

PRE 16 POLICY AND INFORMATION



Truro and Penwith College will only consider applications for potential courses detailed below for students who are the **equivalent of Year 11 in a school** (referred to as 'Pre 16 learners' from hereon in).

Before Applying

- We **STRONGLY** advise that the best option for any young person is to complete their education up until the end of Year 11 within their school, where they can access a full range of GCSEs.
- An application for a pre-16 learner is likely to take 4-6 weeks as a minimum.
- **We cannot consider any applications directly from students or parents/carers who are still on roll at school.** Contact should be made with the Education Welfare Duty Call Service on 01872 323400 in this instance.
- Initial enquiries/contact with us, this Pre-16 policy and Pre 16 declaration is a pre-enrolment process and does not constitute a course offer. If approved, learners must then apply and be interviewed as per our guidance below.
- College's expectation for attendance is 100%.

Options

A. Dual Placement

- In a small minority of cases, we can consider Pre 16 applications funded by schools/Local Authority as a 'dual placement'.
- Any requests for dual placement must be initiated through direct contact with us from the school/Local Authority. Requesting provider to complete a provider declaration to confirm suitability, details and funding before an application can be considered.
- Applications will be considered on a case-by-case basis and College reserves the right to decline a place. Additionally, if the student has an EHC Plan, the Local Authority will also be required to contact Truro & Penwith College with a request for a placement as per the statutory consultation process for any EHCP learner.
- Extra Maths and English 1:1 support is available via Learning Services and is strongly recommended as EHE students will need to cover the whole English and Maths curriculum in less than a year.
- Bus passes are available free of charge for full time Pre-16 students.
- Bursary forms for families on low incomes are available from Student Services and if eligible, students **may** receive financial support towards equipment/meals etc.
- Students and schools should be aware that all courses are subject to sufficient numbers. Students should prepare themselves for courses not running and/or changes/adjustments to their timetables during the first few weeks of term.

B. Part Time Courses

- We can consider applications from Electively Home Educated (EHE) pre-16 students on our part-time adult education GCSE/Functional Skills courses.
- Students can apply for GCSE/Functional Skills maths and/or English, with an additional choice of GCSE biology **or** psychology. Students may apply for a maximum of 3 GCSE/Functional Skills qualifications.
- Literacy and numeracy initial assessments will be completed in the first two weeks of term to determine the learner's level of study and, in turn, class placement. Attendance expectation is 100%.
- Until the student is 16, an adult must be present on campus for the duration of each class. This person must sign in at Allen Reception (Truro) and wait in Spires Café or in vehicle, or Sennen reception (Penwith). Contact details must be provided along with details of where this person will be waiting. This person is not permitted to attend lessons with the learner or utilise other areas/spaces onsite.

C. Full Time College Course

Students may enrol if they meet all three requirements for ESFA funding.

1. have completed their full statutory secondary education a year early
2. have attained qualifications at least equivalent to a full level 2
3. meet the entry requirements and wish to enrol on a level 3 course

This is subject to a successful interview. Please note any GCSEs taken as stand-alone courses or as private entry exams do not constitute a full level 2 statutory education.

D. Young College

By arrangement we may consider, in addition to school attendance, small cohorts of Pre 16s that can attend for specified subject activities. Activities are short-term or for a set number of hours; e.g. 2 hours per week in bricklaying. For the duration of College visits students remain the full responsibility of the purchasing school and will be accompanied by school staff.

Process for Schools for Dual Placement Option A

- School/Local Authority to make contact directly with Learning Services Support & Transition (LSST) Team at Truro College on 01872 305708.
- Declaration to be completed and then will be taken to senior managers for consideration.
- Decision to be confirmed within 6 weeks of request.
- Fees must then be discussed with LSST Team Leader and agreed by school in advance of application being made. Requesting school is responsible for all costs relating to placement.
- Student to choose a programme of study at Level 2 or below (options are in the College Prospectus and on the [website](#)).
- College application form to be completed. Application can be made via the College website.
- An interview will be scheduled for the student and the appropriate Programme Team Leader will conduct the interview.
- If successful at interview, the student will follow a vocational programme with Maths and English GCSE **or** Functional Skills. Attendance at English and Maths classes is compulsory. Timetables will be spread over four or more days depending on subject area.
- For the full duration of the placement learners remain the responsibility of the requesting school. College reserves the right to review/terminate the placement if deemed necessary at which point the learner must return to school.

Process for Application for Part Time Courses Option B for electively home educated students

- Contact must be made on 01872 305708 and declaration form sent to susanf@truro-penwith.ac.uk prior to making application.
- Learning Services Support & Transition will confirm EHE status with the Local Authority and, if approved, make contact to confirm application can be made.
- Once the above steps have been taken a Part Time Courses College Application form to be completed online using this [link](#).

Process for Application for Full Time College Course Option C for students who have completed their secondary education early, have attained GCSEs at Grade 4 or above, and meet ESFA funding criteria

- Contact must be made on 01872 305708 and declaration form and evidence of GCSE grade predictions sent to susanf@truro-penwith.ac.uk from current statutory education provider prior to making application.
- Parent/carers are welcome to arrange a meeting via 01872 305708 prior to application if required.

Once the above steps have been taken, the student can apply in the usual way using this [link](#).

Process for Schools for Young College Option D

- School to make contact directly with Learning Services Support & Transition Team Leader, on 01872 305708.
- Fees must be discussed with LSST Team Leader and agreed by school.
- Once agreed curriculum areas will manage Young College students and their activities.
- For the duration of visits Young College students remain the responsibility of their school and must be accompanied by school staff.

Applicant Responsibilities

- It is your responsibility to share details of any/all safeguarding and special educational needs with Truro & Penwith College in advance of making an application.
- If there is an EHC Plan in place, we need to be informed. You must inform your Casework Officer of your wish to apply, seek careers advice, and ensure that an interim review with the Local Authority takes place **BEFORE** further discussions are held.
- You will need to sign a declaration form to give us permission to contact the current/previous school and the Local Authority.
- We cannot confirm eligibility until declaration form has been received and we have any required information from school/Local Authority.
- Thought should be given to progression routes through College. Progression/choice may be limited as a result of reduced GCSEs achieved.
- Unless they visit via the Young College provision (see option D above), **pre-sixteen students are not educated separately and therefore will study and may socialise with students older than themselves (including students over 19). College campuses are open sites and students will not be prevented from leaving.**
- Our attendance expectation is 100% on any programme of study. Where this is not met learners enrolment could be at risk.
- It is the responsibility of all learners to read and abide by Truro College Behaviour Policy/Code of Conduct

The deadline for all Pre 16 enrolments is Friday 26th May 2023

We will not be able to accept applications after this deadline.

Please note: this deadline applies to completion of all pre-enrolment checks, application and course offer and **not** an initial enquiry/ongoing conversation.

On the basis of the 4–6-week timeline stated above, we strongly recommend any initial enquiries are made no later than 17th April 2023.