



Admissions Policy

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1. Purpose

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 Red Kite Learning Trust Equal Opportunities Policy in that all applicants to the programmes are considered equally on merit, irrespective of disability, race, religion or belief, sex, gender, sexual orientation, age, or marital status. The main aims of this policy are to secure the highest possible calibre of the 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 RKTT programmes is the responsibility of the Director of RKTT and Programme Leads.

2. Policy on Advertising the RKTT Programmes

- a) Information for prospective trainees will be available on the RKTT website, partnership school websites, the University of Leeds website and the Department for Education website. The course prospectus will be available on the RKTT website.
- b) 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.
- c) Prospective candidates will be made aware that various financial incentives and support are available.
- d) Prospective candidates can access the Terms and Conditions and RKTT Policies on the RKTT website.

3. Policy for the Selection of Candidates for Interview

- a) All applications to the Red Kite programmes must be made through DfE Apply. Applications are dealt with by the Red Kite Admissions Team in accordance with the timetable specified by DfE Apply.
- b) When applications are received through DfE Apply, the RKTT Admissions team check:
 - That the applicant meets our academic entry criteria (Appendix 1).
 - Eligibility for Home Study – RKTT 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 the interview on the other points if concerns arise.

- c) The Admissions Team are responsible 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 before the interview, they must forward the application to the Director of RKTT to make the final decision.

- d) The selection for an interview is based on:
- Meeting Minimum Entry Criteria for GCSE and degree
 - Assessing the suitability of the applicant's A-levels (or equivalent) and degree for secondary.
 - Motivation to teach
 - Experience of working with children or young people
 - Quality of written English
- e) 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 adjustments will be made to the interview to allow equal access for any applicants with an additional need.
- f) Reasons for rejection will be shown on the DfE Apply system. Further feedback will not normally be provided at the pre-interview stage.

4. 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. Applicants will be invited to a partnership school for a morning. The interview will be conducted by at least two panel members, one RKT representative and one school representative.

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

In preparation for the interview, the applicant will need to:

- Prepare a pupil activity to share with the interview panel
- Complete a workload activity

The selection day will involve:

- The applicant observing a lesson
- A formal interview

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 exceptional circumstances, the selection process will be held virtually using MS Teams or Zoom. For example, candidates currently living abroad or national restrictions on visits to schools.

The virtual selection activity will include:

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

The panel will consist of a minimum of two members: an RKT representative and a partner school representative.

Equal Opportunities - interviewers must be aware of equal opportunity issues and how they relate to the conduct of the interview. Questions to be avoided include any that an applicant from a group subject to discrimination may find intimidating, such as questions about presumed problems or disadvantages, relating to race, religion or belief, sex, gender, age, sexual orientation, marital status 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 discussions 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 it with the Director of RKTT.

Supporting 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.

5. Policy for Post-Interview

Candidates will usually be informed of the outcome of the interview 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
- confirm the need for satisfactory references to ensure that there are no reasons stated why the candidate should not work with children or young people
- include information about background checks including DBS procedures
- include pre-course actions

Unsuccessful candidates will be processed via DfE Apply. Candidates will have the opportunity to receive feedback on the phone when they are notified of the decision or they 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, they should refer to the Appeals Policy.

Complaints – should an applicant feel that there are grounds for complaints about matters relating to our marketing or admissions process, they should refer to the diagram at the end of this policy.

Online Checks – Red Kite will carry out online checks of all applicants in line with guidance from Keeping Children Safe in Education and Safer Recruitment practices.

6. 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 is 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.

7. Monitoring and Evaluation of the Admissions Policy

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

- a) 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).
- b) The Director of RKTT will attend a selection of primary and secondary interviews for quality assurance purposes.
- c) A member of the RKTT team will be present at the majority of partnership interviews to ensure consistency.

- d) The Red Kite Administration Team will keep a record of trainees who do not complete the programme for monitoring purposes.
- e) The Red Kite Administration Team will keep a record of the employment and career progress of trainees.
- f) The Director of RKTT will review data and other feedback on selection and recruitment in their annual reviews, self-evaluations and improvement plans.
- g) The Admissions Policy will be reviewed every three years by the Governance Board for RKTT, 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 2022](#))

Equivalence is at the discretion of RKT and in most cases, we will only accept GCSE, O-Level, iGCSE, Scottish Standard grades 3 or higher or an international equivalent certified by ENIC - 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 from 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 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.

RKT will accept applications to our Maths course 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 an 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.

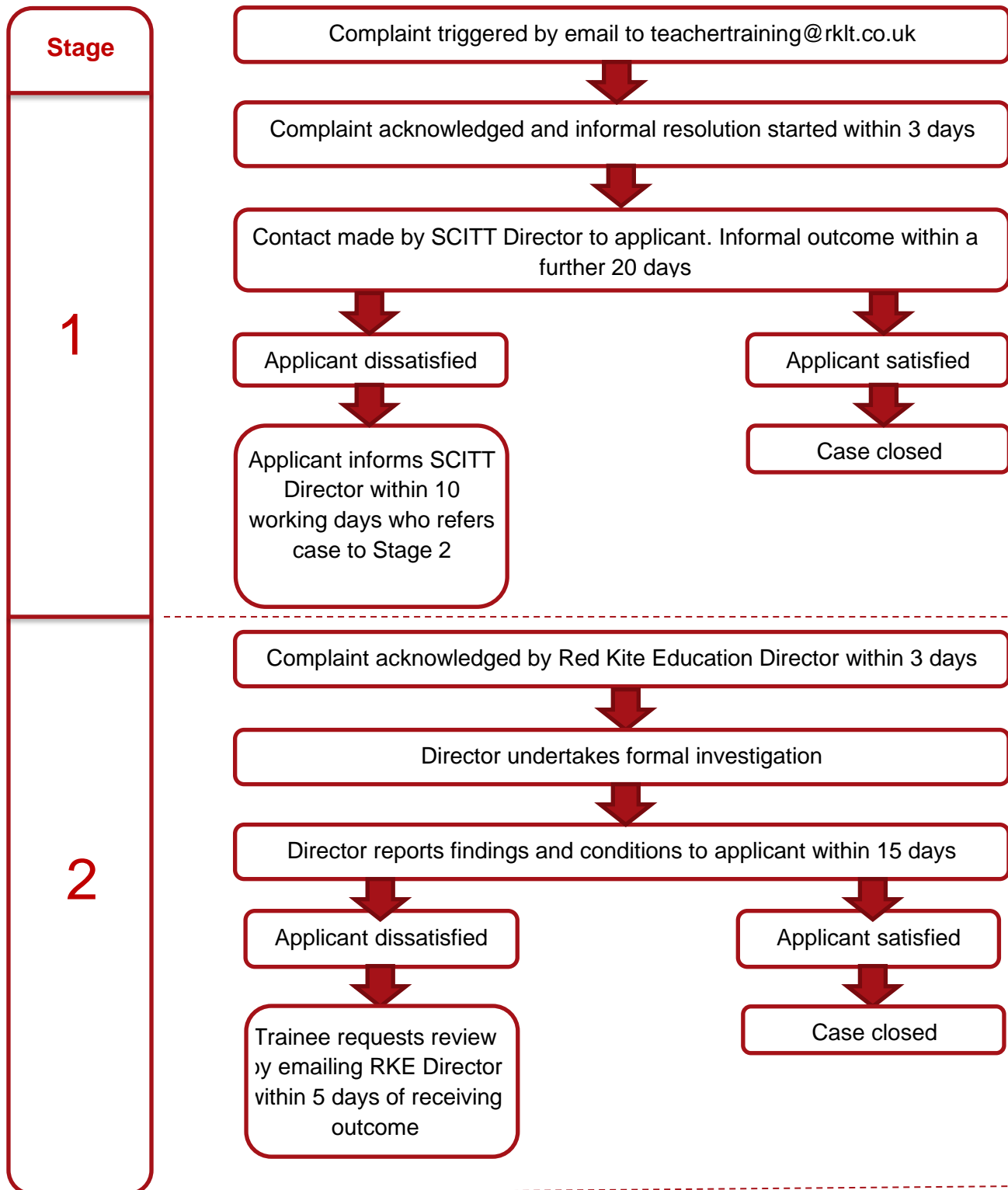
Desirable Criteria

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).



APPENDIX 2: FLOWCHART OF RED KITE TEACHER TRAINING COMPLAINTS PROCESS FOR APPLICANTS TO COURSE

Dealt with by



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Case reviewed by Governance Board representatives within 20 days of receiving request.



Governance Board final decision sent to applicant within 3 days of reviewing the case.

Please note that days are Red Kite Teacher Training term days
