Training 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 Ireland or applicants with settled or pre-settled status under the EU settlement scheme. Applications from other international applicants will not be accepted. We are unable to sponsor Tier 2 visas.

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 and Assistant Learning and Development Directors have responsibility for shortlisting. 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. If the

person shortlisting wishes to reject a candidate prior to interview they must forward the application to the Director and the SD Partner (where relevant) for a second opinion.

iv. The selection for interview is based on:

- Safeguarding – checking references to ensure that 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, they 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. Selection days will take place at a partnership school. Selection activities will be conducted by at least two panel members, one SCITT representative, one school representative and one SD Partner representative where appropriate.

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 workload activity – secondary 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.

In some circumstances the selection process will be held virtually using MS Teams for example, candidates applying from abroad, national restriction on visits to schools.

The virtual selection activity will include:

- Discussion of a prepared planning activity
- A formal Interview
- An opportunity for the candidate to find out more about the course.

The panel will consist of up to three members: a SCITT representative, an SD partner representative and a partner school representative. An administrator will also be present to take notes.

**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. Applicants are required to provide details of any convictions in writing to the chair of the panel. The chair will only read this if the candidate is accepted and will discuss with the SCITT Director.

**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 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 Teacher Training 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.

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. SD partners will work collaboratively to attend and sample of selection days for other partners.
- iv. The Red Kite Administration Team will keep a record of Trainees who do not complete the programme for monitoring purposes.
- v. The Red Kite Administration Team keep a record of the employment and career progress of Trainees.
- vi. The Deputy SCITT Directors will review data and other feedback on selection and recruitment in their annual reviews, self-evaluations and improvement plans.
- vii. The Admissions Policy will be reviewed every three years by the SCITT Advisory 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 C1.1, Sep 2020)

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. For Science for primary courses an equivalent qualification to GCSE would be considered. We will also accept an IELTS test taken within the last 2 years with an overall grade no lower than 6 and a score of 5.5 or higher for each strand 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 (ITT Criteria C1.2, Sep 2020). The qualifications achieved or expected should **normally** be a 2:2 or above.
- 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 normally in a related subject and for our Physics course with an A-level in Physics at grade B or above, again with a degree normally 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 ideally 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).