

## Essential Information

### Deadlines & age criteria

- Truro & Penwith College will **only** consider applications for potential courses detailed below for students who are registered as Electively Home Educated and will be the equivalent of Year 11 in a school (referred to as 'Pre 16 learner' from hereon in).  
**Please do not proceed with enquiry/application if the young person is still in school or will be year 10 or younger at the start of the academic year.** We recommend you contact the Elective Home Education Team for advice if this is the case. (01872 323400 or eheadmin@cornwall.gov.uk)
- **The deadline for all Pre 16 applications is Friday 28<sup>th</sup> March 2025.**
- We will not be able to accept applications, enquiries, or requests for late consideration after Friday 28<sup>th</sup> March 2025.
- If you have placed your application before 28<sup>th</sup> March deadline, we will proceed to pre-enrolment checks.
- Pre enrolment checks take 4-6 weeks to complete. These include contact with the Local Authority to confirm Elective Home Education registration, initial assessments and completion and return of any paperwork.
- Any applications that have not completed all steps above by 23<sup>rd</sup> May 2025 will not be continued. (Initial enquiries or ongoing conversations do not constitute an application or enrolment.)

### Key Information

- 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.
- Thought should be given to progression routes through college. Progression/choice may be limited due to reduced GCSEs achieved. Any post 16 learner without a grade 4 in GCSE maths and English will be required to continue to study these core subjects while in education or training until they achieve grade 4.
- Children enrolled will **not** be 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.
- 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.
- All courses are subject to sufficient numbers to run, and Truro & Penwith College reserves the right to close courses or amend delivery times/days.
- Truro and Penwith College reserves the right to close admissions to courses where maximum capacity has been reached.
- College's expectation for attendance is 100%. Where attendance falls below 95%, learners will be at risk of forfeiting their place on the course.
- On receipt of application, all learners will be invited into college to sit literacy and numeracy initial assessments under exam conditions. These assessments may be conducted using an online assessment platform or on paper. Assessment outcomes will be used by the maths and English Teams to determine the learner's level of study, suitability for the course and, if appropriate, class placement. English - learners will need to evidence an aptitude to work at level 1 or above in the assessments. Maths - learners will need to achieve 40% or higher in the assessments.
- Initial assessments will take place by appointment only. Assessment slots will be made available on enquiry/application. Assessment slots will be set days/times and we cannot offer any alternative assessment dates to learners who are unable to attend these. Therefore, learners unable to attend for any reason will not be able to complete the enrolment process.
- Learning Support tuition is available on request.
- It is not possible to be enrolled as a Pre 16 learner at more than one provider. Where an attempt to enrol at both Truro & Penwith College and another provider is identified, the place at Truro & Penwith College will be forfeited.
- We do not operate as an exam centre for learners who are also taking private GCSEs. Parent/carers of young people taking private GCSEs with other external assessment centres for exams are urged-to check exam dates as these have clashed in previous years. Families are therefore advised to make a choice between maths and English or private candidate entries.
- We only offer exam entries for maths and English where the learners are enrolled and attending these classes with us.

## Course Options

### A. Part Time Courses

- We can consider applications from Electively Home Educated (EHE) pre-16 students on our part-time maths and English courses. These may be specific pre-16 groups, or within our adult groups.
- Depending on outcome of initial assessment, students will be advised to apply for either GCSE or Functional Skills English and/or GCSE maths.
- Until the student is 16, an adult must be present on campus for the duration of each class. The adult must sign in as a visitor at Allen Reception (Truro) or Sennen reception (Penwith) and walk the child to the classroom ensuring safe hand-over to the teacher.
- Responsible adult must remain onsite for the duration of each class, and their contact details and waiting place must be confirmed prior to the course start date. This person is not permitted to attend lessons with the learner or utilise other areas/spaces onsite other than the designated spaces. Any contact with lecturing staff must be pre-arranged. Staff will not be available for impromptu in-person conversations before, during or after the lesson.
- We operate an ANPR parking system. A responsible adult who is driving onto site must sign in and register for a parking permit to avoid fines.
- Where a responsible adult is not able to accompany the child and remain onsite, learners will not be eligible to enrol or attend classes.
- There is an expectation that learners will complete homework and engage with self-study outside of the classroom to consolidate learning.

### B. 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.

### C. Young College

By arrangement we may consider, in addition to school attendance, small cohorts of Pre 16s that can attend for specified subject taster activities. Activities are for a maximum duration of one term for a set number of hours (e.g., 2 hours per week in bricklaying) and are focused on the development of skills in preparation for transition to college and will not lead to a qualification. For the duration of college visits students remain the full responsibility of the purchasing school and will be accompanied by school staff. No accreditation or qualification is available through this arrangement.

## Application Process

### Application for Part Time Courses - Option A for electively home educated students

- Contact must be made on 01872 305708 and declaration form sent to [susanf@truro-penwith.ac.uk](mailto:susanf@truro-penwith.ac.uk) prior to making application.
- Learning Services Support & Transition Team will confirm EHE status with the Local Authority and, if approved, will invite the child in for initial assessments.
- Assessments will be sent to maths and English Course Leaders for marking. Truro & Penwith College will then make contact to confirm if an application can be made, and if so on what course and level.
- If suitability is confirmed, Pre 16 Agreement to be completed and returned to [susanf@truro-penwith.ac.uk](mailto:susanf@truro-penwith.ac.uk).
- Learning Services Support and Transition Team will then confirm approval with Part Time Courses and copy parent/carer in.
- At this stage all Pre 16 Pre-Enrolment checks are complete, and learners can apply as advised by Part Time Courses.

### Application for Full Time College Course - Option B 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/qualifications sent to [susanf@truro-penwith.ac.uk](mailto: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, an application can be made.

### Process for Schools for Young College - Option C

- 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.
- It is the responsibility of all learners to read and abide by Truro College Behaviour Policy/Code of Conduct.