

CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 8th November 2018

Ref: CHW

Dear Parent/Carer,

As you are aware, pupils are currently going through the process of completing UCAS application forms during their Careers Lessons. Most Sixth Form Colleges use this document to help them select pupils for Post 16 Courses. We encourage all our pupils to complete the forms even if their intended destination is an Apprenticeship or similar as it gives them valuable experience in completing a formal application whilst providing an alternative should the apprenticeship application be unsuccessful.

Predicted GCSE grades are automatically uploaded to these application forms by the College staff, however there are some Further Education establishments that use their own application system. If this is the case, please ask your son/daughter to bring the appropriate forms to the Careers and Examination Office where we will be able to complete the necessary documentation.

Should you have any further questions regarding the content of this email, please contact Mrs Masters or Mrs Francis in the Careers Office.

Regards.

A handwritten signature in black ink, appearing to read 'C. H. Wilson', with a large loop at the start and a horizontal line extending to the right.

C. H. Wilson
Assistant Principal (Achievement)