

Application Form & School Reference Form Guidance Notes



These guidance notes are designed to help you complete the 6F Application Form and School Reference Form. Completing it correctly will help ensure your application is dealt with as efficiently as possible.

APPLICATION FORM

SECTION A: PERSONAL DETAILS

Please provide your details as fully as possible.

Address and Postcode: this should be the address that you would like us to write to you at about the progress of your application.

Telephone/Mobile No.: providing these numbers will allow us to contact you and your parent/guardian quickly should there be an issue with your application.

Ethnicity: please place an 'X' in your preferred box.

Name of most recent school: please use the full name of the school.

Statement of Special Educational Need: if you have a Statement of Special Educational Need you will need to ask your school to forward this to us along with your most recent Annual Assessment and the application form.

Learning Difficulty/Disability/Medical Condition/Health Difficulty: answering yes to either of these questions will not prejudice your application. We use the information so we can give you the best possible support and help you succeed. Please use the box provided to give a brief outline – you may continue on an additional sheet and attach this to the application form if you wish.

Interview Arrangements: if any of the above mean you will need special arrangements for your interview please don't hesitate to let us know – you can use the box provided to do this.

SECTION B: COURSE DETAILS

You should refer to pages 22-75 of the Croydon Sixth Form College Prospectus 09-10 before completing this section. If you need further information you can take a look at our website, www.croydon.ac.uk, or contact the Course Information Centre by emailing info@croydon.ac.uk, calling 020 8760 5914, or dropping in to see them (no appointment necessary).

If you need careers advice, including help on which courses will help you achieve your goals, we recommend you talk to either Connexions (14-19 year olds) or Next Step (over 19s) – the Course Information Centre can advise you on how to contact these services.

Name of Course: please use the full title as given in the Prospectus.

Course Code: please use the code provided in the Prospectus (see example on the Application Form). Where the Prospectus says TBC this means that the course had not completed the validation process at the time of going to print – you should put TBC on the Application Form and the Pre-Enrolment Team will be able to find the appropriate code once the application is received.

A levels: please let us know which subjects you would like to study at AS level (first year of A level study). We will do our best to ensure you get to study all your choices but timetable restrictions do mean that some combinations are not always possible.

SECTION C: QUALIFICATIONS ALREADY TAKEN

Please include all qualifications that you have already received the results for, regardless of the final level/grade. You may continue on a separate sheet and attach it to the application form if you wish.

SECTION D: EMPLOYMENT AND WORK EXPERIENCE DETAILS

Please include details of all the employment and work experience you have undertaken. You may continue on a separate sheet and attach it to the application form if you wish.

SECTION E: ADDITIONAL INFORMATION

Please use this section to give us as much information as possible about yourself. This is used to help offer you the best course and the right support to ensure you succeed at the College.

Please turn over...

Criminal Convictions: please indicate whether you have any criminal convictions. For most courses you do not need to tell us about any convictions defined as spent by the Rehabilitation of Offenders Act 1974. However, if you are applying for a course involving work with children or vulnerable adults you should tell us of any convictions, even if they would normally be considered spent under the Act.

If you tick 'yes' we will send you a further confidential form to complete, asking for more detail. You should note that having a criminal conviction will not necessarily bar you from a place at Croydon Sixth Form College. However, we will use this information to assist us in assessing your suitability for your chosen course, and we will make every effort to provide an alternative if necessary

You should also note that students on particular courses are required, as part of the entry requirements, to complete a Criminal Records Bureau (CRB) Enhanced Disclosure.

Signature of Applicant/Parent/Guardian: make sure you sign and date the application form. If you are under 18 you must get a parent or guardian to sign as well – not doing so may delay your application.

Once you have completed the form please pass it to your current or most recent Head of Year or Tutor so that they can complete the reference section. You should note that your application may be delayed if it is not supplied to us with the reference section completed.

We recommend that you clarify who will be responsible for forwarding the completed form on to the College at the time you hand your application to your school.

SCHOOL REFERENCE FORM

Please complete this form as fully as possible, so as to ensure the applicant can be fairly assessed for the course they have applied for.

Name of Applicant: please give the full name of the applicant.

Name of Referee: please give your full name.

Job Title: please give your full job title.

Telephone No./Ext.: if you would prefer to be contacted by email please give your email address but also include at least the main switchboard number for your school/college.

Name of School/College: please give the full name of the school/college and the town/borough it is in.

Predicted Grades: it is important we have accurate predicted grades for all the qualifications an applicant has been entered for. This is to ensure we offer the applicant the most appropriate course and support.

Attendance/Punctuality: this should include the latest attendance and punctuality figures, and information or comments relating to any significant absences.

General Attitude: it is important that we have as much information as possible so as to ensure we offer the applicant the right course and also the best possible support to help them succeed.

Statement of Special Educational Needs: if the applicant has a Statement of SEN, or is recorded as School Action Plus or School Action, then please provide information relating to the reasons for this so as to help us assess their support needs as early as possible. If they have a Statement of SEN we would be grateful if you could also forward us a copy of the Statement and of their most recent Annual Assessment along with the application form and reference.

Further Comments: please let us know anything else you think is relevant to the application.

Signature of Referee: please ensure you sign and date the reference.

Please note – providing false or misleading information on an application form may lead to the application being rejected or, if discovered following enrolment, exclusion from the College.