

## **CAMBRIDGE AREA 14-19 PARTNERSHIP**

### **Applying to CAP post-16 centres for 2017 entry**

This is a brief guide to the application process for students in Cambridge Area 14-19 Partnership schools. You can get further information from your school and from the prospectuses and websites of the post-16 centres and UCAS progress.

#### ***Completing your application***

For students in CAP schools who apply by 10<sup>th</sup> January 2017, most offers will be made by the 28<sup>th</sup> March 2017.

You can apply to one or more different post-16 centres using the same application on-line form. Your school will send your applications at the same time to the centres you apply to.

You should list the post-16 centres you are applying to in order of preference on your application and **list the centres in order of preference at the start of your personal statement.**

#### ***What will happen after you have applied for a course?***

All post-16 centres have their own admissions policies which can be found on their websites or through UCAS Progress Search. Their policies on inviting students for interview and mechanism of informing students of offers are summarised below.

#### ***What to do on receiving an offer***

Each post-16 centre you apply to will contact you as indicated below. Offers are likely to be conditional on your achieving certain GCSE results.

You should respond to all offers you receive as instructed to ensure you have a place. You will be asked to indicate whether

- you wish to hold this offer, OR
- you are declining the offer.

You can hold more than one offer until you receive your GCSE results and decide which one to enrol at.

Some centres may also ask for other information. You should read the offer letter carefully and follow the instructions. If you are not sure how to respond, seek advice from your school.

#### ***What to do when GCSE results are published on Thursday 24<sup>th</sup> August 2017***

Each post-16 centre where you are holding an offer will contact you in the summer with guidance on what to do when you get your GCSE results. Make sure you read the letters/e-mails carefully and follow instructions. Contact the post-16 centre if you are in any doubt.

Policies on inviting students for Guidance Meetings / Interviews	Mechanism of informing students of offers	How students should respond to offers
<b>Cambridge Regional College</b> CRC will hold guidance meetings with all applicants.	Applications will be acknowledged via UCAS Progress, but rest of correspondence via email/letter. Offers will be made by letter.	Via e-mail and letter
<b>College of West Anglia:</b> For some courses, CWA will hold interviews with applicants whose predicted grades meet the stated entry requirements. Some courses may not require an interview and an offer will be made based on predicted grades / meeting entry criteria	Initial letter to acknowledge application with details of how to log on to the CWA applicant portal. All further correspondence will be via the applicant portal with alerts sent by email and text	Via the CWA applicant portal (follow the instructions in the offer correspondence)
<b>Comberton Sixth Form</b> Comberton Sixth Form aims to hold guidance meetings with all appropriate first choice applicants who meet the admissions criteria. Second choice applicants will be invited to a guidance meeting depending on the availability of suitable courses.	Email to address on UCAS Progress	Student to e-mail back
<b>Cottenham Sixth Form</b> Cottenham Sixth Form will invite all applicants to a guidance meeting	UCAS progress and a letter home (backed up with letter home ).	Respond by UCAS
<b>Bishop Laney Sixth Form</b> All applicants who apply to Bishop Laney, whether first, second or third choice, will be invited for a guidance meeting at a specified time and date. Due to the small size of the college, guidance meetings will take place across a number of days.	UCAS progress and a letter home. A list of students with interviews is sent to the home school.	By UCAS progress, letter or email. All information will be in the invite letter.
<p><b>Hills Road Sixth Form College:</b></p> <p>Invitations to a guidance meeting are expected to be sent to in-area applicants:</p> <ul style="list-style-type: none"> <li>• whose application has been received by the closing date;</li> <li>• who place us as first choice A level centre in their CAP application;</li> <li>• who satisfy our minimum entry criteria;</li> <li>• who are qualified in at least two subjects applied for (on the assumption that a third subject for which they were qualified could then be explored at the guidance meeting).</li> </ul>	Offers sent to personal email address.	Respond to email, sent to their personal email address.

<b>Impington International Sixth Form</b> Impington International Sixth Form will invite all applicants who meet the admission criteria to a guidance meeting	Offers out by letter and on UCAS	By email preferably; posted/handed in hard copies of form acceptable.
<b>Long Road Sixth Form College</b> Long Road will hold guidance meetings with all applicants who meet the admission criteria. Invitations to guidance meetings will be emailed to students and parents/carers (when an email address is provided).	We will email students and parents/carers to indicate their Long Road account has been updated with the information.	Students should respond using their Long Road account within 4 weeks to indicate they wish to hold the offer.
<b>Netherhall Sixth Form</b> will offer guidance meetings to all appropriate first and second choice applicants who meet the admissions criteria and the CAP deadline. All other applicants may be invited to a guidance meeting depending on the availability of suitable courses. The majority of interviews will take place over two designated days, dates tbc	Students will be informed via UCAS and by letter.	Students should return the offer reply form enclosed with their letter by post to the college. They may also accept on UCAS Progress, but this must be in addition to the letter.
<b>Parkside Sixth</b> will hold guidance meetings with all applicants who meet the admission criteria and have put us as first, joint first or second choice.	Students will be informed via UCAS progress, and a letter will be posted home.	Students should return the offer reply form enclosed with their letter by post to the college. They may also accept on UCAS Progress, but this must be in addition to the letter.
<b>UTC Cambridge</b> will hold guidance meetings with all applicants meeting admissions criteria and who place UTC Cambridge as their first or second choice. Guidance meetings date tbc. All applicants are also invited to guidance meetings following the results in August.	By UCAS Progress and letter	Students should respond by returning the reply slip on the offer letter to UTC Cambridge. They may also accept on UCAS progress, but this must be in addition to the letter.