**CALLYWITH COLLEGE ADMISSIONS POLICY FOR 2019-20**

**Introductory Statement**

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

**Capacity**

The college will have a total capacity of 1280 places (full-time equivalent) for students mainly in the age range 16-19.

It will admit 660 students into year 12, for September 2019.

**Minimum Study Programme**

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

Those students who have not achieved at least a GCSE grade 5 in both English and Maths will be required to study these GCSEs alongside their other subjects.

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

Any students with an Education Health and Care Plan naming the college will be admitted.

**Applying for Places**

The college application process will open on September 1st 2018 and will remain open until 31st August 2019. All applications received will be date and time stamped and interviews allocated on a first come first served basis. Once the available places have been filled by applicants accepting offers, a waiting list will be operated. When applications are received and there are insufficient places available for those still to be interviewed, interviews will be set by random allocation (drawing of lots). Once all places have been accepted, waiting lists will operate as set out below.

Applicants should apply using the college application form and send their application to Callywith College Admissions, Old Callywith Road, Bodmin, PL31 2GT.

Applicants will receive an acknowledgement of their application within 7 days of receipt. Applicants will receive details of the date of their interview and the process to be followed within 1 month of receipt of their application.

Conditional offers will be made at interview providing the applicant’s predicted GCSE grades meet the entry requirements of the course applied for. Where this is not the case, alternative courses will be discussed. Applicants will have 30 days to accept their conditional offer. For Level 3 Health and Social Care and Childcare courses, all offers will include a condition requiring a clear DBS check before the applicant can be enrolled.

Where an applicant has accepted their conditional offer, this will be confirmed as a firm offer once GCSE results are known and the entry requirements have been met.

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 or over-subscription, guidance will be offered about suitable alternatives.

**Waiting lists**

Once all the available places have been offered and accepted, the college will operate a waiting list. Waiting lists will be kept in relation to the subjects for which applicants have stated they want to be considered on their application forms and they will be offered a place if a vacancy on their chosen course(s) arise.

If there are fewer places on the course(s) available than those on the waiting list wishing to study it, places will be offered based on the date of the applicants’ acceptance of their offer.

If following this a further tie-break is necessary to determine which student is admitted, random allocation (drawing of lots) will be used to decide who will be admitted.

**Appeals**

Any applicant refused a place will be offered a right of appeal to a committee of the Callywith College Trust. The panel will consider the appellant’s case and decide whether to uphold the appeal. Anyone wishing to appeal should contact the Principal of Callywith College at Callywith College Principal, Callywith College, Old Callywith Road, Bodmin, PL31 2GT. Appeals must be submitted within 10 working days of a place being refused and will be heard within 10 working days of the appeal.

**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 2020 will be published in September 2019). 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.

**Annex A**

**Callywith College Entry Requirements**

**A Level**

For an A level programme of study, 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.

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| **Subject** | **Additional Entry Requirements** |
| 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 6GCSE Maths Grade 5GCSE Biology Grade 6 or GCSE Combined Science Grades 66 |
| Business | GCSE English Grade 6 GCSE Maths Grade 4 |
| Chemistry | GCSE English Grade 5GCSE Maths Grade 6GCSE Chemistry Grade 6 or GCSE Combined Science Grades 66 |
| Computing | GCSE English Grade 5GCSE Maths Grade 6 |
| Drama | GCSE English Grade 6 |
| Economics | GCSE English Grade 6GCSE Maths Grade 5 |
| English Language | GCSE English Language Grade 6GCSE English Literature Grade 5 |
| English Language & Literature | GCSE English Language and Literature Grade 65 |
| English Literature | GCSE English Literature Grade 6GCSE English Language Grade 5 |
| Environmental Science | GCSE English Grade 6GCSE Maths Grade 5GCSE Chemistry Grade 5 or GCSE Combined Science Grades 55 |
| French | GCSE English Grade 6GCSE French Grade 6 |
| Geology | GCSE English Grade 6GCSE Maths Grade 5GCSE Chemistry Grade 6 or GCSE Combined Science Grades 66 |
| Geography | GCSE English Grade 6 |
| German | GCSE English Grade 6GCSE 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 6GCSE Maths Grade 6 |
| Photography | GCSE Art Grade 4 |
| Physics | GCSE English Grade 5GCSE Maths Grade 6GCSE Physics Grade 6 or GCSE Combined Science Grades 66 |
| Physical Education | GCSE English Grade 6GCSE Maths Grade 5 |
| Politics | GCSE English Grade 6 |
| Psychology | GCSE English Grade 6GCSE Maths Grade 5 |
| Sociology | GCSE English Grade 6 |
| Spanish | GCSE English Grade 6GCSE Spanish Grade 6 |