



Office use only

Form Checked	Student No.
Date	Partner Provider

Please complete all sections of this form in full in CAPITAL LETTERS and sign where indicated on the back page.

**1. PERSONAL DETAILS** Title:

Mr  Mrs  Miss  Ms  Other

Sex (mandatory): This is your birth or legal sex. Female  Male

Surname	
Forename(s)	
Previous Surname	
Known As	

Home Address									
Time spent at current Address					Years	Months			
Term Time Address (if different)									

Date of Birth (DD/MM/YYYY)

Age as of 31/08/2024

National Insurance Number

Mobile Number																				Tel. Day																			
Email																					Tel. Evening																		

**2a. PARENT/CARER 1 (16 - 18s only) or EMERGENCY CONTACT (students aged 19+)**

For 16-18s, this information will be used for email/text alerts.

Name	Relationship	Mobile No.
Email		Home No.
Address (if different from above)		

East Sussex College is committed to improving communication with our students and their parents, guardians or carers. We will use contact details stated here to provide:

• Specific information about students; e.g. exam deadlines and timetables, reminders about trips and visits, parents' consultation evenings, attendance issues.

• General information about the College; e.g. Term dates, Open Events, Showcase Events (Performing and Visual Arts), College closure.

**2b. ALTERNATIVE EMERGENCY CONTACT**

For 16-18s, this should be a different contact to your main parent/carer.

Name	Relationship
Mobile No.	Other Contact No.

**3. ETHNIC ORIGIN**

- 31 English/Welsh/Scottish/Northern Irish/British
- 38 Other Mixed/Multiple Ethnic Background
- 44 African
- 32 Irish
- 39 Indian
- 45 Caribbean
- 33 Gypsy or Irish Traveller
- 40 Pakistani
- 46 Other Black/African/Caribbean Background
- 34 Other White Background
- 41 Bangladeshi
- 47 Arab
- 35 White and Black Caribbean
- 42 Chinese
- 98 Any Other Ethnic group
- 36 White and Black African
- 43 Other Asian Background
- 99 Not Provided
- 37 White and Asian

**4. NATIONALITY**

Nationality	Date of Entry to the U.K./EEA				
Country of Normal Residence	Do you have a Visa? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If English is not your first language, please state <input type="text"/>	Do you have the right to study and work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Have you been legally resident in the UK/EEA for the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a refugee or asylum seeker? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, state country of residence <input type="text"/>	Have you applied under the EU settlement scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	<table border="1"> <tr> <td>Visa Expiry Date</td> <td>Visa Type</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Visa Expiry Date	Visa Type		
Visa Expiry Date	Visa Type				

Office Use Only: Verification of ID - please record evidence seen and last four digits of the document number

Passport  Birth Certificate  National ID card  Other

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## 5. CRIMINAL CONVICTIONS

ESCG is keen to support students with criminal convictions to help them succeed. Having a criminal record will not necessarily prevent you taking up a place, depending on the nature of the course and the circumstances of the offence.

Do you have an unspent criminal conviction?  Yes  No

If you are applying for a course in teaching, health, social work, childcare or involving work with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your course.

Do you have a spent criminal conviction?  Yes  No

If you have declared you have an unspent or spent criminal conviction you will receive a letter with an attached form. You will have 10 days to return the form to the Designated Safeguarding Lead who will review your disclosure and will inform you of any actions they may take. During this time your application/enrolment will be placed on hold pending review of your disclosure. You may be required to come in for an interview to discuss your disclosure further.

Please note that failing to complete this section or providing false information may lead to your application/enrolment being withdrawn. Any information you provide the College Group in relation to criminal convictions will only be disclosed to third parties if this is necessary in the interests of the safety and welfare of other students or staff.

If you are unsure about what to declare please seek advice from our Safeguarding Team (you do not need to give your name) or from Citizens Advice Bureau or the Probation Service, Youth Offending Team or NACRO – www.nacro.org.uk

## 6. DISABILITIES AND LEARNING DIFFICULTIES

Do you consider yourself to have a learning difficulty, disability or health problem? Yes  No

Do you require additional support as a result of this? Yes  No

Do you have an Education, Health and Care Plan? Yes  No

Please tick all reasons below that apply to you and that you wish to record:

- |                                                               |                                                                            |                                                                    |
|---------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> 04 Vision impairment                 | <input type="checkbox"/> 10 Moderate learning difficulty                   | <input type="checkbox"/> 16 Speech, Language & Communication needs |
| <input type="checkbox"/> 05 Hearing impairment                | <input type="checkbox"/> 11 Severe learning difficulty                     | <input type="checkbox"/> 17 Down Syndrome                          |
| <input type="checkbox"/> 06 Disability affecting mobility     | <input type="checkbox"/> 12 Dyslexia                                       | <input type="checkbox"/> 94 Other specific learning difficulty     |
| <input type="checkbox"/> 07 Profound complex difficulties     | <input type="checkbox"/> 13 Dyscalculia                                    | <input type="checkbox"/> 95 Other medical condition                |
| <input type="checkbox"/> 08 Social and emotional difficulties | <input type="checkbox"/> 14 Autism Spectrum Condition                      | <input type="checkbox"/> 96 Other learning difficulty              |
| <input type="checkbox"/> 09 Mental health difficulty          | <input type="checkbox"/> 15 Temporary disability after illness or accident | <input type="checkbox"/> 97 Other disabilities (please specify)    |

From the list above, please state which is your Primary/Most Significant Learning Difficulty/Disability

## 7. PREVIOUS EDUCATION AND QUALIFICATIONS

Highest level of qualification achieved to date

LEVEL	EXAMPLES	PLEASE TICK
Entry Level	• Certificates in Adult Literacy & Numeracy, Entry Level Functional Skills	<input type="checkbox"/>
Level 1	• Less than 5 GCSEs at grades A*-C/9-4. • Award/Certificate /Diploma Level 1 • NVQ Level 1 • Level 1 Functional Skills	<input type="checkbox"/>
Level 2	• Award/Certificate Level 2 • Level 2 Functional Skills	<input type="checkbox"/>
Full Level 2	• GCSE/O Level (5 or more at grades A*-C/9-4) • 1 A Level/2 or 3 AS levels • BTEC First Diploma, Level 2 NVQ • Level 2 Functional Skills • Level 1 Functional Skills	<input type="checkbox"/>
Level 3	• Award/Certificate Level 3	<input type="checkbox"/>
Full Level 3	• 2 or more A Levels/4 or more AS Levels • NVQ Level 3 • National Diploma/Diploma Level 3 • Access to HE	<input type="checkbox"/>
Level 4	• HNC, Certificates of Higher Education, Teaching Qualifications (PTLLS), NVQ Level 4	<input type="checkbox"/>
Level 5	• Foundation Degree, HND	<input type="checkbox"/>
Level 6	• Bachelor's Degree	<input type="checkbox"/>
Level 7+	• Masters, PGCE, PHD	<input type="checkbox"/>
Other Qualifications		<input type="checkbox"/>
No Previous Qualifications		<input type="checkbox"/>

Highest English & Maths qualifications achieved to date

LEVEL	ENGLISH	MATHS
GCSE (Specify Grade)		
Functional Skills Level 2	<input type="checkbox"/>	<input type="checkbox"/>
Functional Skills Level 1	<input type="checkbox"/>	<input type="checkbox"/>
Functional Skills Entry Level 3	<input type="checkbox"/>	<input type="checkbox"/>
Functional Skills Entry Level 2	<input type="checkbox"/>	<input type="checkbox"/>
Functional Skills Entry Level 1	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>
Please state which School/College you previously attended		
For Office Use Only: Signature:	PLR Checked	<input type="checkbox"/>

## 8. COURSE DETAILS

COURSE CODE	COURSE TITLE	GROUP	START DATE	EXPECTED END DATE	HOURS	FEES

Total Fees:

## 9. YOUR EMPLOYMENT STATUS PRIOR TO STARTING YOUR COURSE

**IN PAID EMPLOYMENT** (If you ARE in paid employment, please answer the following)

Are you self-employed? Yes  No

How many hours do you work on average per week?

0-10 hours per week  11- 20 hours per week  21-30 hours per week  More than 31 hours per week

**LENGTH OF EMPLOYMENT** (Please tick one)

Up to 3 Months  4-6 Months  7-12 Months  More than 12 Months

**NOT IN PAID EMPLOYMENT** (If you are NOT in paid employment, please answer the following)

- I am looking for work and available to start work  
 I am not looking for work and/or not available to start work

**LENGTH OF UNEMPLOYMENT** (Please tick one)

Less than 6 Months  6-11 Months  12-23 Months  24-35 Months  More than 36 Months

**I HAVE BEEN IN FULL TIME EDUCATION OR TRAINING JUST PRIOR TO ENROLLING**

## 10. ENROLMENT REASON (students aged 19+)

Please tick your main reason for enrolling on this course:

- Engaging and/or building confidence  
 Preparation for further learning  
 Preparation for employment  
 Improving essential skills (English, ESOL, maths, digital)  
 Equipping parents/carers to support children's learning  
 Health and well-being  
 Developing stronger communities

## 11. EQUALITY, DIVERSITY AND INCLUSION INFORMATION

We collect information on age, sex, gender, sexual orientation, disability, religion, and ethnic origin to monitor our performance on equality and diversity. All information provided will be treated in the strictest confidence.

### 11a. GENDER IDENTITY

This is how you choose to identify yourself.

- Female  
 Male  
 Non-binary  
 Trans Female  
 Trans Male  
 Other  
 Prefer not to say

### 11b. RELIGION

- Agnostic  
 Buddhist  
 Christian  
 Hindu  
 Jewish  
 Muslim  
 Sikh  
 No Religion  
 Other  
 Prefer not to say

### 11c. SEXUALITY

- Heterosexual/straight  
 Gay/Lesbian  
 Bisexual  
 Pansexual  
 Asexual  
 Prefer not to say

## 12. PRIVACY NOTICE

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

## PRIVACY STATEMENT

East Sussex College will collect and process your personal data under GDPR Article 6e (Public Task) in order for us to carry out our public task of providing education and training. Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However the college will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys or annual satisfaction surveys. Further Information relating to this can be found at:

[www.escg.ac.uk/documents/policies/learner-privacy-statement/](http://www.escg.ac.uk/documents/policies/learner-privacy-statement/)

## 13. PAYMENT DETAILS

The College's Tuition Fee Policy sets out in detail the circumstances under which tuition fees are due and when they can be refunded.

[www.escg.ac.uk/docs/policies/tuition-fee-policy](http://www.escg.ac.uk/docs/policies/tuition-fee-policy)

### 14. FOR OFFICE USE ONLY

#### 14a. FEE WAIVERS/REDUCTIONS

Please attach appropriate Declaration form

- 16-19 Funding (inc. those aged 19-24 with EHCP)
- English, Maths and Digital
- Level 2 Entitlement
- Level 3 Entitlement
- Level 1/2 Local Flexibility and below the earnings threshold
- Level 3 FCFJ and below the earnings threshold
- Entitled to 10% reduction – tuition fees only (complete section 14b)
- Fees to be paid (complete section 14b)

#### 14b. STUDENT PAYMENT

- Direct Debit/Instalment Plan
- Student Loan (Already in receipt of)
- Credit/Debit Card
- Cash
- Cheque (payable to ESCG)
- Invoice (Employer Only)
- Applied for Advanced Learning Loan/HE Loan

Loan Application ID

Contact us on: 030 300 39699

Please return this form to the relevant campus:

Station Plaza, Hastings, TN34 1BA  
Ore Valley, Hastings, TN34 3TT  
Cross Levels Way, Eastbourne, BN21 2UF  
Mountfield Road, Lewes, BN7 2XH  
Marine Workshops, Railway Quay, Newhaven, BN9 0ER

## 15. LEARNING AGREEMENT

In enrolling at the College, you agree:

- That you have received appropriate advice and guidance on your choice of programme to assess your suitability in accordance with ESCG procedures.
- To accept responsibility for your own learning and to review your progress with the support of your tutor(s). To attend all required activities regularly and punctually and to account for any absences.
- To always abide by the College Values and the Student Code of Conduct.
- To take responsibility for maintaining an acceptable standard of behaviour at college and whilst engaged in activities associated with ESCG.
- To agree to have your photograph taken for your college ID badge and to wear this badge visibly whilst on campus.
- To complete all your work to the best of your ability and within specified deadlines, as required by your programme.
- To follow and respect published College policies, rules and regulations, copies of which are available on the ESCG network.
- That the information on this Enrolment Form/Learner Agreement is correct and that you will inform the College of any future changes.
- To look after all resources during use and to make sure they are properly issued and returned on time.
- To pay all fees due to ESCG within the time scale agreed at enrolment.
- To comply with copyright laws and licences regarding the copying of resources including DVDs and audio.
- If you are under the age of 19 in the current year we will share relevant information, all academic year, about your studies with your parent/guardian.
- We will share information about your studies with your employer if they are paying your fees.
- The College may pursue students for their examination fees if they fail to attend their examinations.
- You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

#### Marketing/Photography & Videography

On occasions the college will create marketing assets using photography or videography featuring students - by ticking the below box you consent to be photographed/filmed for use in course or college publicity to promote past/future events etc

I give my consent to be featured

Yes  No

Where did you hear about this course?

College Website  Course Guide  Social Media  Word of Mouth

By signing this form I confirm I have read the above information and declare that all details given are correct.

Student Signature

Date

Parent/Guardian's Signature (if student is under 16)

Date

ESCG Staff Signature

Print

Date

Ext.