

## CALLYWITH COLLEGE ADMISSIONS POLICY FOR 2022/23

### Introductory Statement

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

The Callywith College Trust would like to offer this experience to as many prospective students 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 students with significant advice and guidance on appropriate post-16 study and onward progression via comprehensive open events, liaison evenings, taster days and admissions interviews.

### Applying for Places

The college application process for entry in September will open from September 1<sup>st</sup> and remain open until 31<sup>st</sup> August. Applicants must apply by completing the college application form and sending their application to Callywith College Admissions, Old Callywith Road, Bodmin, PL31 2GT or via email to [admissions@callywith.ac.uk](mailto:admissions@callywith.ac.uk).

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. Applicants 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 will be rescheduled as soon as possible. If the applicant requests a rescheduled interview, this will delay the possible date of acceptance and could mean students are added to waiting lists if courses or the college become full in the interim.

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 30 days to accept their conditional offer.

Once a prospective student has accepted their conditional offer, they will be allocated a place at the college and a place on their chosen course(s). Once applicants accepting offers have filled all of the available places on a particular course, a waiting list will be operated. When applications are received and there are insufficient places available for those still to be interviewed, applicants will be interviewed and offered a place on a waiting list as set out below. The college will closely monitor applications throughout the year and will endeavour to meet demand for courses for all applicants where possible.

Once an applicant has accepted their conditional offer, their place at the college and on their chosen course(s) will become a firm offer once GCSE entry requirements

have been met. GCSE results must be submitted to the college on GCSE results day; in-line with instructions sent to applicants in July preceding enrolment. Enrolment will then take place in the few days preceding the start of term at which point the applicant's status becomes upgraded to that of an enrolled student. Any applicant who does not confirm GCSE grades and/or does not attend enrolment may risk losing their place at the college and on their chosen course(s).

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).

## **Waiting lists**

### *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. If there are fewer places on the course(s) available than applicants on the waiting list wishing to study it, 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, following this, a further tiebreaker is necessary to determine which student is admitted (because of identical acceptance dates), random allocation (drawing of lots) will be used to decide who will be admitted.

### *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).

## **Minimum Study Programme**

All students are expected to enrol on a programme of study comprising a minimum of 540 planned hours per year. This will be either an A Level, Extended Diploma, Level 2 or Level 1 programme as per the college prospectus.

Those students 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 students with a grade 3 in English and/or Maths on entry must study GCSE English and/or Maths. Students with a grade 2 or lower on entry may be permitted to study towards a Level 2 Functional Skills qualification. All students 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 4. Certain A levels have additional specific subject requirements which are stated in Annex A and in our prospectus and on our website.

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

A **Level 1 programme** of study is appropriate for students who do not meet the minimum entry requirements for Level 2 programmes of study.

Any students 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 student applications and the strategic importance of a course within the wider curriculum offer. We will do everything we can to find suitable alternatives for students and enrol students 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 1<sup>st</sup> 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](mailto: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.

### **Annex A**



## Callywith College Additional Entry Requirements for A-levels

For an A level programme of study (3 A level subjects), the minimum entry requirements are 5 GCSEs grade 4 including English Language or Literature and/or mathematics at grade 5. Certain A levels have additional specific subject requirements which are stated below. Where a subject is being continued at A Level and was previously studied at GCSE, it would be expected the student achieves this subject at grade 4 or above.

<b>Subject</b>	<b>Additional Entry Requirements</b>
Art & Design (Fine Art)	GCSE Art Grade 4 or above
Art & Design (Graphics)	GCSE Art Grade 4 or above
Art & Design (Textiles)	GCSE Art Grade 4 or above
Biology	GCSE English Grade 6 GCSE Maths Grade 5 GCSE Biology Grade 6 or GCSE Combined 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 Combined Science Grades 66
Computing	GCSE English Grade 5 GCSE Maths Grade 6
Drama	GCSE English Grade 6
Economics	GCSE English Grade 6 GCSE Maths Grade 5
English Language	GCSE English Language Grade 6 GCSE English Literature Grade 5
English Language & Literature	GCSE English Language and Literature Grade 65
English Literature	GCSE English Literature Grade 6 GCSE English Language Grade 5
Environmental Science	GCSE English Grade 6 GCSE Maths Grade 5 GCSE Chemistry Grade 5 or GCSE Combined Science Grades 55
French	GCSE English Grade 6 GCSE French Grade 6
Geology	GCSE English Grade 6 GCSE Maths Grade 5 GCSE Chemistry Grade 6 or GCSE Combined Science Grades 66
Geography	GCSE English Grade 6
German	GCSE English Grade 6 GCSE German Grade 6
History	GCSE English Grade 6
Law	GCSE English Grade 6
Maths	GCSE Maths Grade 6
Maths (Further)	GCSE Maths Grade 7
Media	GCSE English Grade 5
Philosophy of Religion	GCSE English Grade 6 GCSE Maths Grade 6
Photography	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 6 GCSE Spanish Grade 6

Students wishing to study 4 A-level subjects must also achieve an average GCSE point score of at least 6.5 across all GCSEs obtained.