**REFERENCE FOR STUDENT APPLYING FOR**

**14+ VOCATIONAL COURSE**

**APPLICANT NAME: COURSE:**

DATE COMMENCED CURRENT SCHOOL: ………………………………………………………

Please complete all the questions in Sections 1, 2 and 3. This information is treated in strictest confidence and will not be disclosed to the person who is the subject of the reference or to anyone else without the referee's prior permission.

**SECTION 1 - PERSONAL SKILLS**

|  |  |
| --- | --- |
|  **l. Timekeeping**1) Poor, often late ----2) Fair, sometimes late ----3) Good ----4) Excellent, never late ---- | 1. **Reliability**

1) Poor ----2) Satisfactory ----3) Good ----4) Very Good ---- |
| 1. **Motivation and Attitude**

1) Poor, easily distracted ---- 2) Fair, needs encouragement ----3) Good, consistently reliable-  needs little encouragement ----1. Excellent,

 needs no encouragement ----  |  **6. Attention to Detail** 1) Poor ----2) Satisfactory ----3) Good ----4) Very good ---- |
| 1. **Use of Initiative**
2. None ----
3. Limited ----
4. Good use ----
5. Excellent use ----
 |  **7. Ability to Communicate**1) Poor ----2) Satisfactory ----3) Good ----4) Very good ----  |
| 1. **Learning Ability**

1) Poor, needs repeated instruction ----2) Learns slowly ----3) Fairly quick to learn ----4) Learns quickly ---- | **8. Need for Supervision**1) Constant ----2) Intermittent ----3) Little ----4) None ---- |

**SECTION 2** - **GROUP or TEAM SKILLS**

* Further details required if Section 2 marked Poor or Fair

|  |  |
| --- | --- |
| **1. Attitude to fellow pupils.** | **2. Standard of behaviour at school.** |
| 1) Poor \* ----2) Fair \* ----3) Good ----4) Excellent ---- | 1) Poor \* ----2) Fair \* ----3) Good ----4) Excellent ---- |

**SECTION 3 – EDUCATIONAL**

Please provide the following information.

|  |
| --- |
| Teacher Assessment for Key Stage 3 |
| English |  |
| Maths |  |
| Science |  |

**Does the student have:**

**Statement of Special Educational Needs? 🗆 No 🗆 Yes**

**EHCP 🗆 No 🗆 Yes**

**Psychological report 🗆 No 🗆 Yes**

**CAMHS report 🗆 No 🗆 Yes**

**If yes please attach to application form**

**Does the student have exam access arrangements? 🗆 No 🗆 Yes**

If yes please give details

|  |
| --- |
| **Has the student any disciplinary issues at school in the last year? 🗆 No 🗆 Yes** If yes please give details |

Signed: .......................................... Name: ............................................... Date: ……….…….

Position:................................………………. School:...............................................................

Please return this reference with student’s application form to: 13+ Admissions, Plumpton College, Ditchling Road, Plumpton, East Sussex BN7 3AE