

CALLYWITH COLLEGE ADMISSIONS POLICY FOR 2023/24

Introductory Statement

The purpose of Callywith College is to provide the best learning experience leading to the highest level of achievement by our applicants.

The Callywith College Trust would like to offer this experience to as many prospective applicants as possible. To this end, the admissions policy below is an inclusive and facilitating policy to ensure that all can access the educational provision of the college. The admissions process also provides prospective applicants with significant advice and guidance on appropriate post-16 study and onward progression via comprehensive open events, liaison evenings, taster days and admissions interviews.

The college application process for entry in September will open from October in the year before enrolments commence. Applications must be received by the application deadline, which will be clearly advertised on the college website, to ensure that applicants stand the best chance of successful applications. Applicants must apply by completing the college application form via the college portal on the Callywith College website.

All applications are date and time stamped upon receipt. Applicants will receive an acknowledgement of their application within 7 days of receipt by the college. If you do not receive acknowledgement, this may mean that your application has not been successfully submitted (please contact admissions@callywith.ac.uk urgently if you do not receive this acknowledgement email). Applicants who apply before the deadline will then receive details of the time/date of their admissions interview within 1 month of receipt of their application. Interviews will be allocated on a first come first served basis in order of date received. If an applicant is unable to attend their originally allocated interview, the interview can be rescheduled as soon as possible. If the applicant requests a rescheduled interview, this will delay the possible date of acceptance and could mean applicants are added to waiting lists if courses or the college become full in the interim. Any applicant who fails to attend two interview slots will have their application terminated unless suitable prior notice is given. Failure to attend scheduled interviews could reduce the likelihood of successful application in the event of oversubscription

Upon successful completion of an admissions interview, a conditional offer will be made providing the applicant's predicted GCSE grades meet the entry requirements of the course(s) applied for. Where this is not the case, alternative courses will be discussed and detailed advice and guidance given. Applicants will have 28 days to accept their conditional offer. Any applicants who have not accepted or declined an offer within 28 days will be contacted by the college. Failure to respond to this contact within 5 working days will be taken as a decision to withdraw the application. Whilst it may be possible to re-activate the original application delaying acceptance could risk your application being added to a waiting list.

The College will aim to allow applicants to follow their first choice of course (or combination of subjects). Where this is impossible, for reasons such as timetable clashes, under-recruitment or over-subscription, guidance will be offered regarding suitable alternatives. Additionally, changes to course choice(s) after acceptance of the conditional or firm offer may be subject to changes in entry requirements and will be dependent on the availability of places on the new course choice(s).

Applying for Places

The application process begins before applicants apply, our colleges provide information, advice and guidance through a range of events and activities:

- **Taster Events**
 - Applicants may be invited to visit college for the day in Year 10 or 11 to experience a day in the life of a College applicant.
- **Assemblies and School Events**
 - A presentation assembly will take place in a number of local schools. A copy of our prospectus may be made available for applicants but will be available via the College's website. Where we are invited, the colleges will attend events such as post-16 or careers events taking place in schools.
- **Prospectus**
 - Applicants should start to consider the courses they are interested in and those that are available at Callywith college and consider carefully the course descriptions and entry requirements.
- **Open Events**
 - We strongly recommend that all applicants and parents attend one of our open events throughout the year. There will be opportunities to listen to a short presentation and speak to subject staff and applicants in more detail about the courses on offer. Further details can be found on the Callywith College website.
 - Once the application process opens, in early October for the following academic year, applicants can then formally apply.
- **Application Portal**
 - Applicants must fill in an online application form which is available on the college's portal and accessed via the website. Applicants are advised to check that they have received a confirmation email after completing their application. This provides a reassurance that the full application has been completed and correctly submitted. The college will not consider or process applications that have not been fully completed or correctly submitted. If you receive this confirmation upon submission please contact admissions@callywith.ac.uk urgently.
- **The Application Deadline**
 - The official deadline for applications is always the last day of the February half term holiday in the spring term and is published on the college's website. Given that the college may have courses which

become oversubscribed, applicants are advised to apply as early as possible.

- **Late Applications**

- If applicants miss the official application deadline we would still encourage them to apply as there may still be remaining availability for some courses.
- If applicants miss the official application deadline, the application will be considered a 'late application'. We will endeavour to process and consider late applications and will invite applicants to interview where possible, but this cannot be guaranteed. In the event that courses are oversubscribed at enrolment, priority will be given to applicants who met the deadline. The College reserves the right to restrict course availability to late applicants if it is evident that some courses will be oversubscribed by the official application deadline.
- Please note that it is unlikely that applications after 1 July ('very late applicants') will be processed before or during the summer break. Any such applicants will only be invited to the late interview events if there are spaces available, and at the college's discretion, in late August / early September.

- **Applications after Enrolment sessions**

- Any applicants applying after the Enrolment sessions will be considered at the discretion of the senior leadership team. Senior leaders will take into consideration:
 - Course availability and class sizes
 - The amount of teaching applicants' have missed and the likelihood of the applicant successfully catching up on work, given their GCSE profile, if they apply after teaching has started
 - Background reasons for the very late application.

- **Interview**

- The College will run new applicant interviews throughout the year to which applicants will be invited after application. This is an opportunity to meet with applicants, to discuss their interests, course choices and career aspirations, and to provide information, advice and guidance, as well as considering the suitability of each applicant for their proposed programme of study.
- Parents/guardians are welcome to accompany applicants to interview.
- At interview we will consider:
 - Evidence of an applicant's effort in their studies at school, their attendance and behaviour, such as their most recent school report, along with details of any mock or external exams.
 - Evidence of the likelihood of an applicant meeting the minimum entry requirements for their chosen programme of study.
 - Evidence of an applicant's enthusiasm for learning and college life and of the applicant's interest in the subjects they wish to study.

- Each applicant will be considered on individual merit, potential and circumstances.
- Where we have significant concerns about any of the above, or where an applicant fails to bring the information requested to their interview, we reserve the right not to make a conditional offer of a place.
- It is important that each applicant brings their most recent school report to their interview, so that the college can review attendance, behaviour and progress. The college reserves the right not to make a conditional offer if an applicant does not bring their most recent school report.
- Applicants applying for creative arts subjects must bring a portfolio of their creative work to discuss with interviewers.
- If an applicant is already in post-16 education elsewhere or has not been in Year 11 during the current academic year, a conditional offer is unlikely to be made until the college has received a good reference from a current or previous educational provider; it is the applicant's responsibility to ensure the reference is provided.

- **Conditional Offer**

If all goes well at interview applicants will be offered a conditional place. A conditional offer means that the applicant will be invited to enrol on the courses agreed at interview provided that:

- The applicant meets the minimum entry criteria required both for their chosen study programme and the individual courses they have accepted an offer for,

and

- The applicant notifies the College of their GCSE results via the college portal within 96 hours of the release of grades on August GCSE results day (normally 8.00am, on the Monday immediately after GCSE summer results day)

and

- The applicant attends an induction session at the directed time and date at which they complete all key tasks required at the induction session or lets us know in advance if they are unable to attend their induction session but completes the key tasks remotely (key tasks include: payment of enrolment fee, submission of ID photograph, successful log-in to computer systems),

and

- The applicant attends all timetabled sessions within the new applicant induction period (the first two days of term)

and

- If you are in receipt of an EHC Plan, any course offers made during your interview will be **provisional** until Callywith College receive a Consultation from the issuing Local Authority, a copy of your EHC Plan and your most recent Annual Review. Once we have received these documents, the intended **Outcomes** and **Provision** will then be reviewed to ensure that we are able to meet your specific needs and requirements.

You will be notified as soon as a decision has been made.

If an applicant accepts a conditional offer and does not tell us otherwise, we will assume the applicant is provisionally intending to enrol at the college. This does not bind the applicant to enrolling at Callywith College. However, we reserve the right to withdraw an application or conditional offer if the applicant does not complete the actions described in our pre-enrolment written communications within 4 weeks of sending, fails to attend interview, fails to upload GCSE grades in the specified time frame or fails to attend enrolment and/or induction sessions. The college will make reasonable adjustments where an applicant makes a reasonable attempt in advance to reschedule an interview, or requests to attend a Late Enrolment session.

Management of College Oversubscription

In the event that the college or a course is oversubscribed, an applicant can be offered a place on a waiting list.

We will carefully monitor applications and project enrolments using historical admissions data to assess the likelihood of the college being oversubscribed. In the event that the college or a specific course expects to be oversubscribed a waiting list will be established. The college admissions team and SMT will constantly review the need for such lists to be maintained as the admissions cycle progresses.

Waiting lists will be managed as follows

- Applicants being offered a place on a waiting list:
 - *Course lists*
 - Once all the available places on a particular course have been offered and accepted, the college will operate a course waiting list. Course waiting lists will be kept in relation to the course(s) for which applicants will be made conditional offers at admissions interviews. Applicants will be told at interview if they are to be added to a waiting list.
 - All course waiting lists will be reviewed monthly following their establishment. Any applicant who is made a conditional offer and placed on a waiting list will receive a monthly

- update on the 1st working day of the month regarding their place on the list and the length of the list.
 - If, at the monthly review there are new places available on the course(s) then applicants on the waiting list will be offered these new places based on the date of the applicant's acceptance of their offer; with earlier applicants being offered places in date order.
 - If, following this, a further tiebreaker is necessary to determine which applicant is admitted (because of identical acceptance dates), the Management of oversubscription criteria below will be used.
 - *College lists*
 - In the event that the number of accepted places at the college exceeds the total capacity for the college buildings a College waiting list will operate. If there are fewer places available at the college than applicants on the waiting list, places will be offered based on the date of the applicant's acceptance of their offer; with earlier applicants being offered places in date order.
 - Applicants who cannot be accommodated will be advised on alternative provision and the college will work with its associated institution Truro and Penwith College to provide this to all applicants (although this may be on the Truro or Penwith campus).

If there are fewer places available at the college than applicants on the waiting list, places will be offered based on the date of the applicant's acceptance of their offer; with earlier applicants being offered places in date order. If, when a place becomes available, more than one applicant had accepted their offer on the same day and share joint 1st place on the list, places on courses will be offered in order of the following prioritisation categories.

In all cases, an applicant will only be permitted to enrol in the college or on specific courses if they meet the college's conditional requirements and where there is availability at course level.

Category 1

- **Applicants with an Education, Health and Care Plan or designated Looked After Child status.** Applicants with an EHCP which names the college following a statutory consultation process, or Y11 looked after / children in care (as defined in 5.2), irrespective of their feeder school, that submitted applications by the application deadline, attended an interview, were given a conditional offer, accepted their conditional offer, uploaded their GCSE grades within the specified time window, attended their allocated enrolment session and attended all timetabled sessions during the two-day induction period.

Category 2

- **On time internal Level 2 applicants for level 3 programmes** who are currently studying courses at Callywith College and have applied by the application deadline, attended an interview, were given a conditional offer, accepted their conditional offer, uploaded their GCSE grades within the specified time window, attended their allocated enrolment session and attended all timetabled sessions during the two-day induction period.

Category 3

- **On time applicants** who have applied by the application deadline, attended an interview, were given a conditional offer, accepted their conditional offer, uploaded their GCSE grades within the specified time window, attended their allocated enrolment session and attended all timetabled sessions during the two-day induction period.

Category 4

- **Late applicants** who have applied after the deadline, attended an interview, were given a conditional offer, accepted their conditional offer, uploaded their GCSE grades within the specified time window, attended their allocated enrolment session and attended all timetabled sessions during the two-day induction period.

Tie breaker

- In the event of a tie even after the 4 categories have been applied, the applicant whose home postcode is closest to Callywith College will be given priority.

Management of Enrolment

The dates of the enrolment sessions for the college will be published on the college's website (these are normally held on the Tuesday and Wednesday immediately after GCSE results day). All applicants must ensure that they are available to attend the enrolment sessions on these days. We will write to all applicants with information about enrolment. Applicants will be invited in groups of 200 based on the courses for which they accepted a conditional offer.

In the event of college oversubscription, applicants holding places on waiting lists may be invited to a late enrolment. In order for applicants to complete the final stage of applying to Callywith College, they will need to attend the Enrolment session, in person, following receipt of results in August. It is important that applicants bring proof of qualifications and identity in order to enrol at the college and discuss options with staff.

Course Oversubscription

We aim to construct our timetable and plan our staffing levels on the basis of applicant choices at interview, following the application deadline, and our aim is to keep oversubscription to a minimum. In cases where oversubscription does occur at an early stage, the college will inform applicants at the earliest opportunity.

Applications for some courses may in some cases be strictly limited to those applicants that meet the application deadline. When a course is oversubscribed, applicants that have met the minimum entry criteria will be allocated places in accordance with the prioritisation categories identified above. Applicants will be invited to enrolment day(s) in this order. This means that the allocation of places to courses that are oversubscribed, and the allocation of places when applicants change their subjects, will consistently take account of this method of prioritisation. In rare circumstances, it may be necessary to apply prioritisation criteria after the enrolment day(s) and the small number of affected applicants would be contacted quickly to explore alternatives.

Course Changes

Whilst some changes to courses may be possible, and the college will do everything it can to make changes, this cannot be guaranteed. The timetable will be constructed on the basis of courses that applicants have applied to study. Applicants will have the opportunity to propose changes to their course choices at interview, induction and again at enrolment, but any such changes would be subject to availability. We will do our best to accommodate any requested changes, and to ensure that applicants are making fully informed decisions before any changes are agreed and implemented.

Undersubscription and Course Closure

In rare occurrences the college receives too few applications for a course to be viable. At the point of the application deadline course applications will be reviewed and courses without viable numbers of applicants will be placed “under review”. Once all applicants who have met the deadline have been interviewed a decision will be taken to “run” or “not run” any course that is under review. The review process will consider both economic viability and the course’s importance to the college’s strategic curriculum plan. If a decision is taken to not run a course, all applicants holding offers for that course will be informed and advised on alternatives no later than the last day of the spring term.

In the event that late withdrawals mean a course becomes unviable before the end of the induction period (first two days of term for new first year applicants), all applicants will be notified immediately, and alternatives discussed.

Late Enrolment

If for any reason an applicant fails to attend the Enrolment session and has not notified the admissions team of the college by email well in advance, then spaces on the courses they have selected will not be reserved for them. For applicants that have notified admissions in advance, and who have been invited to attend the Late Enrolment session, any changes to courses chosen at interview will be subject to remaining availability. The date of late enrolment will fall between the main Enrolment session and the first day of teaching, both of which are published on each college’s website. Any applicant that does not attend the induction period (first two days of teaching) will not have any places on courses discussed at interview reserved for them. It will be at the college’s discretion to determine the feasibility of carrying out any additional enrolments outside of the enrolment and late enrolment day.

Transfers and Restarts

The college may be able to offer in-course transfers from other schools and colleges, either during the academic year, or for applicants wishing to transfer into Year 13 at the end of Year 12. The college is likely to request a reference from the current or previous school in order to inform its decision. Transfers are fully at the college's discretion.

Only in exceptional circumstances would the colleges consider requests to restart Year 12 at Callywith College when an applicant has already completed Year 12 elsewhere. The college is likely to request a reference from the current or previous school in order to inform its decision. Restarts are fully at the college's discretion. For applicants that have completed Year 12 at Callywith College, a Year 12 restart will only be considered where there is a clear identified need/cause and is at the college's discretion. In nearly all circumstances, a restart is likely to involve a change of courses. The college is very unlikely to be able to offer applicants an opportunity to retake Year 13, whether they have completed Year 13 at Callywith College or elsewhere.

Administration Fee

All applicants enrolling will be required to pay an administration fee. This fee is payable at the start of each academic year and includes the cost of a new or replacement lanyard, applicant ID card, printing credits and a food voucher for use at the college canteens. Some courses have additional fees to cover the cost of trips and activities within the course. For further information of these costs please see the Fees Policy.

Minimum Study Programme

All applicants are expected to enrol on a Full-Time programme of study comprising a minimum of 580 planned hours per year. This will be an A Level, Extended Diploma, Level 2 programme as per the college prospectus. All students must complete all aspects of their main study programme.

Those applicants who have not achieved at least a GCSE grade 4 in English and/or Maths will be required to continue to study English and/or Maths through either Functional Skills and/or GCSE level study alongside their other subjects. All applicants with a grade 3 in English and/or Maths on entry must study GCSE English and/or Maths. Applicants with a grade 2 or lower on entry may be permitted to study towards a Level 2 Functional Skills qualification. All applicants without a GCSE Grade 4 or a Functional Skills (2019 specification) Level 2 Pass in English and/or Maths must continue to work towards this goal throughout the entirety of their enrolment at the college.

Minimum Entry Requirements

For an **A level programme** of study, the minimum entry requirements are 5 GCSEs grade 4 or above including English Language or Literature and/or mathematics at grade 5. Certain A levels have additional specific subject requirements which are stated in Annex A and in our prospectus and on our website. Most student studying A level programmes will have an average GCSE score of 5+.

For a **Level 3 Extended Diploma programme** of study, the minimum entry requirements are 4 GCSEs grade 4 including English Language or Literature **and/or** mathematics at grade 4. For Level 3 Health and Social Care and Childcare courses, all offers will also include a condition requiring a clear DBS check before the applicant can be enrolled.

For a **T Level programme** of study the minimum entry requirements are 4 GCSEs grade 4 including English Language **and** mathematics at grade 4. For Level 3 Health and Social Care and Childcare courses, all offers will also include a condition requiring a clear DBS check before the applicant can be enrolled.

For a **Level 2 programme** of study, the minimum entry requirements are 4 GCSEs at grade 3 including English Language or Literature and/or mathematics at grade 3.

Any applicants with an Education Health and Care Plan wishing to attend the college will be admitted providing they meet the minimum entry requirements and are not subject to the conditions of a waiting list.

Appeals

Any applicant refused a place will be offered a right of appeal to the Principal in writing. Anyone wishing to appeal should contact the Principal of Callywith College at Callywith College Principal, Callywith College, Old Callywith Road, Bodmin, PL31 2GT. The Principal will make a decision regarding the appeal and send a written response outlining the decision within 10 working days of receipt of the appeal. If an appellant is unhappy with the outcome of their original appeal, the decision can be referred to a panel of the Board of Trustees in writing no more than 10 days from the date cited on the original outcome letter for a final appeal. The panel will consider the appellant's case and decide whether to uphold the final appeal. Decisions made by the Board of Trustees are final.

Undersubscription

In the event that a course undersubscribes, a decision will be made as to whether or not it is viable to run the planned course. This will depend both on levels of applicant applications and the strategic importance of a course within the wider curriculum offer. We will do everything we can to find suitable alternatives for applicants and

enrol applicants that meet the entry criteria onto alternative courses, by mutual agreement, in the event that a planned course does not run. Decisions regarding the running of all courses for any academic year (September start) will be taken and communicated to applicants before the 1st of July of the same year.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college website before the end of the preceding September (i.e. the policy for 2022 will be published in September 2021). The policy will remain on the website throughout the college year.

Complaints

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the EFA at Academy.QUESTIONS@education.gsi.gov.uk, though you should first raise any concerns with the college via Callywith College, Old Callywith Road, Bodmin, PL31 2GT.

Callywith College Entry Requirements

A Levels

- 5 GCSEs at grade 4+ including a 5 in GCSE English (Lang or Lit.) and or GCSE Maths.
- *A-level students must take at least 1 A-level alongside A-level equivalent(s) course(s).*

Subject	Additional Entry Requirements
Art & Design (Fine Art)	GCSE English Grade 5 Satisfactory portfolio of Art work presented at interview
Art & Design (Graphics)	GCSE English Grade 5 Satisfactory portfolio of Art work presented at interview
Art & Design (Textiles)	GCSE English Grade 5 Satisfactory portfolio of Art work presented at interview
Art History (Critical and Contextual Studies)	GCSE English Grade 6
Biology	GCSE English Grade 6 GCSE Maths Grade 5 GCSE Biology Grade 6 or GCSE Comb Science Grades 66
Business	GCSE English Grade 6 GCSE Maths Grade 4
Chemistry	GCSE English Grade 5 GCSE Maths Grade 6 GCSE Chemistry Grade 6 or GCSE Comb Science Grades 66
Classical Civilisation	GCSE English (Lang or Lit) Grade 6
Computing	GCSE English Grade 5 GCSE Maths Grade 6
Criminology (<i>Equivalent to one A Level</i>)	GCSE English Grade 5
Drama	GCSE English Grade 6
Economics	GCSE English Grade 6 GCSE Maths Grade 5
English Language	GCSE English Language Grade 6
English Language & Literature	GCSE English Language and Literature Grade 65
English Literature	GCSE English Literature Grade 6
Environmental Science	GCSE English Grade 5 GCSE Maths Grade 5 GCSE Chemistry Grade 5 or GCSE Comb Science Grades 55
Film Studies	GCSE English Grade 5
French	GCSE English Grade 5 GCSE French Grade 6
Geology	GCSE English Grade 5 GCSE Chemistry Grade 5 or GCSE Comb Science Grades 55
Geography	GCSE English Grade 6
German	GCSE English Grade 5 GCSE German Grade 6
Health and Social Care (<i>Equivalent to one A Level</i>)	GCSE English Grade 5
History	GCSE English Grade 6
Human Biology (<i>Equivalent to one A Level</i>)	GCSE English Grade 5 GCSE Biology Grade 5 or GCSE Comb Science Grades 55
Information Technology (<i>Equivalent to one A Level</i>)	GCSE English Grade 5 GCSE Maths Grade 4
Law	GCSE English Grade 6
Maths	GCSE Maths Grade 6
Maths (Further)	GCSE Maths Grade 7
Maths (Core) (<i>½ A Level must be taken alongside 3 other A-levels/equivalent or an Extended Diploma</i>)	GCSE Maths Grade 5
Media	GCSE English Grade 5
Philosophy of Religion	GCSE English Grade 6 GCSE Maths Grade 6
Photography	GCSE English Grade 5 GCSE Art Grade 4

Physics	GCSE English Grade 5 GCSE Maths Grade 6 GCSE Physics Grade 6 or GCSE Combined Science Grades 66
Physical Education	GCSE English Grade 6 GCSE Maths Grade 5
Politics	GCSE English Grade 6
Psychology	GCSE English Grade 6 GCSE Maths Grade 5
Sociology	GCSE English Grade 6
Spanish	GCSE English Grade 5 GCSE Spanish Grade 6
Sports Exercise (<i>Equivalent to one A Level</i>)	GCSE English Grade 5

(A-level students must take at least 1 A-level alongside A-level equivalent(s) course(s).)

Vocational Courses

(A-Levels or equivalents should not be taken alongside vocational courses with the exception of EPQ and Maths (core) if the timetable allows)

Level 3 Extended Diplomas	4 GCSEs at grade 4 including a 4 in English (Lang or Lit.) and or Maths. OR Appropriate L2 Diploma at merit grade and GCSE English AND/OR Maths at grade 4 OR Appropriate L2 Diploma at merit grade and Level 2 Functional Skills English AND/OR Maths Exception: L3 Science requires at least one grade 5 in a GCSE Science
T Levels	4 GCSEs at grade 4 including a 4 in English Language (not Lit) AND Maths.
Level 2 Progression Courses	3 GCSEs at grade 3 and must include a 3 in English (Lang or Lit.) AND Maths.