

Please complete this form in BLACK INK – Please refer to Guidance Notes for help when completing this form

# 1. Personal details

Surname ..... Forenames.....

Date of Birth ..... Sex M/F

Home Address .....  
 ..... Post Code .....

Home Telephone ..... Mobile Number .....

Email Address .....

Nationality (please state) .....

Have you ever lived outside the United Kingdom (excluding holidays of 3 months or less)? YES / NO

If YES, please give details of countries and dates

Country .....Dates .....

Are you either an asylum seeker or refugee or do you have Humanitarian Protection (HP) or Discretionary Leave to Remain (DL)? YES / NO

# 2. Present school .....

# 3. Proposed course

The Guidelines leaflet explains fully the process for stating your order of preference. Your form may be sent on to the second and third choices, where your first choice cannot offer you a place.

*Order of Preference	Name of College	Courses / Subjects to be taken	Level

If you are applying for an Apprenticeship, tick either Apprenticeship Only  or Apprenticeship + Full time option


If you are applying for an Apprenticeship, tick either Apprenticeship Only  or Apprenticeship + Full time option


If you are applying for an Apprenticeship, tick either Apprenticeship Only  or Apprenticeship + Full time option

\*Please indicate possible alternative colleges in order of preference.

For Office use only. 

Student Reference	
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**Application Form – September 2012**



## 4. Special consideration

State any reasons, in the event of over subscription, why you should receive special priority. You may write a separate letter if you wish.

## 5. Present course

Please list the subjects you are studying at your present school, and give predicted grades and/or results of any examinations you have already taken.

Subjects studied	Grade Predicted / Achieved		Level	Subjects studied	Grade Predicted / Achieved		Level

## 6. Do you have a disability, learning difficulty or problems with literacy and numeracy? (✓) YES or NO

What form does this take?: .....

Do you have a recent Moving On Plan? Yes  or No

How would you like to let us know what you are likely to need?

Here on this form? (✓)  .....

By talking confidentially to a member of staff at interview? (✓)

Through someone else such as an advocate, parent or carer (✓)

By talking confidentially to a member of staff by: telephone (✓)  minicom (✓)  in writing as attached (✓)

Have you previously received special consideration for examinations? YES / NO

*You do not have to disclose this information, however it will be helpful to the College if you let us know in advance any support you may need. Any information you give will be treated confidentially.*

If you wish to be contacted by telephone, please provide a contact number including dialling code .....

## 7. Criminal Conviction

Do you have any relevant, unspent criminal convictions? Yes  or No

You only need to tell us about some specific convictions. Please read the guidelines carefully to see if you need to let us know about 'relevant' and 'unspent' convictions.

## 8. Other interests, qualifications and activities

In / out of school e.g. societies, clubs, sports, hobbies, responsibilities

## 9. Part-time employment

If you have a job in your free time, please describe it briefly

# 10. Future employment and higher education plans

Please suggest likely options

.....  
.....

# 11. Name of parent/guardian/emergency contact

Title Mr, Mrs, Ms, Miss (please delete ) Full names .....

Address if different from your own .....

Work/Daytime telephone number ..... Mobile number .....

Email address .....

# 12. Ethnic origin

Which of the following would best describe your ethnic origin? Please tick the appropriate box.

- |  |                          |                                       |                          |
|--|--------------------------|---------------------------------------|--------------------------|
| 11 Asian or Asian British Bangladeshi                  | <input type="checkbox"/> | 20 Mixed – White and Black African    | <input type="checkbox"/> |
| 12 Asian or British Indian                             | <input type="checkbox"/> | 21 Mixed – White and Black Caribbean  | <input type="checkbox"/> |
| 13 Asian or British Pakistani                          | <input type="checkbox"/> | 22 Mixed – any other Mixed background | <input type="checkbox"/> |
| 14 Asian or Asian British – any other Asian background | <input type="checkbox"/> | 23 White – British                    | <input type="checkbox"/> |
| 15 Black or Black British African                      | <input type="checkbox"/> | 24 White – Irish                      | <input type="checkbox"/> |
| 16 Black or Black British Caribbean                    | <input type="checkbox"/> | 25 White – any other background       | <input type="checkbox"/> |
| 17 Black or British Black – any other Black background | <input type="checkbox"/> | 98 Any other                          | <input type="checkbox"/> |
| 18 Chinese   | <input type="checkbox"/> | 99 Not known / not provided           | <input type="checkbox"/> |
| 19 Mixed – White and Asian                             | <input type="checkbox"/> |                                       |                          |

(This information is required by the Department for Education & Skills for monitoring purposes and will not be used by the college for admission purposes)

# 13. Emergency information

Doctor's name .....Telephone number .....

Special medical circumstances (or enclose a confidential letter) .....

.....

# 14. Comments by parent/guardian

.....

.....

# 15. Data Protection

Information you provide on this application form will be passed to the Young People's Learning Agency, which is registered under the Data Protection Act 1998. This registration is primarily for the collection and analysis of statistical data but it also allows the Agency to share information with other organisations for the purpose of detecting fraud. Further information about data confidentiality is available on request from the institution where you are applying.

We may ask you to help us with publicising your college to future students. This could be in printed form, on the college website, as a photograph or video image, or information on your achievements. Your college will ensure decency and propriety will be maintained in any image used; no personal contact details will be given; an image will not be used beyond six years from the date of consent; your college may share information with other persons for educational or promotional use. If you do not agree with this please tick this box.

Signature of supporting Parent / Guardian ..... Date .....

Student's signature ..... Date .....

Please sign here to complete your application

FOR COLLEGE USE ONLY:

Student Name: .....

App received	Input data	Interview date	Interview time	Interviewer	Interv let sent	Report seen	Offer letter sent
Course input	Reply reminder	Neg. Interview	Neg. letter sent	Tutor Care	At Risk	Waiting List	WITHDRAWN

### A Course choices (add subject below)

	LEV1	LEV2	LEV3	GCSE	AS	Other
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OR

### B Course choices (add subject below)

	LEV1	LEV2	LEV3	GCSE	AS	Other
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes on motivation & current progress (Including predicted grades where possible).

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.....

.....

### Attendance (from report)

Does this student require any kind of Additional Support?  YES  NO COPY to .....

Will this student be required to pay fees?  YES  NO International/Mature (please circle one)

Also applied to:  H HEATH  SUSSEX DOWNS  EMPLOYMENT  OTHER

Type of offer:

- Firm
- % Likelihood of Accepting Place
- Conditional
- Waiting List
- No offer

What attracted you to the College?

Student Signature