



**Ambition
Institute**

NPQ Application Waitlist Policy



NPQ Application Waitlist Policy

Policy Owner	Associate Director, NPQ Admissions
Version	2.0
Last reviewed	April 2024
Approved by	NPQ Programme Board
Next review due	April 2025
Applies to	All National cohort National Professional Qualification (NPQ) and Early Headship Coaching Offer (EHCO) applicants and stakeholders
Exceptions	N/A
Audience	Available on Ambition Institute’s website

Table of Contents

Section 1: Overview	3
1.1. Purpose.....	3
1.2. Scope	3
1.3. Roles and Responsibilities	3
1.4. Definitions	4
Section 2: Policy and Procedure	4
2.1. Procedure overview	4
2.2. Oversubscription criteria.....	5
2.2.1. <i>Oversubscription criteria for scholarship-funded spaces</i>	5
2.2.2. <i>Oversubscription criteria for Ambition Institute National Cohort Programme spaces</i>	5
2.2.3. <i>Oversubscription criteria for Ambition Institute National cohort NPQSENCO programme spaces</i>	6
2.3. Tie-Breaker	6
2.4. Important notes	6
Section 3: Version Control.....	7
Section 4: Appendices	8
Appendix A: Useful links	8

Section 1: Overview

1.1. Purpose

- 1.1.1. The objective of this document is to create and outline our scholarship-funding waitlist policy and programme 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. The National Professional Qualification (NPQ) programmes provided by Ambition Institute are open to applicants from all backgrounds, provided they meet certain eligibility criteria established by the Department for Education (DfE).
- 1.1.3. At Ambition Institute, we are committed to helping educators serving children from disadvantaged backgrounds to keep getting better. Ambition Institute's application procedure is designed to support as many teachers, school leaders and early years practitioners as possible to access an NPQ that is right for them.

1.2. Scope

1.2.1. This policy applies to the following National Professional Qualifications:

- > NPQ for Leading Teacher Development (NPQLTD)
- > NPQ for Leading Behaviour & Culture (NPQLBC)
- > NPQ for Leading Teaching (NPQLT)
- > NPQ for Leading Literacy (NPQLL)
- > NPQ for Leading Primary Mathematics (NPQLPM)
- > NPQ for Early Years Leadership (NPQEYL)
- > NPQ for Senior Leadership (NPQSL)
- > NPQ for Headship (NPQH)
- > Early Coaching Headship Offer (EHCO)
- > NPQ for Executive Leadership (NPQEL)
- > NPQ for Special Educational Needs Co-ordinators (NPQSENCO)

1.3. Roles and Responsibilities

1.3.1. **The Partnerships teams** deliver a recruitment strategy and marketing and communications activity that always strives to be transparent, reliable, inclusive, and supportive of social mobility. Ambition provides all the relevant information that potential customers and participants need to know about our programmes on our website. This ensures that all the key information is fully transparent, whilst also being available and accessible to all. Our approach is to be as inclusive as possible with all our communications.

1.3.2. **The Admissions Team** maintains the waiting lists, 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 lists upon successful application and accepting their space to the preceding cohort. The Admissions Team will be responsible for contacting waitlisted applicants when a space is available.

1.4. Definitions

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

Admission	offering a space to a candidate on a specific cohort of a specific NPQ programme.
Applicant	a person who has completed an application for one of our programmes
Cohort	a group of participants for a specific NPQ programme with a set delivery partner who will deliver the programme.
Delivery partner	a partner organisation delivering Ambition Institute’s programmes to participants within their local area.
Funding eligible	the identification of a candidate who is eligible for a Department for Education scholarship space. It is confirmed via the Department for Education’s NPQ registration service.
Scholarship-funded space	A scholarship-funded space can be offered to an applicant who is eligible for Department for Education scholarship funding and has a submitted application.
Selection	the identification of suitable candidates for a programme from all applicants.
Tie-break	where two or more applications cannot otherwise be separated, random allocation is used to space those applicants in an ordered list of offers.

Section 2: Policy and Procedure

2.1. Procedure overview

2.1.1. Ambition Institute operates two waiting lists for NPQ and EHCO programmes (excluding NPQSENCO):

- > **Programme capacity waitlist** - where any programme receives more applications than there are scholarship-funded and non-funded spaces available for Ambition Institute’s National cohort, and

- > **Funding allocation waitlist** - for managing the allocation of scholarship-funded spaces to funding eligible applicants across the network.

2.1.2. The NPQSENCO programme capacity waitlist is managed separately due to different oversubscription criteria.

2.1.3. The position of applicants on the waiting lists will be determined solely in accordance with the oversubscription criteria. Where a programme space or a scholarship-funded space becomes vacant, they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.

2.1.4. In the scenario that a programme space or a scholarship-funded space becomes available (e.g. a participant withdraws from the programme), applicants at the top of the waitlist will be offered a space or offered scholarship funding for their NPQ if they are eligible.

2.1.5. The waitlisted applicant will be contacted by email and will be given two working days to respond to this and claim their space. 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 space to the next applicant on the waitlist.

2.2. Oversubscription criteria

2.2.1. *Oversubscription criteria for scholarship-funded spaces*

2.2.1.1. If scholarship-funded spaces for NPQs are oversubscribed, applicants will be waitlisted for a scholarship-funded space. Scholarship-funded spaces will be managed according to the availability of programme places within a delivery partner cohort. Where programme places are available in a delivery partner cohort, priority for scholarship-funded spaces will be given to applicants according to:

- > Date and time the applicant has accepted their place and completed registration with the Department for Education for their NPQ.

2.2.1.2. This criterion is only applied to funding eligible applicants.

2.2.1.3. Waitlisted applicants who do not secure a scholarship-funded space will be able to continue their programme as a self-funded applicant and payment options will be available.

2.2.2. *Oversubscription criteria for Ambition Institute National Cohort Programme spaces*

2.2.2.1. If an NPQ programme on Ambition Institute's National cohort is oversubscribed (excluding NPQSENCO as per 2.2.8.), priority for admission will be given to:

- > Date and time the applicant has accepted their place and completed registration with the Department for Education for their NPQ.

- > Funding eligible applicants

2.2.2.2. This criteria are only applied to applicants applying to Ambition Institute's National cohort.

2.2.3. *Oversubscription criteria for Ambition Institute National cohort NPQSENCO programme spaces*

2.2.3.1. In the event that the NPQSENCO programme is oversubscribed, applicants will be waitlisted for a scholarship-funded space. Priority admission will be given to:

- > Applicants who are current SENCOs and have not completed the NASENCO
- > Applicants who have been SENCOs for 1 year or more and as such, the completion of the NPQ is a mandatory requirement
- > Funding eligible applicants
- > Date of application

2.2.3.2. This criterion is only applied to applicants applying to Ambition Institute's National cohort.

2.3. Tie-Breaker

2.3.1. 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 space those applicants in an ordered list of offers. We will then offer a space to the applicant at the top of that list.

2.4. Important notes

2.4.1. Inaccurate or false information on the form could result in your space on the programme being withdrawn.

2.4.2. Applicants must have completed an application, have been successful in being offered a space and have registered their NPQ on the DfE's Register for a national professional qualification (NPQ) service to be considered. Applicants who have not registered with the DfE may be at risk of losing their place on the programme.

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

Section 3: Version Control

3.1 All Ambition policies are regularly reviewed by the Policy Owner. Feedback from employees and relevant stakeholders will be considered during the review process, and revisions will be made as necessary to reflect changes in laws, regulations, or company practices.

Version	Issue/release date	Summary of changes	Approver
2.0	May 2024	Introduction of new section for DfE scholarship-funded allocation Introduction of new waitlist and oversubscription criteria for NPQSENCO programme.	Director of Partnerships Operations

Section 4: Appendices

Appendix A: Useful links

- > [DfE National Professional Qualification Framework \(from Autumn 2021\)](#)
- > [DfE: Guidance, National Professional Qualifications \(NPQ\) Reforms](#)
- > [DfE: Register for a national professional qualification \(NPQ\)](#)
- > [DfE: Funding for national professional qualifications \(NPQs\)](#)
- > [Ambition Institute: NPQ Recruitment, Selection & Eligibility Policy](#)