



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 12th January 2017, offers will be made by the 30th 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 24th 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 Interview	Mechanism of informing students of offers	How students should respond to offers
Cambridge Regional College CRC will interview 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
College of West Anglia: For some courses, CWA will interview applicants whose predicted grades meet the stated entry requirements. Some courses will 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)
Comberton Sixth Form Comberton Sixth Form aims to interview all appropriate first choice applicants who meet the admissions criteria. Second choice applicants will be interviewed depending on the availability of suitable courses.	Email to address on UCAS Progress	Student to e-mail back
Cottenham Sixth Form Cottenham Sixth Form will invite all applicants to an informal interview.	UCAS progress and a letter home (backed up with letter home).	Respond by UCAS
Bishop Laney Sixth Form All applicants who apply to Bishop Laney will be invited for interview at a specified time and date. Due to the small size of the college, interviews will take place across a number of days. All other applicants will be written to offering them the opportunity to have an interview. They will then need to contact the college to arrange a suitable time.	UCAS progress and a letter home (backed up with one to home school).	By UCAS progress and letter
<p>Hills Road Sixth Form College:</p> <p>Invitations to a guidance meeting* are expected to be sent to in-area applicants:</p> <ul style="list-style-type: none"> • whose application has been received by the closing date; • who place us as first choice A level centre in their CAP application; • who satisfy our minimum entry criteria; • 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). 	Offers sent to personal email address.	Respond to email, sent to their personal email address.

* Formerly referred to as interviews, we are now using the term 'guidance meeting', as we feel that this more accurately reflects the nature of this discussion.		
Impington International Sixth Form Impington International Sixth Form will interview all applicants who meet the admission criteria.	Offers out by letter and on UCAS	By email preferably; posted/handed in hard copies of form acceptable.
Long Road Sixth Form College Long Road will interview all applicants who meet the admission criteria. Invitations to interview 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.
Netherhall Sixth Form 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 24th and 27th February 2017.	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.
Parkside Sixth will interview 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.
UTC Cambridge will interview all applicants meeting admissions criteria and who place UTC Cambridge as their first or second choice. Interviews will be held on Wednesday 8th March 2017. All applicants are 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.

**Cambridge Area 14-19 Partnership
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