



# Woldgate College

Application Pack for Woldgate Sixth Form College

Name:

Previous School/ Form:

# ***Welcome***

Dear Student

We are delighted that you are considering applying to Woldgate Sixth Form College as it is very different from anything that you will have experienced so far in your school career. You will meet new people, make new friends, study new subjects, try out new activities and become more independent in your learning.

The next phase of your education is potentially the most important one as the courses that you choose now will help shape your future and decide which career paths may be open to you after your next two years of study. Your academic courses together with the additional experiences and skills you will gain along the way will ensure that you leave our sixth form having worked hard to achieve your potential and with a bright, successful future ahead of you.

Your success is extremely important to us and we are committed to offering a highly supportive environment where you will have every opportunity to progress academically, personally, culturally and socially. Expectations and demands are high but the rewards are great ensuring that students feel able to achieve and succeed.

If you would like to be part of our exciting Sixth Form then a range of new experiences await you together with the personalised support and guidance to ensure you make the most of any opportunities that lie ahead.

We look forward to working with you.

Yours sincerely

**Amanda Longstaff**  
**Head of Sixth Form**

# Admission Form

This Form should be completed (IN BLOCK LETTERS) by the Parent or Guardian of the student before admission, and returned to **Woldgate Sixth Form College**.

## Student Information

Surname		
Forenames (underline name normally used)		
Date of birth	Gender (please tick) Male	Female
Address		
	Postcode	
Home no.	Student mobile no.	
Email address		
Correspondence address to be used by Sixth Form		
Schools/other learning establishments previously attended, with dates:		
School/establishment	From	To
School/establishment	From	To

Names of any siblings already attending the school.

Names

## Parent/Guardian Information

The Sixth Form must have a record of the names, addresses and telephone numbers of all those who have **parental responsibility** for a student. This includes **natural parents, adoptive parents, legal guardians and carers**. **In the event of an emergency we shall contact the names below in the priority order shown. Should you not want one of the people listed to be contacted, please indicate next to their name.**

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

It is normal practice to send letters and reports to those parent(s) with whom the student lives. Should you wish a report to be sent to an additional person, please give details below:


### Alternative Emergency Contacts

Please give the names, addresses and telephone numbers of people not listed previously (relatives, friends, neighbours) who we should call in the event of an emergency, should we be unable to contact any of the above. Please only list people who live or work close enough to be able to respond quickly.

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Relationship to student

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Relationship to student

## Medical Information

Name of family doctor
Surgery
Address
Tel. no.

Please give details of any medical problems affecting the student. Does he/she suffer from asthma, hay-fever or other allergy (e.g. penicillin, aspirin)? (Please specify and indicate any special treatment.)


Does he/she suffer from epilepsy? YES/NO	Is he/she diabetic? YES/NO
Does he/she have any problems in hearing, needing special treatment? (e.g. needs to sit near the front)	
Does he/she have any vision problems? (e.g. wears spectacles)	
Please give details of any other problem of which the Sixth Form should be aware:	
Is the student immunised against tetanus?	YES/NO
Can paracetamol/plasters be administered for minor ailments?	YES/NO
Does the student have any dietary restrictions?	YES/NO

## Other Information

### Lunchtime Arrangements

Is the student eligible for Free School Meals?	YES	NO	DON'T KNOW
Please indicate meal option (tick one only)	School Meal	Packed Lunch	Home

### Travel Arrangements

How does the student intend to travel to and from the Sixth Form (please tick <b>one</b> only) * <b>Please note that parking a car on site is ONLY permitted if students obtain a permit.</b>							
Bus		Bicycle		Walk		Taxi	Other (please state)

### Armed Forces

Please give details of any parent/guardian who is currently employed by any of the Armed Forces.

### Language

First Language (e.g. English)		
Have you been a resident of the EU for more than 3 years?	YES	NO
<b>If NO, please provide photographic ID evidence or copy birth certificate with your application</b>		

## Ethnicity (please tick one box)

Asian/Asian British – Bangladeshi		Asian/Asian British – Indian	
Asian/Asian British – Any other Asian background		Asian/Asian British – Pakistani	
Black/Black British – African		Black/Black British – Caribbean	
Black/Black British – Any other Black background		Chinese	
Mixed – Any other mixed background		Mixed – White and Asian	
Mixed – White and Black African		Mixed – White and Black Caribbean	
White – British		White – European	
White – Irish		Traveller of Irish heritage	
White other		Gypsy/Roma	
Any other ethnic background (please specify)			

## Religion (please tick one box)

Buddhist		Christian	
Hindu		Jewish	
Muslim		No religion	
Sikh		Other religion (please specify)	

## SEN Arrangements

We would ask you to provide us with further information regarding SEN arrangements currently in place for applicants, or which will be required Post-16 (*please tick each statement which applies*).

Applicant requires one-to-one support outside of lessons	Applicant requires one-to-one support in lessons (state how many hours)	Applicant can attend work placement opportunities unsupervised	Applicant can travel independently	None of these statements apply
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Please use this space to let us know about any medical or SEN arrangements which are currently in place of which Sixth Form should be aware for Post-16 applicants:

## Access Arrangements

Please state what your previous access arrangements have been (e.g. special arrangements in examinations—extra time, scribe, reader, etc):

## Further Information/Declarations

### Do any of the following apply to you?

We would ask you to fill in the declarations below giving further details, if required.

Criminal convictions	Police reprimand	Final warning	Referral order	None of these
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If there is any other information about the student which you would like the Sixth Form to be aware, please give details here (*continue on a separate sheet, if necessary*):

You have the right to see a copy of the student's record, but due to confidentiality restrictions, you will need to notify the *Sixth Form* in writing that you wish to be supplied with a copy. There may be a charge for photocopying.

## CONSENTS

**Emergency treatment:** I consent, if an emergency should occur at a time when my consent cannot reasonably be obtained, to the student receiving any medical or surgical treatment deemed necessary by a qualified practitioner or to first aid being administered. I agree to keep the Sixth Form advised of any relevant new information relating to the student's health.

**Teenage Health Drop-in Clinic and School Counsellor:** I understand students may self-refer to a weekly Teenage Health Drop-in Clinic, staffed by experienced health professionals, and to the School Counsellor. As these sessions are confidential, parents will be informed only when the school refers a student.

**Photographic images:** Please note that it is a normal part of Sixth Form life to celebrate the achievements and successes of students in words, pictures and sound. Some of the images may later be used for Sixth Form publicity including in print and in electronic media including both intranet and the web. Should you not wish the student to be included, please write to the Sixth Form to that effect. We will acknowledge letters received, and will seek to ensure that photographs taken after that date for Sixth Form publicity will not feature the student. It remains the responsibility of the student to alert the Sixth Form at the time of any such photograph being taken.

**Private Study:** I understand that when students are not attending classes at the Sixth Form they are required (under the terms of their Student Agreement) to remain on-site for Private Study time at the Sixth Form. This enables students to study in a peaceful environment where advice is on hand, should they require it, to complete coursework. The only contravention to this may be at the invitation of the Head of Sixth Form, as a reward for demonstrating the skills and maturity of an independent learner.

**Data Protection:** The information you provide on this form is covered by the Data Protection Act 1998. The *Sixth Form* is a Data Controller for the purposes of that Act, and will only use the information for the purposes for which it is collected. It may be necessary to share this information with the Local Authority, with partner providers where the student undertakes courses and/or placements off-site and others for the purposes of student welfare with the Health Authority for the purpose of arranging health screening, and for the purposes of careers and arranging work experience placements.

**SMS Messaging:** I am happy for the *Sixth Form* to contact me by SMS Messaging (via parent/guardian mobile phones **only**) to inform me of information relating to my son or daughter's education and progress at the *Sixth Form* I also give permission for the *Sixth Form* to text my son or daughter with reminders or information about their course.

Please signify your consent to the above by signing below.

Signed:	<b>(Parent/Guardian)</b>
Name:	Date:
Signed:	<b>(Student)</b>
Name:	Date:

# ***Student Agreement***

## **Professionalism**

I recognise that, as a post-16 student, I will be a role model for younger pupils. I will try at all times to act as a positive role model in the *Sixth Form* and in the school as a whole. I will try at all times to present a professional image, to encourage younger pupils to demonstrate the same standards as were expected of me at school, and to be supportive when required. I understand that disciplinary interventions will be put in place if my behaviour falls short of that which is expected of me.

## **Role and responsibilities**

I understand that staff will treat me as a young adult and will seek to provide opportunities for me to develop as an individual and a responsible adult. I recognise that with greater independence comes greater responsibility. I accept that I am at the *Sixth Form* to learn, to uphold the values of Woldgate Sixth Form College and the school community, and to ensure learning takes place in an adult business style environment.

## **Academic progress**

As a Post-16 student, I recognise that I am expected to take responsibility for my own learning. I understand that my teachers will have high expectations of me, and that I will receive support throughout my studies to help me achieve the best of which I am capable. From my part, I understand that I am expected to be hardworking, dedicated and dependable. It is important that my teachers do not need to remind me of their expectations.

## **Pastoral Care**

I understand that my form tutor is vital to my success and will support me throughout my studies. It is important I attend weekly one to one meetings or full form periods as required and that I am on time. I understand these sessions will provide guidance, will help me to organise myself, help me to use my time effectively, and help me in my applications for university or employment when I move on.

## **Supervised private study**

As a young adult I will need to take responsibility for my own learning. This will include using any supervised private study periods productively to help me manage my coursework and achieve the best grade possible. I may also wish to use the ILC. I will not leave the site (excluding lunch and breaktimes) without permission from my Form Tutor or the Head of Sixth Form or unless I am attending a timetabled lesson at another institution. I recognise that effective time management and effective use of the resources and facilities are crucial to my success, as these skills are central to success at university and in employment.

## **Professional wear**

I understand that I am expected to present myself smartly at all times. On certain days in the Sixth Form I will need to wear business dress, which will normally include smart trousers or skirt, and a matching shirt or blouse. On other days in the Sixth Form, I may wear casual wear provided it is smart. I recognise staff may ask me to get changed if I fall short of these standards. When I am on placement I will need to follow the dress code set by my placement.

## **Employment**

I recognise the need to be realistic in taking on any extra work outside my educational studies. The courses I am studying are very demanding, and will require me to invest a considerable amount of effort outside lesson times. This will form a compulsory part of my Post-16 education and work experience may be taken in blocks of time, or on a weekly basis, dependent upon the restrictions placed by my timetable.



## **Volunteering**

I understand that I will be required to volunteer for a minimum of six hours per term. I will ensure that my volunteering is recorded accurately, being signed by both me and the member of staff responsible for my activity.

## **Wider opportunities**

I recognise that many opportunities will be made available at the Sixth Form which I will be encouraged to attend. These will include seminars, visits related to my studies, service to others, and activities such as our expeditions. Seminars available at the Sixth Form will be calendared well in advance, and I understand that I will be expected to be present for guest speakers relevant to my course, from higher education and from business. I understand that many visits will be available, some of which may be more suited to other students or to other year groups, and I will therefore ensure that I ask for the approval of the Head of Sixth Form.

## **Attendance and Registration**

I understand the need to be prompt to registration and lessons at both the Sixth Form and at any other centre of learning. It is not acceptable for me to arrive late, or unprepared to learn, due to lack of equipment or poor organisation. I understand I need to be ready to start, with time to spare. On the rare occasions I do find myself running late due to circumstances beyond my control, I will contact Reception who will then, as a matter of courtesy, inform my teacher. I understand that disciplinary interventions will be in place to combat poor attendance at registration, lessons, non-contact periods and other Sixth Form activities.

## **Absence**

I recognise that good attendance is essential, and that any absence will have an impact upon my progress and achievement. I will telephone the Sixth Form to inform my form tutor of my absence, even if I am attending lectures at another institution. I will provide an absence note or doctor's certificate upon my return. Planned absences of any kind during term time are discouraged, and will need to be discussed with the Head of Sixth Form.

## **Visitors to site**

I will not bring visitors onto the site except with the prior permission of the Head of Sixth Form.

## **Reports and Parents' Evening**

I will be provided with continual feedback by my subject teachers. Formal feedback will be given at the end of every module depending upon the type of qualification I am studying. The Centre will also inform my parents of my progress using interim assessment data. Formal progress reports will also be sent home, and my parents will have an opportunity to meet with my teachers during the academic year. I will make every endeavour to be present at those meetings, even if there is an instance where my parents are unable to attend. I will speak to the Head of Sixth Form should attending these meetings be impracticable for either myself or my parents.

## **Learner Malpractice and Referencing**

Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking, or written papers/notes during supervised assessment/examination/test conditions, will be considered to be Learner Malpractice and will be dealt with as stipulated in Plagiarism—a Guide for Students.

I certify that any piece of work or assignment which is produced by me will be my own. If I use external sources this work will be referenced within the body of the text and also the bibliography. I have been issued and understand the Plagiarism—a Guide for Students which has been issued to me at the start of the academic year.

## Use of facilities and equipment

I agree to look after the facilities and equipment. I agree my behaviour must not cause damage to facilities, and that I may not use equipment for non-Sixth Form activities.

## Parking

I may park a cycle on site. When I am old enough, I may ask for a permit to park a scooter on site. I recognise the Centre cannot guarantee availability, and will obviously seek to provide parking for those who have the longest distance to travel. I understand the Sixth Form discourages travel by car and that I will only be permitted to park a car on site after consideration for a parking permit from the Head of Sixth Form, whereupon restrictions of use will apply. Unauthorised vehicles without a permit are not permitted to park on the school site.

## Mobile phones

I recognise that I am welcome to bring my mobile phone, but that it must be placed on vibrate or silent and must not interrupt lessons. I accept that this is in keeping with the aim of the Sixth Form to offer a business environment for young adults and that this is part of me behaving professionally. I must not use my mobile phone within the main school environment, or in any area used commonly with main schools students.

## Food and drink

I recognise that it is also part of the professional behaviour expected of me that eating is restricted to the student Café area or at the café tables provided throughout the centre. I will therefore not wander around eating food or chewing, both of which look unprofessional. I will not eat in any area commonly used with main school students, unless I am eating in the main school dining hall.

## A business environment

The Centre will on occasions be used by companies for conferences, and by other outside visitors. I understand that people will judge the Centre on my attitude and behaviour. I recognise the need to be moderate in my use of language, and to show courtesy and respect at all times to other members of the Sixth Form and to all visitors.

## Acceptance

I have read the above Student Agreement and agree to support it.

Signed:	(Student)
Name:	Date:
Signed:	(Parent/Guardian)
Name:	Date:



# Course Choices

Please select a minimum of 4 courses that you would like to study:

Subject	✓
Biology	
Chemistry	
Computing	
Drama & Theatre Studies	
English Language	
English Literature	
Food Technology	
French	
Further Mathematics	
Geography	
History	
Mathematics	
Media Studies	
Music	
Music Technology	
Physical Education	
Physics	
Product Design – 3D Design	
Psychology	
Religious Studies (Philosophy & Ethics)	
Sociology	
Spanish	
BTEC L3 Applied Science (Single)	
BTEC L3 Applied Science (Double)	
BTEC L3 Art (Single)	
BTEC L3 Art (Double)	
BTEC L3 Health & Social Care (Single)	
BTEC L3 Health & Social Care (Double)	
BTEC L3 ICT (Single)	
Cambridge Technical L3 Business (Single)	

## Office Use Only

Application Received	Staff:	Date:
Reference Received	Staff:	Date:
Interview	Staff:	Date:
Offered Place	Staff:	Date:
Copy birth certificate/photographic ID received ( <i>where appropriate</i> )	YES	NO