18 November 2020

Dear Year 11 Students, Parents and Carers,

Due to the Covid19 safety protocols we have in place, we have to organise the College and Sixth Form application process slightly differently this year.

Online Applications

Most applications are now online and ask for a school email address for the College or Sixth Form to use to request a reference. Please use the school email address for this - info@wsfg.waltham.sch.uk. The reference request will be forwarded on to Ms Jolliffe in Student Services and she will send the official school reference back to the College or Sixth Form.

Paper Applications

If your application is completed on paper and requires a school stamp and reference to be attached, we will be using the following system.

* ***Dropping off applications - on entry to school in the morning***
	+ The member of staff in charge of Year 11 entry in the morning will have a college application tray on the MUGA gate. Please drop your application into the tray, ensuring it is fully completed with all sections filled out. Your application will have to be left untouched for 48 hours to ensure there is no risk of Covid19 transmission.
* ***Collecting applications - at lunchtime 4 days later***
	+ Ms Jolliffe will attach your school reference and stamp the application if required. Any sections requesting information from a member of staff will be completed. You can collect your application during lunchtime from the member of staff in charge of Year 11 lunch at the student gate.

Please note it will take **4 school days** for applications to be completed so make sure you are organised and hand in your application well before the deadline. Unfortunately, we will not be able to process your application any quicker than this.

If you have any questions, please do get in touch.

Kind regards

The Year 11 Team