



# Admissions Policy

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Signed-off by	<b>Governance Board</b>

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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. Course details are 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. RKTT is not an accredited provider with Student Finance Wales. We offer a monthly payment schedule for those who are self-financing.
- 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 SCITT programme 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).
  - That the applicant is eligible for home study – RKTT is unable to sponsor visas, but we will consider those with:
    - Settled or pre-settled status
    - Indefinite leave to remain
    - Existing visas with the right to study. Reference should be made to the section on Recruit without becoming a sponsor on the <https://www.gov.uk/guidance/recruit-trainee-teachers-from-overseas-accredited-itt-providers> website.

We look at each visa on a case-by-case basis.

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 is 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/motivation to teach the chosen subject
  - Experience of working with children or young people
  - Quality of written English
  - Suitability to teach
  - Communication and correspondence with all RKTT staff during the selection process
- e) As part of the selection process, we may conduct an online search including social media platforms. We also take into account contact with and conduct towards all RKTT staff (including phone calls and emails). This is to help us to ascertain your suitability to teach. If during an online search there are questions about professional and personal integrity, RKTT will follow this up with the candidate.
- f) If an applicant declares a previous conviction or disciplinary action, the Admissions team will contact the Director of RKTT. HR will be consulted and a meeting/call will be arranged to discuss this with the candidate. Following this meeting, the notes will be used to inform our decision moving forward, which might include forming a panel and referring to the governance board.
- g) 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.
- h) Reasons for rejection will be shown on the DfE Apply system. Further feedback will not normally be provided at the pre-interview stage.
- i) If at any point prior to or during the training year, any new information comes to light which contradicts the information provided by the applicant during the application and interview process, we have the right to withdraw the offer / place on the course with immediate effect. This includes the deliberate omission of information. The trainee will be liable for any costs incurred by the provider as a result of this in line with the Trainee Contract.

\*Apprenticeship applications and Assessment Only applications are dealt with separately.

#### **4. Policy for the Conduct at Interview Days**

Interview 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. Most interviews are held in a partnership school. The interview will be conducted by at least two panel members, normally one RKTT representative and one school representative. At least one of the panel members will be safer recruitment trained.

The panel will assess the candidate's suitability for the course using the "What we are looking for" criteria published on the RKTT 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 ranking activity

A typical selection day will involve:

- The applicant taking part in a classroom interaction
- Discussion of a prepared pupil activity
- A formal interview
- An opportunity for the candidate to find out more about the course.

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.

**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.

### **Self-Declaration of Misconduct and Convictions**

Applicants are required to complete a self-disclosure form, at least one day prior to interview. Details of any previous misconduct or convictions must be provided (this is for all roles and not just those linked to teaching and education) Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for a place on the course.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Further details can be found here

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

## 5. Policy for Post-Interview

Candidates will usually be informed of the outcome of the interview by phone within 48 hours of the interview. However, the panel reserve the right to consult with other members of the team, the Director of RKT and HR should they need to and this may take longer.

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 Enhanced 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.

**Conduct Abroad** - Applicants must provide a certificate of good conduct for any country (excluding the UK) where they have lived continuously for 3 months or more, in the 10 years before their application, while aged 18 or over.

All offers are conditional and subject to our compliance procedures being completed and conditions being met. We reserve the right to withdraw the offer at any time, should our conditions not be met.

## 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 RKT 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](#)). If an applicant can provide evidence that they are booked onto a GCSE exam series to gain the required qualifications, RKTt can make the decision to offer a place to a trainee subject to their successful completion of the GCSE however, this must be obtained prior to the start of the course.

Equivalence is at the discretion of RKTt 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. For international candidates, where English is not the first language, we will 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.

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. A first degree comprises 300 HE credits (60 of which should be at level 6).

### 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, motivation to teach is considered for 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.

Legislation does not specify that teachers must have a degree in a particular subject or discipline, however, candidates must be able to prove that they have robust subject knowledge in the subject they wish to train. Secure subject knowledge will typically include an A Level / equivalent and a degree in a related subject to that which the applicant wishes to train to teach. Applicants' subject knowledge will be explored at interview. Some applicants may be asked to complete a Subject Knowledge Enhancement course as part of the condition of their offer. Failure to complete this prior to the start of the course may result in the offer being withdrawn.

Modern Languages applicants are required to have a degree in the appropriate language, or a degree in which the appropriate language is a significant element, and ideally 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 formal qualification in the second language, they will be required to complete a Subject Knowledge Enhancement course prior to training, with the exception of those applying as a single linguist in French/Spanish. Such candidates should demonstrate the commitment at interview to developing a second language during their training and will be supported in doing so.



For our PE courses, a 2:1 or above is preferred together with an A Level in an EBacc subject at grade C or above (preferably a science or maths). Applicants should also ideally possess at least one Level 1 and ideally a Level 2 coaching qualification.

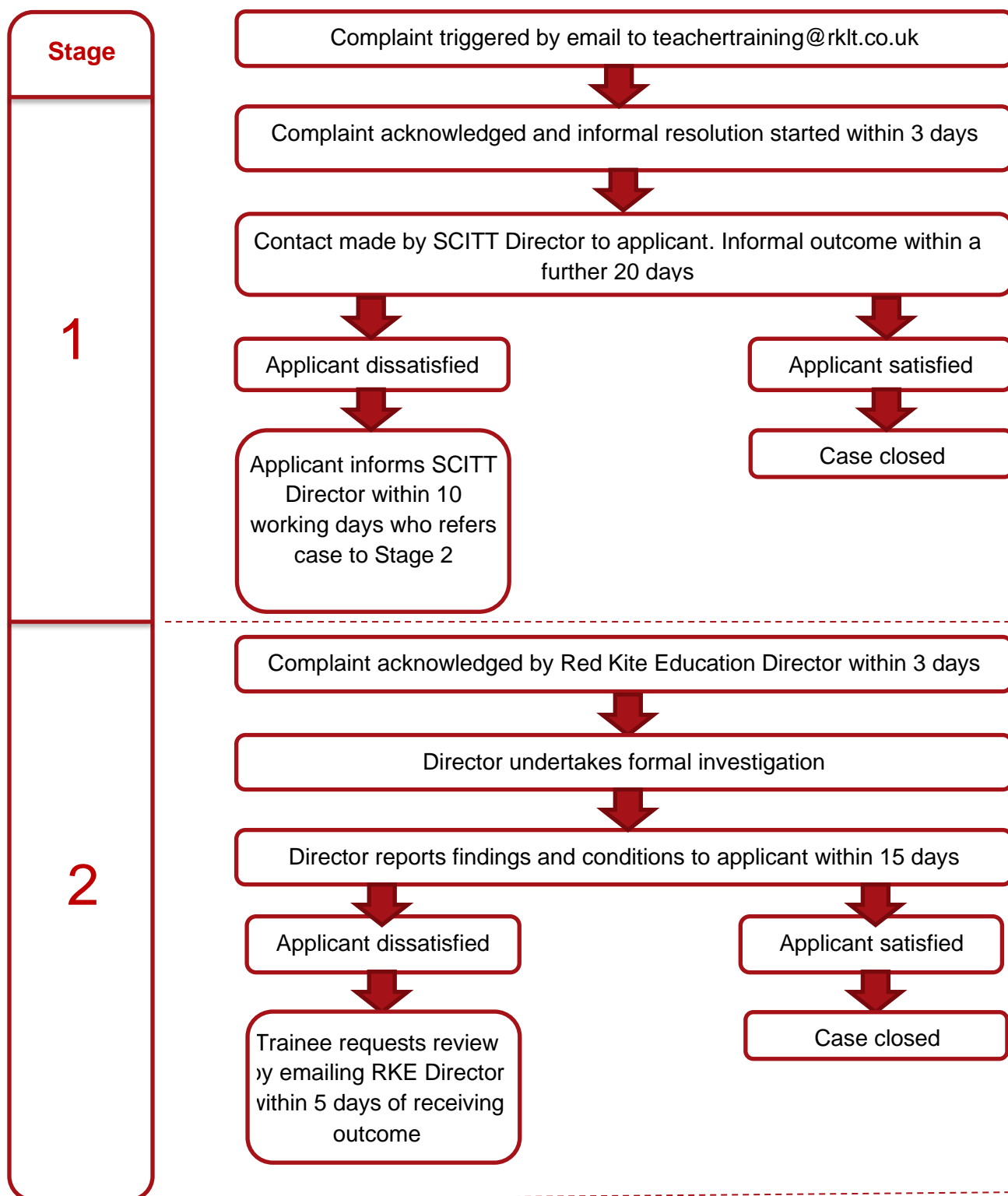
Applicants for our Design Technology course will need to have a closely related degree.

### **Quality Assurance**

As part of ongoing quality assurance checks, a sample of applicants will be selected at random for checks on the authenticity of GCSE and degree certification.

## 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**

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