

Dear Colleague

**RE: 2019-20 Application and Admissions Procedures.**

The number of places available on the course next year has been allocated and therefore for the academic year 2019-20 we will have approximately 15 places available for Year 12 students.

All students who are interested in applying to CNC and meet the admissions criteria are invited to come and take part in some taster sessions that are on offer in the Autumn term of 2018. These sessions will run from **w/c 29/10/18 – w/c 10/12/18** and details of times and dates can be found on the attached information. **Please email Chelsea on [Callen@cardinalnewman.ac.uk](mailto:Callen@cardinalnewman.ac.uk) to book these.**

Please note: **These sessions will not have classroom support available from CNC and therefore can we ask that you ensure that adequate support is provided to meet the group needs.**

During October to February students and parents/guardians are welcome to come and attend our Saturday open days on the following dates; **13<sup>th</sup> October, 17<sup>th</sup> November 2018 and the 2<sup>nd</sup> February 2019.**

Applications are open until **12<sup>th</sup> January 2017** at which point the window will close.

Students will be invited to an interview evening in late February to discuss their needs and the programmes on offer.

At this point the successful students will be made an offer of a place and given opportunity to take part in a transition programme between April and June 2018. This will be arranged in accordance with the student's needs and their availability to take part.

There will be an invite also to the New Students Day which takes place in July.

We are more than happy to attend EHCP reviews/ Parents Evenings/ School or College Events and discuss with parents the options available at CNC. Please contact Rebecca Worsley (Head of Department) to arrange this.

In order to assess a student and ensure we can meet their needs it is helpful to have as much information as possible provided with the application, for example: Qualifications achieved, Medical Conditions, Details of Learning Difficulty, Support required and EHCP Banding. We would be grateful if you can support parents with this information or forward the students EHCP to us once an application has been sent.

We have attached a flow chart of our admissions and application procedures for prospective students 2018-19. We are more than happy for you to share this with parents/guardians.

If you have any queries regarding the process or require further help please do not hesitate to contact either myself or your named contact.

Kind Regards

Rebecca Worsley

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