

Application guidance – how to apply

(Please read carefully before completing the application form)

Application form

Step 1 – complete your application form **in its entirety**. This means you must ensure **every section**, apart from the reference, is completed by you at this stage. Missing information hinders our ability to process your application.

Step 2 – Give your completed application form to the person responsible at your school/college i.e. The Head of Year or careers teacher. It would be a good idea to ask them to check through the application to ensure you have completed all parts. They will then complete the reference.

Step 3 – Please then send us your completed form, including your reference and predicted GCSE grades (and/or most recent grades actually achieved). Remember to attach a copy of your most recent passport photo page and Border agency Papers if you do not have British nationality. **Whatever your nationality, please make sure you do not leave this section blank (Ethnic monitoring and nationality – page 2)** as it will slow down processing of your application and **we will not be able to invite you for interview while your application is incomplete.**

What happens next?

Following receipt of your application we will send you an acknowledgement. You will then receive another letter to invite you for an interview. If any information is missing from your form, we will notify you via the initial confirmation letter.

We look forward to receiving your application and welcoming you to Leyton Sixth Form College!

Interviews

Interviews will begin in the 2016 autumn term. The purpose of your interview is to help you choose the right study programme to suit your interests and ability.

At the interview, if you are successful, we will make you a conditional offer of a place, based upon your reference and predicted grades (see entry requirements). Your interview also gives you an opportunity to raise any queries you may have, so have a think about what you might want to ask. We will confirm your place, during our enrolment in August 2017, after you receive your GCSE results.

Enrolment

Enrolment for our new 2017/18 starters begins on Thursday 25th August 2017, we usually fill all available places within two days so please make sure you are free to attend. Applicants will receive an enrolment invitation letter explaining what you need to do and where you should report to when you come to enrol.

Personal details

It is very important that we have up to date contact information for you. If at any point your details change, please ensure that you **inform us immediately** so as to avoid disappointment if we are unable to take your application further due to, for example, missed interview appointments.

Open day

The next college open days are on Saturday 12th November 2016 and Saturday 4th February 2017. All are welcome!

Frequently Asked Questions

Please refer to our FAQ Internet page at: <http://www.leyton.ac.uk/apply-now.html>

You are also welcome to contact the Admissions & Advice department on 020 8928 9000 or enquiry@leyton.ac.uk. If you have any queries about your application.