ADMISSIONS POLICY

Secondary, Primary and Early Years

OBJECTIVE

High quality teacher education and development designed to inspire high levels of personal and professional conduct and to contribute to pupil progress in Trust and partner schools

The Bright Futures SCITT

QTS and EYTS education

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Introduction

This policy is designed to set out the procedures and practices of the SCITT to ensure recruitment of trainee secondary, primary and early years teachers in a fair, equitable and transparent manner.

Equity, Diversity & Inclusion Statement

At The Bright Futures SCITT, part of the Bright Futures Educational Trust, we are passionate about working together with all our partners to achieve the Trust's vision: the best *for* everyone, the best *from* everyone.

It is our aim that our partners are 'capacity givers' as well as receivers, in a truly collaborative way, and we want all our stakeholders to feel included and to have a sense of belonging within our partnership. Furthermore, we recognise the value that diversity of people, identities and culture brings to the education sector, and we are proud to celebrate the diversity of all our trainees, mentors, trainers and staff members.

As a School Centred Initial Teacher Training (SCITT) provider, we welcome applications from the whole spectrum of society. Our vision is to have a cohort of trainees that truly reflects the diversity of society, and we are actively seeking ways to extend this diversity. We champion and support the recruitment of all participants who are identified through the Equality Act 2010 under the protected characteristics. We will continue to work hard to ensure our provision reflects the needs and diversity of our partnership.

As a SCITT, we strive to recruit, support and train people of outstanding potential, irrespective of their background. We will ensure that the application and admission process is transparent, has minimal barriers to entry, is based on merit and potential, is fair with regard to diversity and professional in its nature.

The SCITT is committed to promoting equity of opportunity. Equity is important to us, and we will treat everyone equally irrespective of age, disability, gender reassignment, marital or civil partnership, race (including colour, nationality and ethnic or national origin), religion or belief (including a lack of belief), sex, sexual orientation ("the protected categories").

The recruitment process must follow these key points:

- The recruitment process must be accessible, fair and open to applicants of all protected characteristic and backgrounds,
- The SCITT and all parties involved in recruitment and selection must ensure that candidates meet the entry requirements as described in the Department for Educations ITT and EYTS criteria.
- Recruitment must be high quality open and transparent as well as being open to inspection by Ofsted. All documentation must be recorded and archived.

Notes for the application and selection process

1. All interviews/selection events must be held within a timely manner
2. The SCITT and Lead partners must ensure that applicants meet the criteria for entry as stated below.
3. The interview panel should consist of a minimum of two people (one must be trained in 'Safer recruitment').
4. The formal offer through the DfE Apply portal must be made by a designated member of the SCITT and or SCITT Lead Partner.
5. Any formal offer must be supported by an offer letter which sets out the conditions as stated in the DfE Apply formal offer and including candidate strengths and areas of development prior to the course.
6. All candidates must be made aware of the government requirements that all applicants for ITT/EYTS courses must meet the Fundamental Proficiencies in English and Mathematics before the recommendation of QTS/EYTS can be made.
7. Course designations:
    a. The SCITT provider courses available are QTS[1] 3-7 year (early primary) 5-11 (primary), Primary (with SEND), Primary QTS only QTS 11-16 (secondary) and EYTS[2] 0-5.
    b. The QTS courses include a PGCE awarded by the University of Derby
    c. On occasion the SCITT and Lead Partners may opt to run a secondary QTS only programme, as well as a School Direct Salaried programme.

Selection criteria

Academic selection criteria

In order for the selection process to be both fair and transparent, candidates must be selected against clear selection criteria which are published on the Bright Futures SCITT website and presented below. Acceptable standard equivalencies to GCSE grade C or grade 4 or above can be found in Appendix A on page 10.

- All candidates must have achieved a standard equivalent to a grade 4/C or above in GCSE English[3] and Mathematics.
- In addition to the above all candidates for the Primary QTS or EYTS course must have achieved a standard equivalent to a grade 4/C or above in a GCSE Science subject.
- On entry to the course, all candidates must hold a 'first degree' [4] from a UK higher education institution. The SCITT requires candidates on the PGCE/QTS programmes to hold a 2.2 honours degree or better, however candidates with other honours degree classifications will be considered based upon their experience and the quality of their application for QTS only programmes. Overseas equivalents will be acceptable. Where necessary, the SCITT and Lead

[1] Qualified teacher status
[2] Early years teacher status
[3] An equivalent to grade 4 in English language or English literature fulfils this criterion.
[4] A first degree comprises 300 HE credit points of which 60 must be at level 6 of the Regulated Qualifications Framework (RQF). Applicants with a foundation degree will need to supplement this qualification with at least 60 credits at level 6 (HE level 3) in order to attain an equivalent single qualification

Partners will make use of ENIC (previously known as NARIC) or HEI providers in confirming the equivalence of prior qualifications. All final entry/admission decisions will be made by Bright Futures SCITT Director.

- For the EYTS programme, trainees need to have a level 6 (ordinary) degree or above.
- There is no preferred list of degree subjects for primary or EYTS courses as long as candidates are judged likely to meet all of the standards for QTS/EYTS, including those that relate to subject and curriculum knowledge by the end of the course.

Secondary Subjects requirements

- Secondary subject degree requirements are set out below
    - English
        - A degree containing 25% content in English Language, English Literature or Linguistics.
        - Candidates who have a strong A-level grade B or higher in either English area but less than 25% of their degree course in English might be required to complete a subject knowledge enhancement course prior to beginning their course (if a subject knowledge enhancement course is available).
    - Mathematics
        - A degree containing 25% content in mathematics or a highly mathematical subject such as physics or engineering (these examples are not exhaustive).
        - Candidates who have a strong A-level in mathematics grade B or higher, but less than 25% of their degree course in mathematics, might be required to complete a subject knowledge enhancement course prior to beginning their course.
    - Biology
        - A degree containing 25% content strongly related to biology.
        - Candidates who have a strong A-level in biology grade B or higher, but less than 25% of their degree course in Biology might be required to complete a subject knowledge enhancement course prior to beginning their course, (if a subject knowledge enhancement course available).
    - Chemistry
        - A degree containing 25% content strongly related to chemistry.
        - Candidates who have a strong A-level in chemistry grade B or higher, but less than 25% of their degree course in chemistry might be required to complete a subject knowledge enhancement course prior to beginning their course.
    - Computing
        - A degree containing 25% content strongly related to computing
        - Candidates who have a strong A-Level grade B or higher, or substantial experience of working in computing but less than 25% of their degree course in computing might be required to complete a subject knowledge enhancement course prior to beginning their course.

- Physics
  - A degree containing 25% content strongly related to physics.
  - Candidates who have a strong A-level in physics grade B or higher, but less than 25% of their degree course in physics might be required to complete a subject knowledge enhancement course prior to beginning their course.

- Languages
  - A degree containing 25% content strongly related to the chosen language.
  - Candidates who have a strong A-level in MFL grade B or higher, but less than 25% of their degree course in MFL might be required to complete a subject knowledge enhancement course prior to beginning their course.

For most other subject areas offered

- A degree containing 25-50% content strongly related to the subject area
- Please note where a subject knowledge enhancement course is available it might become a requirement prior to beginning the course. (Please note: the availability of Subject knowledge Enhancement courses varies on an annual basis).
- Subject knowledge: ***if a Subject Knowledge Enhancement is not available candidates might be required to complete additional subject knowledge activities.***
- For more practical subjects, such as Design and Technology (D/T), the SCITT and Lead Partners will also consider previous work experience, previous application of an area of D/T and exemplification of strong subject knowledge at the time of application. These applicants will usually be required to complete a subject knowledge enhancement course prior to beginning their course. If ***a Subject Knowledge Enhancement is not available, candidates might be required to complete additional subject knowledge activities).***
- For subjects that attract a training bursary, we could consider applicants who have a 'strong' A Level grade B or higher, in their chosen subject area and have relevant experience and/or are able to reflect their passion for the subject.
- Applicants to the school direct salaried courses must meet their stated criteria in addition to the criteria above.

Non-academic selection criteria.

- Candidates must provide a well written, relevant, and convincing personal statement. We discourage the use of Artificial intelligence for the writing of the whole personal statement.
- Candidates must provide two supportive references preferably including one academic reference [5] from a university tutor or from someone working in education. The SCITT recognises that this is not always possible and in the case of mature applicants two

[5] Candidates who are currently still at university, or graduated within the last five years should have an academic reference, this means a university tutor should act as a referee.

professional references are acceptable, these references must be supplied from a work email address.

The assessment of applications

For all of the ITT courses, the SCITT aims to offer places to those eligible applicants who best meet the selection criteria and are judged to have the most potential to become a highly skilled practitioner/teacher by the end of the course.

Applicants with non-UK qualifications

The SCITT welcomes applicants whose previous education does not include UK qualifications. Applications from international applicants will be assessed against the same entry criteria as all other applicants. Where necessary, the SCITT will consult ENIC (previously known as NARIC) or HEI partners for guidance on equivalent overseas qualifications.

Candidates who do not have English as their first language

We require applicants to hold GCSE English or an acceptable equivalent. Additionally, those applicants whose first language is not English are required to meet the following 'Secure English Language test' (SELT):

What your English language test must show

For QTS, the test must be a 'Secure English Language test' (SELT). That means it was taken:

- with an approved provider
- at an approved test location
- within the last 2 years

Your test must be at level B2 or above of the Common European Framework of Reference for Languages (CEFR).

Approved providers and tests

The Teaching Regulation Authority (TRA) and therefore Bright Futures SCITT and Training Partners recognises 6 approved SELT providers for QTS.

Language requirements:

- IELTS 6.5 overall, 6.5 in writing, no sub-section below 6.0, test we accept '*IELTS for UKVI' or 'IELTS Academic'*
- Pearson PTE, we accept 'PTE Academic UKVI' or 'PTE Home' overall score of 62 with a minimum score of 62 in writing and 59 in the other sub-sections, or
- LanguageCert we accept 'Language Cert International ESOL SELT' a score of 33 or higher is required in all areas.
- Trinity College London, we accept 'Secure English Language Tests for UKVI', either the Integrated Skills in English (ISE) at B2 level, or the Graded Examinations in Spoken English (GESE) at B2. A pass is required in all areas.
- PSI Services we accept 'Skills for English UKVI' a pass is required in all areas.

Providing evidence of your SELT

The QTS application form will ask you to provide the reference number for your SELT. The Teacher regulation Agency approve the following:

- IELTS SELT Consortium – 'test report form number'
- LanguageCert – 'unique reference number'
- Pearson – 'score report code'
- PSI Services – 'unique reference number'
- Trinity College London – 'certificate number'

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If you're already in the UK when you book your SELT, you cannot use PSI Services. If you're outside the UK, you cannot use Trinity College London.

Applicants who may require additional support

The SCITT and ITT Lead Partners welcomes applications from people with additional support needs. Any candidates with additional support needs will be considered equally, and appropriate support will be put into place for the application and selection process.

The application process

All provider course applications for QTS must be made through the DFE Apply portal.

All provider course applications for EYTS must be made directly to the SCITT via the application form that can be found on the Bright Futures SCITT website: https://www.bright-futures.co.uk/development-network/bright-futures-scitt/

All applications are subject to the criteria as stated above.

Additional admission requirements

Beyond the academic and non-academic selection criteria listed above, there are other specific requirements that must be met before entry onto an Initial Teacher Training Course.

Criminal records check

All candidates before commencement of their course will be subject to a DBS check. This includes:

- An enhanced check against the DBS barred list and the subsequent issue of a DBS certificate
- A prohibition order check
- A check of the list of teachers sanctioned in other EEA member states
- A section 128 barring check

Overseas checks

Applicants who have been out of the UK for more than six months within the last three years or more than 12 months in the last ten years will need to undergo an overseas police check. Applicants who have been travelling through a series of countries (e.g. during a gap year) will need to supply a police check for any countries where they have continuously spent more than three months Applicants who have gained UK citizenship (verified through e.g. a passport) will have undergone the "test of good

character" but will still undergo an overseas police check if they have been out of the UK for more than six months within the last three years or more than 12 months in the last ten years. All non-UK national applicants who have lived in the UK for less than ten years will undergo an overseas police check for any country that they have worked or been resident in. In addition, applicants will be subject to a check of the prohibited teachers lists. The SCITT recognises that criminal record checks are not available for all countries and that a candidate may have lived or worked in one of these countries. Where this is the case, the SCITT will consider any other suitable additional checks to verify the candidate's suitability or carry out an appropriate risk decision as they deem appropriate.

Health and physical capacity to teach assessment

All successful applicants are required to demonstrate that they have the health and physical capacity to teach and will not put children and young people at risk of harm. Applicants are required to complete a suitability/health questionnaire to assess this. Applicants may be required to undergo an occupational health interview either by telephone or face-to-face following this assessment.

Tier 4 student visa

Applicants who are not British citizens or a citizen of one of the EEA (European Economic Area) countries will need a visa to study in the UK. More details can be found from http://www.ukba.homeoffice.gov.uk/

Candidates guilty of falsification

Applicants must not omit any requested or relevant information, make any form of misrepresentation or give false information at any point in the application and selection process as well as during the course. Applicants found to have done this must recognise that the SCITT and Lead Partners reserve the right to withdraw the offer of a place or remove a trainee from a course. If necessary, the SCITT will notify the appropriate external organisations regarding this matter.

Appeals against application decisions

Introduction

Applicants will be able to appeal against application decisions. There are three stages to any appeal. It should be noted that the dispute of academic or professional judgements is not possible under the appeal system. However, applicants may appeal on the grounds that

(a) There has been a procedural irregularity. A situation where the applicant believes that the SCITT has not adhered to its own stated policy and procedures.
(b) The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
(c) Evidence of bias or prejudice

Any formal appeal must be submitted, in writing, by the applicant or by someone* to whom the applicant has given written consent to appeal on their behalf.

*The SCITT will require confirmation that the applicant has granted permission.

The process

Informal appeals

Stage 1: Written feedback. All unsuccessful candidates will have received feedback on their application. For those candidates unsuccessful at the point of application, this information will be put onto the DfE Apply portal. For applicants who are unsuccessful after interview, written feedback will be sent in the form of a letter (attached to an email) detailing the candidate's strengths and areas for further development for future applications. Further feedback can be given to clarify the reasoning. This feedback may be given in person, by telephone or in writing (including by email).

Stage 2: Formal appeals. Any applicant who wishes to lodge an official complaint or appeal against a decision is asked to do so, in writing, within 15 working days of the application decision. The Director of SCITT will respond following an independent appeals panel. The appeals panel will be comprised of experienced interviewers not involved in the original selection process. The Director of SCITT and the independent appeals panel will normally respond within 20 working days from receipt of the appeal.

Stage 3: Should the applicant be able to clearly demonstrate that the independent appeals panel has not addressed the grounds of the appeal or has not fully understood the appeal, the applicant must contact The Director of SCITT in writing, within 15 working days of the stage 2 decision. The Director of SCITT will pass the complaint on to an external assessor who will assess the argument and pass decision on the grounds for the appeal. At completion of this decision, the applicant will be issued with a Complaints of Procedures letter making the decision final.

If the appeal is successful, the applicant will be allowed entry on to the course.

Appendix A GCSE equivalency qualifications

At present the Department for Education (DfE) does not provide a list of qualifications that can be considered equivalent to the GCSE examinations in English, mathematics and science. It is the standard and not the qualification that matters and so when the SCITT decides on equivalency we look for evidence that a qualification is of a standard equivalent to GCSE grade C/grade 4 not only in terms of its level, but also in terms of its breadth. This is why we only accept certain qualifications.

Unacceptable qualifications

- Level 2 Key skills/Functional Skills in application of number and communication
- Certificates in adult literacy and numeracy.
- Modules in Foundation Degrees (or any other degree course).
- City and Guilds.
- Any other equivalency tests not approved by the SCITT
- International Diploma/Certificate "Higher or subsidiary level in English language at grade 4 or above".
- A Level/AS-levels (although they are a higher level the qualifications do not cover the breadth of a GCSE)
- ONC/OND.
- BTEC: Any first, national or higher national certificate or diploma in *English*.
- University of Cambridge English for speakers of other languages Certificate of English language skills (Higher).
- Any qualifications not listed as acceptable on the English Language requirements- International Document.

Common GCSE Equivalent Qualifications

Below are the acceptable grades from GCSE CSE and O Level

<table>
<tr><th rowspan="2">GCSE Grade, 2017</th><th rowspan="2">GCSE Grade, pre 2017</th><th rowspan="2">CSE Grade</th><th colspan="3">O Level</th></tr>
<tr><td>1975 onwards</td><td>Pre 1975 (numeric)</td><td>Pre 1975 (alphabetic)</td></tr>
<tr><td>9</td><td rowspan="2">A*</td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>8</td></tr>
<tr><td rowspan="2">7</td><td rowspan="2">A</td><td rowspan="2"></td><td rowspan="2">A</td><td>1</td><td>A</td></tr>
<tr><td>2</td><td>B</td></tr>
<tr><td>6</td><td rowspan="2">B</td><td rowspan="2"></td><td rowspan="2">B</td><td>3</td><td rowspan="2">C</td></tr>
<tr><td rowspan="2">5</td><td>4</td></tr>
<tr><td rowspan="2">C</td><td rowspan="2">1</td><td rowspan="2">C</td><td>5</td><td>D</td></tr>
<tr><td>4</td><td>6</td><td>E</td></tr>
</table>

- We also accept GCSE equivalent qualifications provided by UK HE institutions.
- We also accept international qualifications which are considered GCSE A-C (grade 9-4) comparable on ENIC (previously known as NARIC).

GCSE English – Suitable equivalent qualifications

Common qualifications

England:

- GCSE English Language, grade A*-C or grade 9-4
- O Level English, grade A-C or 1-3.
- CSE English, English language or English studies, grade 1.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5
- Standard Grade – Credit Level

Irish Republic awards:

- In or after 1975, leaving certificate in English language at grade C or above (ordinary)
- or at grade D or above (higher), Level 4 certificate.

European baccalaureate:

- A score of 6/10 or higher is acceptable in place of GCSE grade C

International baccalaureate:

- Standard or Higher-Level English Language Syllabus A at grade 4 or above.
- Standard or Higher-Level English Language Syllabus B at grade 5 or above.
- International Baccalaureate (IB) Standard or Higher-Level English Language and Literature combining at grade 5 or above
- International Baccalaureate (IB) Standard or Higher-Level English Literature at grade 5 or above

University of London Examinations and Assessment Council:

- Certificate of attainment in English at level 4 or above.

IGCSE:

- IGCSE in English language C/4 or above

GCSE Maths – Suitable equivalent qualifications

Common qualifications

England:

- GCSE Mathematics, grade A*-C or grade 9-4

- GCSE Additional Mathematics, grade A*-C
- GCE O-level Mathematics (only), grade A-C or 1-3.
- CSE Mathematics, grade 1.
- O-level or AO-level in additional mathematics, grade A-C.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5.
- Standard Grade – Credit Level.

Irish Republic awards:

- In or after 1975, leaving certificate in mathematics at grade C or above (ordinary) or at grade D or above (honours), Level 4 certificate.

European baccalaureate:

- A score of 6/10 or higher is acceptable in place of GCSE grade C

International baccalaureate:

- Higher or subsidiary level in mathematics at grade 4 or above.

IGCSE:

- IGCSE in mathematics C/4 or above

GCSE Science – Suitable equivalent qualifications

Common qualifications

England:

- GCSE in Science, Physics, Chemistry, Biology, Additional Applied Science at grade A*-C or grade 9-4
- GCE O-Level in Science, Physics, Chemistry, Biology at grade A-C or 1-3.
- CSE in Science, Physics, Chemistry, Biology at grade 1.

Scottish Qualifications Authority:

- National 5, Intermediate 2, Skills for Work National 5.
- Standard Grade – Credit Level.

Irish Republic awards:

- In or after 1975, leaving certificate in mathematics at grade C or above (ordinary) or at grade D or above (honours), Level 4 certificate.

European baccalaureate:

- A score of 7/10 or higher is acceptable in place of GCSE grade C (according to equivalence sheet).

International baccalaureate:

- Higher or subsidiary level in science at grade 4 or above.

BTEC

- BTEC Diploma Level 2 in Science/ Applied Science
- BTEC First (also known as BTEC Extended Certificate) in Science/Applied Science
- BTEC National Level 3 in Science/Applied Science

IGCSE:

- IGCSE in science (double award) C/4 or above
- IGCSE in biology, chemistry or physics C/4 or above
- IGCSE in physical science, coordinated sciences or combined science C/4 or above

Advice for applicants who do not have a GCSE

Applicants who do not have a GCSE or other suitable qualification are advised to take a GCSE or HEI equivalency test as a private candidate.

Other suitable equivalent qualifications (qualifications that can act as the equivalent of an A Level)

England and Wales

- All Level 3 BTech qualifications will be checked to consider the grading/outcome and subject studied.
- The Access to HE Diploma is a qualification regulated by QAA. The Access to HE Diploma is a full level 3 qualification (England and Wales)

Scotland Qualifications we will be considered in place of a 'strong' A level

- Advanced Higher,
- Higher award grade B or higher