

2011

Guidelines for students currently
in Year 11 on the completion of the
Common Application Form
for admission to BHASVIC,
City College and Varndean College.



Introduction

This is an initiative, jointly introduced by the three colleges, to ensure that all Year 11 students are given the opportunity to gain access to the most appropriate programme of study at a further education college in the City. The process is different depending upon which school you currently attend.

All applicants

- In order to process your application, and to ensure that you are placed on the most appropriate course, it is very important that you follow these guidelines carefully.
- You should only complete ONE application form and all sections must be fully completed. **It is vital that you sign the form yourself.** Failure to complete all the sections may lead to delays in contacting you for interview or offering you a place.

1. Students attending one of the Brighton 11-16 schools

- Providing your application form is received by the College of your first choice you are guaranteed (subject to the normal entry criteria) the offer of a place at one of the three Colleges for September 2011. Your school will arrange for your application form to be forwarded to the College of your first choice. You will still need to achieve the appropriate entry grades for your chosen course, but you are assured of the offer of a place providing your school supports your application and places are available on your chosen course. If your form is received after the closing date, it will be treated as an external application and may affect your chance of securing a place at your first choice College and in addition, many courses may be full.

2. Students attending all other schools

- You should send your application **directly** to the admissions department of your first choice College as soon as possible (unless your school has made an arrangement to send them to us on your behalf). Priority is given to applications **received** at the Colleges by the deadline date. We strongly recommend that you obtain a Certificate of Posting as proof of the date it is sent.

Completing the application form

Section 1: Personal details:

Take care to complete this section correctly. If your current address or phone number changes, please let your first choice College know as soon as possible so we can stay in contact with you. Please include your mobile phone number as we may text you as part of the administration process.

We need to know if you have lived outside of the United Kingdom so that we can decide if you need to pay fees. If you have lived in the United Kingdom for the past three years, you do not normally have to pay fees. If you think you may have to pay fees, please contact the admissions office of the College to which you are considering applying for further information.

Section 1: Present school:

Please make sure you complete this section.

Section 3: Proposed course:

- Please list the name of the College(s) and course(s) to which you want to apply, in priority order. You do not have to include all three Colleges.
- If you wish to be considered for one College only, leave the second and third spaces blank. You are advised, however, that it would be sensible to make a second choice, in case your first choice College is oversubscribed.
- If you are unsuccessful in your application, we will discuss with you a transfer of your application form to one of the other two Colleges. You will not need to fill in another form, as it will automatically be sent to your second choice College.
- You can apply to two Colleges as an 'equal first choice' but only if the courses you wish to consider are very different. For example, you could apply to Varndean College and City College as equal first choice if you were applying to Varndean College for AS levels and a specialist course at City College.
- If you do put two Colleges as equal first choice, you will be offered an interview at both Colleges to ensure that you have all the information you need before making your final decision.
- **You cannot apply to Varndean College and BHASVIC as joint first choice unless you are applying for an apprenticeship course at BHASVIC and a different course at Varndean College.**
- Please consult the relevant College prospectus for full details of available courses and levels of study. Make sure that the course you are applying for is available at the College to which you wish to apply.
- If you wish to apply for an apprenticeship course, please tick the appropriate box. (BHASVIC and City College only.) You need to indicate if you are applying for just an apprenticeship course or if you would like to apply for both an apprenticeship and an alternative full time option in the same subject (which is strongly recommended for applicants for an apprenticeship at City College). You must state clearly on the form the names of both the full time and the apprenticeship course.
- Your provisional course choice will be discussed fully at your interview. You may have the opportunity to request a change at a later date. Note, however, that the Colleges cannot guarantee to meet your request for a change of course.

Section 4: Special consideration:

Please state any reasons that, in the event of over-subscription, you should receive special priority (eg difficulty in travelling to an alternative College).

Section 5: Present course:

Make sure you include all the examination subjects you are currently taking, together with the level (eg higher, intermediate or foundation GCSE). If you have been given predicted grades from year 10 exams or from year 11 mocks, then include these in the 'predicted' column. If you took any exams early, please tell us the result and the year in which you took the exam, in the 'achieved' column.

Section 6: Disabilities and learning difficulties:

If you have a disability or learning difficulty, please tick the 'yes' box in section six. Please tick the relevant box if you have completed a moving on plan at your school.

If requested, we will provide an opportunity for you to discuss your support needs in confidence with a member of our support team before your course starts. If you require support with any form of disability, and adjustment to our services or any form of learning support, we shall do our best to provide it. The sooner we know about it, the easier it will be to ensure that adequate arrangements are made in time.

Section 7: Criminal Convictions:

'Relevant' convictions means convictions for offences:

- Against the person, whether of a violent or a sexual nature.
- Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

If you are applying for a course in teaching, health, social work, sport, childcare or involving work with children or vulnerable adults then you must disclose **any** criminal convictions, cautions (including verbal cautions) and bind over orders, including spent convictions.

If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us access any potential risks to yourself or others in the college. Having a criminal record will not necessarily prevent you from studying at college but will depend on the nature of the course and the circumstances and background of the offence.

If you do not disclose a relevant conviction then this could result in exclusion or disciplinary action by the college.

Sections 8, 9 and 10:

Sections on your interests, part-time employment and career or education goals will help us get to know you quicker and may be used in any reference that you request from us when applying for a job or for a place at University.

Section 11: Name of parent(s)/ guardian(s):

Please provide us with the full name(s) of your parent(s)/guardian(s), together with their current address(es) if different from your own. Please also provide us with their work/day and mobile phone number(s) so we can contact them in an emergency.

Section 12: Ethnic origin:

This information is required by the Department for Children Schools and Families for monitoring purposes and will not be used by the College for admissions purposes.

Section 13: Emergency information: Please include the name and phone number of your current doctor so we can contact them in an emergency. If you have any medical circumstances about which the College should know, please tell us briefly, or enclose a confidential letter.

Section 14: Comments by parents/guardians:

We welcome comments from one or both of your parents/guardians about your application. It is very important that they sign and date your application form.

Section 15: Data Protection:

Please read this section carefully as it is a legal requirement for us to adhere to the Data Protection Act.

Student's signature: **Please make sure that you have signed and dated this section; otherwise we will be unable to process your form.** In signing the form, you are agreeing to us sharing the information contained within the form with the Young People's Learning Agency. If you wish to know more about this, please contact the College of your first choice for further information.

Frequently asked questions

When should I hand my form in?

Brighton 11-16 schools

- If you want to be guaranteed an offer of a place at one of the three colleges, you **MUST** hand your completed form into your school in time for the school to send your form to the College of your first choice by Friday 3 December 2010. Your school will notify you of their deadline.
- If your form is received late, you are not guaranteed a place at the College of your first choice. Although you are still likely to be offered a place at one of the three Colleges, you may not get into the College of your first choice. In addition, places on popular courses may have been filled. **Warning: Hand your form in on time!**

All other students

- After the College's Open Evenings but ideally before Friday 3 December. Applications received after this date will not get priority.

What happens if I want to apply to more than one of the Colleges?

- You should only complete one application form, showing your preferences in section 2.
- If you indicate a 'first equal' choice, you should send your form to one of these Colleges, who will send a copy to the other 'first equal' College. If your school is forwarding your application to us, they will send your form to the first named College who will send a copy to the other 'first equal' College.
- Please note that you can only make 'first equal' choice if the courses you wish to consider are very different. For example, you can apply to BHASVIC and City College as equal first choice if you are applying to BHASVIC for AS levels and have chosen a National Diploma course at City College. In this case you will be interviewed at both Colleges to ensure that you have all the information that you need to make your final decision.
- **You cannot apply to Vardean College and BHASVIC unless you are applying for very different courses (eg an apprenticeship course at BHASVIC and AS levels at Vardean College).**

Should I put down a second choice even if I am certain about where I want to study?

- If your application is received by the College of your first choice by Friday 3 December, it is likely but not guaranteed that you will be offered a place at that College providing the course is appropriate for you, that you are likely to meet the entry requirements and your school supports your application and there are places available on your chosen course. You are therefore advised to make a second choice in case your first choice

College is oversubscribed.

- If your first choice College does not have an appropriate course for you, you will be advised about where else to apply and your application form will be passed on to another college.
- If you are in some doubt about whether your chosen course is appropriate, or that you might not meet the entry requirements, it would be a good idea to put down a second choice. This is particularly true for students who are undecided between an academic course, eg GCSE re-sits, and a specialist course, eg hair and beauty.
- If you are sending your form in after, you are strongly advised to put down a second choice, as it is possible that one or more of the Colleges will have a waiting list and many courses will be full.

What if I cannot decide between two colleges or two courses?

- You should carefully read the College prospectuses, visit College open evenings, contact college advice and guidance staff and listen to any talks which are being given in your school. We expect you to have thought carefully about your prospective course(s) before you come to interview. However, if you need further advice about your final choice(s), you will have an opportunity to discuss this at your interview.
- If you think you have chosen the wrong College, we will talk to you about the possibility of transferring your application to a different College. However, this may not always be possible, so it is important to find out as much as possible before you apply.

When will I know of the outcome of my course interview?

- Most interviews take place between November and March. At the interview, we will discuss your proposed course in some detail. Assuming that the interviewer considers that your proposed course is appropriate for you and that you are likely to achieve the necessary GCSE grades to take the course, you will normally receive a response within two weeks of the course interview. Students who are interviewed before January will not normally be made an offer of a place until later in the year.
- Where there is any doubt about the suitability of a particular course for you, this will be discussed at the interview. In many cases, an alternative course will be proposed at the College of your first choice. This is most likely to happen when a student applies to study advanced level courses but their school report indicates that the student is unlikely to achieve sufficiently high GCSE grades. In this case, it might be suggested that you take an intermediate level course.

- If a suitable alternative course is not available at the College of your first choice, your interviewer will suggest that your application form is passed to one of the other Colleges. If this is agreed, then the College of your first choice will pass your application form on to the other College. You will then be invited for interview at the second College.
- In the unlikely event that your second choice College cannot offer you a suitable course, your application form would be passed to the third College.
- In the event that the College of your first choice is over subscribed, your form will be passed to the College of your second choice. All the Colleges have published admissions criteria which are available on request from each of the College's Admissions Offices and on their respective websites.

What happens if I change my mind about course choice?

- If you have applied to one of the Sixth Form Colleges and have not yet had your interview, you will have the opportunity to discuss and change your choice of course at the interview. Please note, however, that may not be possible to change your mind at a later date, so it is important to have researched your subject choices carefully before your interview and come prepared to ask questions.
- If you have applied to City College or have already had your interview at one of the Sixth Form Colleges, and want to change one or more of your courses, you should contact the College as soon as possible. If courses have been filled, we may not be able to meet your request.

What happens if I change my mind about my choice of College?

- You should contact the College to which you applied as your first choice. This College will arrange for your application details to be sent to your new college Choice. Please note that it might become difficult to change College, particularly after Easter, when many courses will be full at some of the Colleges.

What happens if I am not accepted to my first choice College?

- If your application to your first choice College is unsuccessful, they will discuss other options with you and transfer your application as soon as appropriate.

BHASVIC

Admissions Manager
205 Dyke Road,
HOVE BN3 6EG

Tel: 01273 859810

Email: admissions@bhasvic.ac.uk

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CITY COLLEGE BRIGHTON & HOVE

Guidance and Admissions
City College Brighton & Hove,
Pelham Street,
BRIGHTON BN1 2DB

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Email: info@ccb.ac.uk

Fax: 01273 667771

VARNDEAN COLLEGE BRIGHTON & HOVE

Admissions Coordinator
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BRIGHTON BN1 6WQ

Tel: 01273 508011

Email: information@varndean.ac.uk

Fax: 01273 542950