

• **Learning Support** (This section **must** be completed. Failure to complete could delay any ongoing support).

Have you received any learning support whilst on your current course? Yes No

Do you have any additional needs that may affect your learning? Yes (if yes, please tick below) No

Please tick if you need support with any of the following:

Dyslexia (have evidence of assessment)

Dyslexia (feel you may be, but have no evidence)

Disability (e.g. Mobility/Physical/Hearing/Visual)
please give details below

Learning Difficulty (please give details below)

Medical Needs (e.g. Diabetes/Epilepsy/Severe
Asthma) please give details below

Any other difficulty not mentioned above

• **Additional Information**

Are there any circumstances that have changed since your last application that we should know about? If there is any additional information that you feel we ought to know or that would help us assist you and/or your parent/guardian at interview (e.g. mobility needs), please let us know below.

• **Criminal Convictions**

This section must be completed to allow us to continue with your application.

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. You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings. For further advice on whether convictions are unspent, please contact NACRO on 020 7840 6464.

If you declare that you have a conviction, you may be contacted by a College manager to discuss your conviction further and possibly to arrange a meeting to discuss your application. Failure to disclose unspent convictions could result in exclusion or disciplinary action by the College.

• **Signatures and Declarations**

The College collects information about staff and students for various administrative, academic and health and safety reasons. The Data Protection Act 1998 requires your consent before we can obtain this information and in order for the College to operate efficiently, we require your signature. Should you require further information regarding this, please contact Admissions Information & Enquiries.

I agree that information may be shared with Connexions prior to enrolment if it is deemed to be in my best interest.

I agree to Milton Keynes College obtaining and processing personal information obtained from this form or any other information obtained from me or other people, whilst I am a student. I agree that the information obtained can be used for purposes connected with my studies and health and safety whilst on the premises or for any other legitimate reason.

Should your personal data change (e.g. address), please notify us as soon as possible.

I wish to apply for admission to the College and undertake that, if admitted, I will make every effort to complete the course. The information I have supplied is correct and true. I realise that if I have supplied false information or neglected to provide additional information that could prove important, any offer of a place may be withdrawn.

Student Signature:

Date:

If you do not sign the form, we regret we will have to return it to be signed, before we can process it.

• Progression Reference/Action Plan

Student Name:

Student ID Number:

Personal Tutor:

Attendance (%)

Punctuality (%)

Is the student undergoing any disciplinary action?

Level 1

Level 2

Level 3

Level 4

Reason?

Please note student's timely progress and provide evidence for ticking poor:

Good

Satisfactory

Poor

Evidence/Reasons

Is the student expected to pass their current course?

Yes

No

If no, why?

Is this student currently receiving any support?

Yes

No

In Class

Out of Class

If yes, explain what for?

Deferred:

Yes

No

If yes, please explain why

If yes, the date by which application is to be reviewed:

Action Plan for Student

Signed by student:

Date:

Signed by tutor:

Date:

Name of tutor:

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On completion, this form should be sent to: Admissions, Milton Keynes College, Woughton
Campus West, Leadenhall, Milton Keynes, MK6 5LP. Tel 01908 684444.



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