

Writtle College Admissions: Reference Request Form

Applicant name	
Date of birth	
Writtle College Student ID Number	
Course applied for	

Please provide an academic reference for the above applicant. Please complete the table below. Please circle the appropriate profile grade. Please return by post to the address below or email to admissions@writtle.ac.uk

Please also provide predicted academic grades for all pending examinations/assessment. In the interest of efficiency we will accept this information in your current system/process format

Dates attended	From:	To:		
Attendance	Percentage: _____% for the period of _____			
	Comments:			
Profile grades. Please circle the appropriate profile grade below:				
Punctuality	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern
Effort/Motivation	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern
Ability to work independently	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern
Behaviour	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern
Ability to work with others	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern
Disciplinary history	Outstanding	Good	Requires improvement	Unsatisfactory/cause for concern

Please add any additional comments below. Please include any support or pastoral needs. Please continue overleaf if required.

For **applicants aged 16-18*** this form will need to be completed by the course/form tutor or Head of Year
 For **applicants aged over 18*** and are no longer in education, this form will be required to be completed by a current or most recent work experience employer, volunteering supervisor or trainer.
 Please note that the reference cannot be from a family member or a friend.
 *As of 31 August prior to the commencement of the course

If you have any queries with the reference please contact a member of the admission team.

Name..... Signature.....

Position..... Date.....

Institute/School/College/Employer Stamp

The information provided on the form will be used for the purpose of assessment and admission to Writtle College. The information will be held securely on the applicant/student's file. References received by the College are subject to the right of access by the Data Subject (the person about whom the reference has been written) but consideration must be given to the privacy rights of the referee and any third party mentioned.

Admissions, Writtle College, Writtle, Chelmsford, Essex, CM1 3RR admissions@writtle.ac.uk 01245 424200

Form: ADMREF001