

This form can be used to apply for full time courses at all Sussex Downs College campuses. Please complete **ALL** sections, in **CAPITAL** letters using a black pen.

Person Code
To be completed by admissions

1 Personal Details

Are you a current or past student at Sussex Downs College? Yes No

If yes, please state your student number (if known)

Title	First Name(s)	Surname
Previous Surname	<input type="checkbox"/> Please tick if you have children and are under 20 and would like help with the cost of childcare whilst you are at college	
Date of Birth	Age on 1 st Sept 2010	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	Country of normal residence	
Address	Have you been resident in the UK/EU for the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Town/City	Postcode	If no, what country have you lived in?
Telephone Mobile Email	Date of entry to UK/EU	

2 School/College or if you are over 19, your employer

Please tell us about the school/college you are at currently or were previously attending or your employer details

Name

Address

Please tick this box if you are an Aim Higher student

3 Course Choices

Please list course choices against the campus(es) you wish to apply to

Campus	Campus order of priority	Courses	
Eastbourne Vocational College			
Lewes 6 th Form College			
Park College			
Hailsham			
Newhaven			
Wealden			

Do you wish to apply for an Apprenticeship? Please specify subject area:
Please tick if you have an employer who is willing to take you on as an apprentice

If you need to speak with someone because you are undecided about the type of course and/or level to apply for, please tick the box and we will contact you to arrange a Guidance session

8 Criminal Convictions

Do you have any relevant unspent criminal convictions? Yes No

By relevant convictions, the College means convictions for offences against the person, whether of a violent or a sexual nature, and convictions for the offences involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant unless the application is for a course in teaching, health, social work, sport, childcare or involving work with children or vulnerable adults. In these cases applicants must disclose any criminal conviction, 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 questionnaire. Having a criminal record will not necessarily bar you from a place on a College course. This will depend on the nature of the course and the circumstances and background of the offence.

Failure to disclose a conviction could result in exclusion or disciplinary action by the College.

9 Marketing and Contact by LSC (Learning & Skills Council)

Please tick the relevant box if you prefer to be **excluded** from mailings designed to provide learner feedback:

- Marketing material (e.g. brochure) from Sussex Downs College
- Contact by the LSC or its partners in respect of surveys and research?
- Contact by the LSC or its partners about courses or learning opportunities relevant to you

10 Data Protection Act 1998

The Managing Information Across Partners (MIAP) service is operated by the Learning Skills Council (LSC) for learners aged 14 years and over and learners registering for relevant post-14 qualifications. This service uses the Unique Learner Number as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice, with those organisations listed in section 537A of the education act. Please tick if you wish to opt out of this service

Sussex Downs College and the Learning and Skills Council (LSC) are registered under the Data Protection Act 1998. The information you provide on this form will be passed to the LSC. Both Sussex Downs College and the LSC will collect and share the information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will enable both Sussex Downs College and the LSC and its partners to monitor performance, improve quality and plan future provision.

I agree to the processing and use of such data for any purpose connected with my studies or my health and safety or for any other legitimate reason.

I have read and understood the conditions set out by the Data Protection Act Statement.

11 Signature

Signature of Student	Date
Signature of Parent/Guardian (if under 18)	Date
Print Name	

Please return this form to:

Admissions Lewes 6th Form College, Mountfield Road, Lewes, BN7 2XH
Admissions EVoC and Park College, Kings Drive, Eastbourne, East Sussex, BN21 2UN

General Enquiries:

Lewes 01273 483188
EVoC / Park 01323 637111

If you need any help completing this form, please contact the Admissions team as detailed above.

For Office Use Only

Under 16 as at 31 August Over 19 A2 Transfer/Restarter/3rd year

Residency

Residency Checked

Fee Assessment Required Yes No

Date initial letter and questionnaire sent

Date Chased

Date Received

Outcome

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Learning Support

Date Questionnaire sent

Reference

Date Reference Requested

Date Reference Received

Other Notes/Comments:

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