



Policy: Admissions

Member of Staff Responsible: Sue Lewis

Policy Approved By: YLC Steering Group

Approved on: 24.09.2018

Review Date: 2020
(circumstances may require an earlier review)

Signed-off by: **Steering Group Chair:** _____
Janet Sheriff

Date: 24.09.2018

PURPOSE

This document sets out the policy for recruiting and accepting participants onto Yorkshire Leadership Community (YLC) leadership courses. 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 YLC programmes is the responsibility of the YLC Steering Group supported by the Quality Assurance Committee.

ADVERTISING OF YLC PROGRAMMES

Information for prospective participants will be available on the Yorkshire Leadership Community Website www.yorksleadership.co.uk. Recruitment locally and regionally will take place through:

- marketing at partnership schools including flyers, emails and newsletters
- communications via Local Authorities, Teaching School Alliances, Multi-Academy Trusts, Schools
- past participants on YLC programmes (with their consent)
- promotion at Teaching School Council meetings and System Leader events
- DfE communications
- social media
- targeted press advertising, where appropriate.

Prospective participants will be made aware of any financial incentives and support for which they may be eligible.

ACCEPTANCE OF PARTICIPANTS ON YLC PROGRAMMES

All applications to the YLC programmes must be made through a registration form accessed through the YLC website or by contacting info@yorksleadership.co.uk. Applications are dealt with by the Admissions Team in accordance with the deadlines provided for each programme.

The Admissions team check that the applicant meets the entry criteria for the respective programme for which they have applied. Examples of entry criteria programmes may include:

- Suitable qualifications & experience
- QTS
- Type and/or location of school/educational establishment where the participant is employed
- Participants' ethnicity and/or gender
- Headteacher's endorsement
- Interview

The applicant will be rejected if any specific entry criteria are not met.

Throughout this stage of the acceptance/selection process, proper regard will be given to ensuring equality of opportunity and where at all possible appropriate support and adjustment will be made if an applicant provides information about a special need or disability.

Appeals - should a rejected applicant feel that there are grounds for appealing the decision, they should write, explaining the grounds for their appeal, to: Janet Sheriff, Chair of the YLC Steering Group, Prince Henry's Grammar School, Otley, Farnley Lane, Otley LS21 2BB. 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, they should write, explaining the grounds for the complaint to Janet Sheriff, Chair of the YLC Steering Group, Prince Henry’s Grammar School, Otley, Farnley Lane, Otley LS21 2BB.

All appeals and complaints will be processed in the same way as those for existing participants. Details are available in our Appeals Policy and Complaints Policies, which are available on request.

MONITORING AND EVALUATION OF THE ADMISSIONS POLICY

The YLC Admissions team keep a record of:

- withdrawals and reasons for withdrawals for each leadership programme cohort
- representation of minority groups (ethnic, gender, SEND)
- representation of participants from schools where >30% are known to be eligible for FSM
- participants who do not complete the programme for monitoring purposes
- employment and career progress of participants

The YLC QA Committee will review data and feedback on recruitment and acceptance in their self-assessment and improvement plans.

GENERAL DATA PROTECTION REGULATIONS

- YLC will retain data related to an appeal or complaint for 15 months from the start of the appeal or complaint and after this time all data will be deleted. All data will be stored securely during this time.
- All complaints will be treated confidentially. YLC will only disclose information to those who need it to investigate the complaint or to respond to the issues raised.
- If a participant makes a complaint they should only include any necessary information about third parties. Evidence provided must focus on the impact that a third party has had on the participant themselves. For example, if the mitigation is based on the health of a family member, YLC do not need to see the detailed medical information about that person.