Ambition Institute

Targeted Admissions Waitlist Policy

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Policy Owner	Head of Customer Service and Operations
Version	3
Last reviewed	October 2026
Approved by	Executive Director, ITT & Targeted Programmes
Next review due	October 2027
Applies to	Applicants on Targeted Programmes
Exceptions	ECT (Early Career Teacher), NPQs (National Professional Qualifications) and Teacher Training programmes
Audience	Available on the Ambition website

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Section 1: Overview

1.1. Purpose

1.1.1. Ambition Institute is committed to supporting teachers from all backgrounds to keep getting better, allowing disadvantaged children to receive the best possible education.

1.1.2. This policy provides clarity on how we operate waitlists for Targeted programmes and their oversubscription criteria, to ensure that we operate a transparent, consistent and fair process that is supportive of social mobility.

1.1.3. The Targeted 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 does not apply to the following programmes:

- Teacher Training
- Early Career Training
- National Professional Qualifications
- Excellence in Reception Teaching

1.2.2. This policy does not apply to pilot programmes. We will manage waitlists for pilot cohorts individually, considering the unique requirements and recruitment process of each pilot programme.

1.3. Background and Legal/Regulatory Framework

1.3.1. In accordance with the Equality Act (2010) our process ensures that 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, 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 found in section 159 of the Equality Act (2010) 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

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 the offer. 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 one week after the place accept deadline. 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 from the waitlist will be given to:

- Applicants from state-funded schools
- Applicants who are underrepresented in their fields
- Date of application

2.3. Important notes

2.3.1. Ambition will use monitoring information provided at the application stage to correctly place applicants on the waitlist. If this information is incorrect or withheld, it may negatively impact the position of an applicant on the waitlist.

2.3.2. Inaccurate or false information on the application form could result in your place on the programme being withdrawn.

2.3.3. Applicants must have completed an application and have that application deemed successful to be considered.

2.3.4. Applicants are automatically placed on a waiting list and will be required to accept or reject the available place.

2.4. Conditions of Offer of Programme Place

2.4.1. Offers for places on Ambition Institute's Targeted programmes are confirmed once the following have been completed (as many as are relevant to the specific programme):

- Submission of a successful application on My Ambition.
- Acceptance of an offer on My Ambition.
- Completion of an onboarding form on My Ambition.

2.4.2. All offers are conditional upon the contract being signed by the fee-paying school/trust/organisation prior to the programme start date, and the invoice being settled within 14 days of receipt.

2.4.3. 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.

2.5. Applicants from Independent Schools

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

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

2.5.3. 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.

2.6. Tie-Break

2.6.1. 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.

Section 3: Version Control

3.1.1. 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
1	December 2023	N/A	Director, School Partnerships
1	December 2024	No changes made; annual review completed.	Director, School Partnerships
2	September 2025	1.2.1 edited (programmes this policy applies to), 1.2.2 added, made clarifications in 2.4	Director, Partnerships
3	October 2026	1.2.1 edited (programmes this policy applies to), 'Policy Owner' updated	Head of Customer Service and Operations