

ADMISSIONS POLICY FOR 2017-18

1. Introductory Statement

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

2. 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 2017.

3. 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.

4. Minimum Entry Requirements

For an A level programme of study, the minimum entry requirements are 5 GCSEs grade A*-C 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.

For a Level 3 Extended Diploma programme of study, the minimum entry requirements are 4 GCSEs grade A*-C including English Language or Literature and/or mathematics at grade 5.

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.

5. Applying for Places

The college application process will open on September 1st 2016 and will remain open until 31st February 2017. 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, College Road, Truro, TR1 3XX.

Applicants will receive an acknowledgement of their application within 3 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.

6. 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.

7. 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, Truro & Penwith College, College

Road, Truro, TR1 3XX. Appeals must be submitted within 10 working days of a place being refused and will be heard within 10 working days of the appeal.

8. 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 2017 will be published in September 2016). The policy will remain on the website throughout the college year.

9. 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, College Road, Truro, TR1 3XX.

Annex A

For an A level programme of study, the minimum entry requirements are 5 GCSEs grade A*-C including English Language or Literature and/or mathematics at grade 5. Certain A levels have additional specific subject requirements which are stated below.

Subject	Additional Entry Requirements
Art & Design (Fine Art)	GCSE Art Grade C or above
Art & Design (Graphics)	GCSE Art Grade C or above
Biology	GCSE English Grade 6 GCSE Maths Grade 6 GCSE Biology Grade B or GCSE Double/Triple Science Grade B
Business	GCSE English Grade 6 GCSE Maths Grade 6
Chemistry	GCSE English Grade 6 GCSE Maths Grade 6 GCSE Chemistry Grade B or GCSE Double/Triple Science Grade B
Computing	GCSE English Grade 6 GCSE Maths Grade 6
Drama	GCSE English Grade 6
Economics	GCSE English Grade 6 GCSE Maths Grade 6
English Language	GCSE English Grade 6
English Language & Literature	GCSE English Grade 6
English Literature	GCSE English Grade 6
French	GCSE English Grade 6 GCSE French Grade B
Geology	GCSE English Grade 6 GCSE Maths Grade 6
Geography	GCSE English 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 C
Physics	GCSE English Grade 6 GCSE Maths Grade 6 GCSE Physics Grade B or GCSE Double/Triple Science Grade B
Physical Education	GCSE English Grade 6 GCSE Maths Grade 5
Psychology	GCSE English Grade 6 GCSE Maths Grade 5
Sociology	GCSE English Grade 6
Spanish	GCSE English Grade 6 GCSE Spanish Grade B