

This factsheet has information about applying to college. You can start applying for courses in October or November in Year 11. The application window usually remains open until the end of the spring term.

Once you have visited any colleges that you are interested in and decided which course you want to apply for, you should check what the entry requirements are. To do this, you can visit the college website and check their application requirements section.

If you have an Education, Health, and Care Plan (EHCP), you will start discussing your application to college at your Year 10 Annual Review.

Step1 – The Application

Most Colleges will have an online application form, but you can request a paper application form if you prefer (you will probably need to call or email the college and ask them to send you a paper application). You can apply for more than one college course and then decide which one you want to take once you get your exam results.

The application form will ask which course or courses you want to apply for, and your personal details so that they can keep you updated on your application. They will ask for details about the school that you attend and your exam results or predicted grades if you have not taken your exams yet. Make sure you have these ready before you start your application.

During the application, look out for any questions that ask about any special educational needs or disabilities you have, and if you have an Education, Health, and Care Plan (EHCP). It is important to tell the college these details, as this will help them get the right support in place for when you start your course.

If you need help to fill in the application, you can ask a parent/guardian or a tutor or TA at school to help you.

Step 2 – The Interview

Once the college have received your application, they will contact you to arrange an interview. The interview is a chance for the college to get to know more about you and why you want to study there. During the interview there will be a discussion about the course you have chosen and whether it is the right one for you.

It is a good idea to practice for your interview, and your school may do this with you or you can practice with a parent or guardian at home. Milton Keynes College have produced a handy guide with lots of hints and tips about preparing for a college interview. You can find it at this link: [MK College Blog](#)

After the interview, the college will let you know if they are making a conditional offer. This means that they will give you a place on your chosen course if you get the required exam results.

If you have an EHCP, you should tell your SEN Caseworker when you have an offer from a college. Your caseworker will then send the college a copy of your draft EHCP and agree the arrangements that will be put in place to support your needs. These will be written into your amended EHCP.

Taster Days

Some colleges will offer a taster session or induction day where you will have the chance to meet course Tutors, see inside the classrooms, and possibly meet other young people on your course. You may get to experience a full day in college, getting to know the environment and facilities of the college.

Step 3 – Enrolment

During the summer, make sure to regularly check your post and emails as the college will send out important information about enrolment. Enrolment takes place just before you start your course. At this stage, the college may ask you to provide proof of identification and of your qualifications. They will send you a list of things to bring to enrolment, so make sure you have these prepared before the day. When you enroll, you will become a fully registered student of the College and they will issue with your College ID card so that you can access the college when you start.

What happens if I don't get the required exam results?

If you didn't receive the results you were hoping for there is no need to panic! You should call the college and speak to someone from the admissions team. They may be able to take you on your chosen course, but if not, they could offer you a place on another course which matches your exam results.

You can contact MK SENDIAS:

- By completing a [referral form](#)
- Via our [website](#) for lots of useful information and factsheets
- To discuss your concerns by **phone** on 01908 254518
- By [email](#), briefly outlining your concerns
- On [Facebook](#)