



**Ambition
Institute**

Traded Waitlist Policy



Traded Waitlist Policy

Policy Owner	Director, School Partnerships
Version	1
Last reviewed	December 2023
Approved by	Director, School Partnerships
Next review due	December 2024
Applies to	Applicants on all Traded Programmes
Exceptions	N/A

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Section 1: Overview

1.1 Purpose

- 1.1.1 The objective of this document is to create and outline our waitlist policy and oversubscription criteria to ensure that it is transparent, reliable, inclusive, and supportive of social mobility.
- 1.1.2 Ambition Institute is committed to supporting teachers from all backgrounds to keep getting better, allowing disadvantaged children to receive the best possible education.
- 1.1.3 The Traded programmes provided by Ambition Institute are open to applicants from all backgrounds, provided they meet certain eligibility criteria established by Ambition Institute.

1.2 Scope

- 1.2.1 This policy applies to the following Traded Programmes:
 - Instructional Coaching (IC)
 - Curriculum for Senior Leaders (CfSL)

1.3 Background and Legal/Regulatory Framework

- 1.3.1 The Equality Act (2010) stipulates that we must ensure there is no unlawful discrimination against people with protected characteristics, including age, disability, sex, gender reassignment, religion or belief, race, sexual orientation, marriage and civil partnership, caste, pregnancy and maternity.
- 1.3.2 Positive Action as outlined in the Equality Act (2010) permits the use of voluntary action to address any imbalance of opportunity where we perceive that people who share a protected characteristic may suffer a disadvantage or are disproportionately under-represented.
- 1.3.3 The tie-break provision is to be found in section 159 of the Equality Act 2010 and allows an employer to treat an applicant with a protected characteristic that is underrepresented more favourably in connection with recruitment than someone without that characteristic who is as qualified for the role.

1.4 Definitions

- 1.4.1 For purposes of clarity, we understand the following terms as follows:

Admission	Offering a place to an applicant on a specific cohort of a specific programme
Applicant	A person who has completed an application for one of our programmes
Selection	The identification of suitable applicants for a programme

Tie-break	Where two or more applications cannot otherwise be separated, random allocation will be used to place those tied applicants in an ordered list of offers
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Section 2: Policy and Procedure

2.1 Waitlist

- 2.1.1 Ambition Institute operates a waiting list where any programme receives more successful applications than there are places available. A programme will be considered full once the 'Place Offered' target has been reached for any given cohort. The Admissions Team maintains the waiting list, in accordance with Ambition Institute's oversubscription criteria, until the recruitment of that given programme has closed. Applicants will be automatically added to the waiting list upon successful application once a programme is oversubscribed.
- 2.1.2 The position of applicants on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.
- 2.1.3 When a place opens (e.g. a participant withdraws from the programme) applicants at the top of the waitlist will be offered a place in accordance with their availability. They will be contacted by email and will be given two working days to respond to this and claim their place. This will be supported by phone calls to attempt to contact the applicant. If an applicant does not respond within the given window, we will offer the place to the next applicant on the waitlist.
- 2.1.4 The waitlist for any given programme will close once the programme is full or once the agreed programme handover date has passed. Ambition Institute reserves the right to close the waitlist, where necessary, at any given point.

2.2 Oversubscription Criteria

- 2.2.1 In the event that a programme is oversubscribed, priority for admission will be given to:
 - Applicants from state-funded schools
 - Applicants who are underrepresented in their fields.
 - Date of application

Important notes:

- Ambition will use monitoring information provided at the application stage to correctly place applicants on the waitlist, if this information is not provided, it may negatively impact the position of an applicant on the waitlist.
- Inaccurate or false information on the form could result in your place on the programme being withdrawn.
- Applicants must have completed an application and have been successful in being offered a place to be considered.

- Applicants are automatically placed on a waiting list and will be required to opt in or out of the available place.

2.3 Conditions of Offer

2.3.1 Offers for places on Ambition Institute’s Traded Programmes are subject to the following conditions. Places are not secured until applicants have:

- Completed a successful application on MyAmbition
- Accepted their place via MyAmbition, and completed the Onboarding Form
- Contract should be signed, and invoices must be paid within 14 days of accepting a place.

2.1.1 Ambition Institute reserves the right to overrule the waitlist in the case of extenuating circumstances. Exceptions are granted on a limited, case-by-case basis.

2.4 Applicants from Independent Schools

2.4.1 In line with Ambition’s mission statement, we prioritise the admission of applicants employed in state-funded schools.

2.4.2 Ambition will offer successful applicants employed in independent schools a place on their chosen programme up to a 10% threshold.

2.4.3 Once the threshold has been reached, Ambition will place any further successful applications on a waitlist which will be prioritised in accordance with the oversubscription criteria.

2.5 Tie-Break

2.5.1 In the event of a tie break, where two or more applications cannot otherwise be separated, Ambition Institute will use random allocation (generated by www.random.org) to place those applicants in an ordered list of offers. We will then offer a place to the applicant at the top of that list.

2.6 Version Control

Version	Issue/release date	Summary of changes	Approver
1	December 2023	N/A	Director, School Partnerships