

CAMBRIDGE AREA 14-19 PARTNERSHIP: GUIDANCE NOTES FOR APPLICATION FORM

Read these notes carefully before completing the form, especially if your school is not a Cambridge Area 14-19 Partnership centre. Completed application forms, along with a personal statement and reference, should be received by all chosen centres by **the date stated on the Application Form**. Applications received after this date will be dealt with at the discretion of the individual centre. For further guidance, please consult staff at the relevant centres.

SECTION 2 If you have not been resident in the European Economic Area for 3 years prior to the start of your course in September, you **may** be liable to pay tuition fees. Post-16 centres will contact you about this. Please also note that the name on the application form must also be the name on the passport or birth certificate submitted in support of the application.

SECTION 4 The Unique Learner Number (ULN) is a personal 10-digit number which will remain with you throughout your education so that all your learning experiences, exam results and qualifications can be linked together. If known, your ULN can be obtained via your Personal Tutor or Exams Office.

SECTION 5 Enter here the name of your current school/college, and any others you have attended during school years 7 to 11. Give the month and year of joining and leaving each school/college. If you are no longer in compulsory education, include details of your current employment/training/education.

SECTION 6 **IMPORTANT:** Enter the name of each college or sixth form centre you are applying to under 'Centre', in order of preference. Enter the subjects or course you wish to study in the appropriate column, including level e.g. English or Business, GCSE, AS/A level, Extended Diploma, International Baccalaureate (IB), Advanced Diploma.

Centre	Subjects/Courses/Level or Apprenticeship Programme you wish to study.
Name of 1st choice centre/college	<i>A-levels: Maths, Business Studies, English Language</i>
Name of 2nd choice centre/college	<i>IB (include choice of subjects if known)</i>
Name of 3rd choice centre/college	<i>A-levels: Psychology, Sociology, Photography</i>
Name of 4th choice centre/college	<i>Apprenticeship (Business Administration)</i>

Each centre you apply to will respond to your application in accordance with guidelines published.

IT IS IMPORTANT TO CHECK THE AVAILABILITY OF YOUR CHOSEN COURSES AT THE CENTRES YOU HAVE SELECTED

Consult the prospectuses and web sites of the post-16 centres.

SECTION 7 List here the subjects/courses/programmes of study you are currently following (e.g. GCSE, Extended Diploma). If relevant, indicate the level/tier of the examination you are entered for (e.g. Higher/Foundation). Use two lines to enter double award courses (Science + Additional Science **or** Additional Applied Science) and enter English and English Literature separately. Enter short courses in the appropriate section. Your school or college will provide your estimated grades for your summer GCSE exams. If you have already completed a subject, enter the actual grade awarded. In this section you may also include qualifications in music, drama and sport.

Subjects	Exam	Tier (H/F)	Est Grade	Actual Grade	Subjects	Exam	Tier H/F	Est Grade	Actual Grade
<i>Maths</i>	<i>GCSE</i>	<i>H</i>		<i>9</i>	<i>Science</i>	<i>GCSE</i>	<i>H</i>	<i>8</i>	
<i>Maths</i>	<i>AS</i>		<i>8</i>		<i>Additional Science</i>	<i>GCSE</i>	<i>H</i>	<i>6</i>	
<i>English</i>	<i>GCSE</i>	<i>H</i>	<i>6</i>		Short Course				
<i>English Lit</i>	<i>GCSE</i>	<i>H</i>	<i>6</i>		<i>PE</i>	<i>GCSE</i>		<i>6</i>	

SECTION 8 Please use this section to tell us about any disability, learning support or other support needs that you have, including whether you are in receipt of free school meals. This may include the fact that you have been in care, are being looked after or are caring for someone in your family. Please also indicate if you have received a police caution, reprimand or conviction. You can give further details in your Personal Statement or in an accompanying letter. Please ensure that the centres you apply to are aware of your additional needs so they can make any reasonable arrangements to help you at interview and on your future course of study. All information will be treated confidentially and only shared with your permission with staff who need to know about it. The Cambridge Area 14-19 Partnership is committed to ensuring that all applicants are treated fairly and wishes to ensure that it complies with the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001).

SECTION 9 We would like you to describe your ethnic origin because this will help Cambridgeshire and the Cambridge Area 14-19 Partnership centres to monitor their Equal Opportunities policies. However, you do not have to provide this information if you would prefer not to.

SECTION 10 Please sign and date the form. You will need to write a Personal Statement in support of your application and attach it to this form. Guidelines are given below.

PERSONAL STATEMENT You should aim to write or word process about one side of A4. Please tell us about:

- why you wish to continue in education or apply for training
- why you have chosen the course(s) you are applying for
- any ideas you have about possible careers, and whether or not you are thinking of applying to university
- the interests, responsibilities and activities you follow in your own time and in school or college
- any work experience you have had (both paid and unpaid)

SECTION 11 Your Personal Tutor, Head of Year or similar member of staff needs to sign the form. The person signing the form should attach a reference or similar document. Guidelines are given below. *Centres do NOT request references from schools. It is the responsibility of the applicant to ask their school to provide a reference.*

If you are no longer in education, your Guidance Adviser or employer could sign, but we would still like a reference, or a copy of a report or similar document, from your last school or college.

REFERENCE This needs to tell us about the applicant's:

- progress in each subject preferably consisting of a short subject commentary that includes strengths and weaknesses
- suitability for further study on the chosen courses/programmes
- capacity for independent study and to remain focused on a task
- overall attendance and punctuality for the current academic year to date
- attitude to study and behaviour throughout their time at the school, focussing on any recent changes
- ability to work co-operatively with teachers and fellow students
- contribution to life in school

It would also be helpful:

- to provide numerical scales where '1' is always excellent
- to personalise references rather than a summary of the syllabus
- to inform Post 16 centres of any extenuating circumstances around attendance/behaviour (with consent)
- not to repeat subject commentary or information in student's personal statement in the tutorial reference

If you feel the traditional reference format is inappropriate, centres will welcome copies of the most recent report on progress, or some equivalent document, as long as it includes the above information. Please include information about the applicant's work in all subjects, not only in those directly relevant to the courses applied for.

SECTION 12 If you are under 18 years of age then one of your parents or your carer needs to sign this section.

SUBMITTING THE APPLICATION Completed applications, including the personal statement and school reference, should arrive at all your chosen centres by the date stated on the Application Form. Applications received after this date will be dealt with at the discretion of each centre.

Students in schools and colleges in the Cambridge Area 14-19 Partnership: follow the instructions given to you by your Head of Year/ Head of Careers who will send the application to all your chosen centres.

Students in other schools and colleges and all other applicants: please send the application directly to all your chosen centres. Your referee may prefer to send the reference separately, to arrive by the deadline.

Application procedures in the event of over-subscription: if any CAP centre is over-subscribed, the centre concerned will consider all applicants in accordance with its stated admissions criteria.

Cambridge Area 14-19 Partnership works with Cambridgeshire County Council, Shire Hall, Castle Street, Cambridge CB3 0AP

Information you provide on your application form will be passed to the Data Service of the Information Authority, which is registered under the Data Protection Act 2018. This information will be shared with other organisations for administration, careers and other guidance, statistical and research purposes. At no time will your personal information be passed to organisations for sales or sales purposes. Relevant information about additional support needs will also be passed in confidence by your current school to the post-16 centre at which you enrol. Further details about data confidentiality are available on request from that post-16 centre.