

For admissions use only
Person Code

Please hand to your school or college for completion

Which Campus(es) is applicant applying to? Eastbourne Hailsham Lewes Newhaven Park Wealden

Name of Applicant	Date of birth
Address of Applicant	
School/College	
Dates of Attendance	
Programme/Subjects applied for	

The above named applicant has applied for a programme at the College and has given your name as a contact for a reference.

We should be grateful if you would complete this form and return it to the College as soon as possible. Please note that this reference may be shared with the applicant and/or parents unless you state that you prefer that the information is not shared. Please add any comments, which you feel, may assist us or contact us if you wish to discuss the application further. Thank you for your assistance in this matter.

EXAMINATIONS TO BE TAKEN THIS ACADEMIC YEAR. PLEASE GIVE PREDICTED/MOCKS RESULTS.

Subject	Type of qualification and Level (Higher, Intermediate, Foundation)	Predicted Grades	Mock Results	Actual Result (If Known)

Any other Qualifications/Achievements

Please comment on the following:

ATTENDANCE	PUNCTUALITY
Excellent	Excellent-always punctual
Good	Usually a reliable timekeeper
Fair	Room for improvement
Poor	Rarely on time
Comments where appropriate	Comments where appropriate

CONDUCT		COOPERATION	
Always well behaved		Very helpful and cooperative	
Occasional lapses in behaviour		Generally cooperative	
Often unwilling to accept authority		Needs to be persuaded	
Displays challenging behaviour		Generally uncooperative	
Comments where appropriate		Comments where appropriate	

RELATIONSHIP WITH OTHERS		APPLICATION TO LEARNING	
Gets on well with others		Very conscientious and takes great pride in work	
Usually makes good relationships		Generally hardworking	
Finds difficulty in forming relationships		Does only enough to reach minimum acceptable standard	
Does not respond to needs of others		Poor - little enthusiasm or pride in work	
Comments where appropriate		Comments where appropriate	

RELIABILITY		PERSEVERANCE	
Extremely reliable		Always determined to complete task	
Generally reliable		Needs a little encouragement	
Occasionally unreliable		Tends to give up under pressure	
Extremely unreliable		Gives up easily	
Comments where appropriate		Comments where appropriate	

LEARNING SUPPORT/DISABILITIES	YES	NO
Any known disabilities		
*Has a Statement of Special Educational Need/ School Action +/School Action		
Comments where appropriate		

* In order to aid transition, with the permission from the applicant, please supply us with a copy of any relevant documentation

Additional comments: including suitability for programme applied for; any learning support needs and any information that you feel would be helpful

Signed	Date
Print name	Position in Organisation
Contact Number for further discussion if needed	

Please return this form to either:
Admissions, EVoC and Park College, Kings Drive, Eastbourne, East Sussex, BN21 2UN or
Admissions, Lewes 6th Form College, Mountfield Road, Lewes, East Sussex, BN7 2XH