

New City College Reference Form

CUSTOMER SERVICES USE ONLY	
NCC Reference Number:	
Date Received:	

As you are aged 16-18 at the start of your course, it is a mandatory requirement that you provide a satisfactory reference as a condition of your offer. Please ask your most recent school/college to complete this form in full. If your school has its own reference template that includes the information requested in this form, we are happy for that to be completed and sent directly to the College.

SECTION 1: APPLICANT TO COMPLETE
Name:
Date of Birth:
Course(s) applied for:

THE FOLLOWING INFORMATION SHOULD BE COMPLETED BY THE REFEREE ONLY

SECTION 2: REFEREE TO COMPLETE
Name of Referee:
Position:
School:
Telephone:
Email:

Please provide details on the applicant's attendance and punctuality:

Attendance:		%
Punctuality:		%

If attendance or punctuality are below 90%, please give details of any circumstances that may have impacted on this:

Please complete a written statement below to include:

- Whether the course is right for the prospective student
- Attitude to school/college environment
- Behaviour

Please only complete this section for A Level Applicants:

External Examination Record				
Subject/Course	Type of Exam (e.g. GCSE)	Date	Predicted Grade	Grade Achieved (if already completed)

The information provided above will be recorded and used in adherence with the General Data Protection Regulations (GDPR) (2018). It will be collected and used for the specified, explicit and legitimate purpose of giving advice and guidance for admission to an appropriate programme of study.

☐

I confirm that I have read and agree to the declaration above and I am happy for NCC to hold this personal information for this purpose.

To the best of my knowledge, I confirm all information to be accurate and correct.

Signature of Referee:

Date:

Please return this form completed to the relevant campus customer services:

- **Ardleigh Green Campus:** CustomerServices.HFE@ncclondon.ac.uk
- **Attlee A Level Academy:** CustomerServices.THC@ncclondon.ac.uk
- **Epping Campus:** CustomerServices.EFC@ncclondon.ac.uk
- **Hackney Campus:** CustomerServices.HCC@ncclondon.ac.uk
- **Hackney Sixth Form:** CustomerServices.HackneySF@ncclondon.ac.uk
- **Haverling Sixth Form:** CustomerServices.HSF@ncclondon.ac.uk
- **Rainham Campus:** CustomerServices.RCC@ncclondon.ac.uk
- **Redbridge Campus:** CustomerServices.RBC@ncclondon.ac.uk
- **Tower Hamlets Campus:** CustomerServices.THC@ncclondon.ac.uk