

### Writtle University College Admissions: Reference Request

Please provide an academic reference and the requested information for the above applicant. Please complete the table below. Please circle the appropriate profile grade. Please return by email to [admissions@writtle.ac.uk](mailto: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.

|                       |  |
|-----------------------|--|
| Applicant name        |  |
| Course applied for    |  |
| WUC Student ID Number |  |

|                               |  |      |                      |                                  |
|-------------------------------|--|------|----------------------|----------------------------------|
| 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.

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

| Subject            | Grade | Subject | Grade | Subject | Grade |
|--------------------|-------|---------|-------|---------|-------|
| English            |       |         |       |         |       |
| English Literature |       |         |       |         |       |
| Mathematics        |       |         |       |         |       |
| Science            |       |         |       |         |       |
|                    |       |         |       |         |       |

**Safeguarding / Child Protection**

Do you hold any safeguarding/child protection records relating to the above named individual? Yes/No

Do you have any safeguarding/child protection concerns relating to the above named individual? Yes/No

If you have answered Yes to either of the above, please contact WUC’s Safeguarding Team at [safe@writtle.ac.uk](mailto:safe@writtle.ac.uk)

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 University 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 University College, [admissions@writtle.ac.uk](mailto:admissions@writtle.ac.uk)