

## Enrolment form for 'young students' and students with an Education, Health and Care Plan (EHCP)

As an adult college, we don't ordinarily enrol anyone that is under 19 years of age. However, we do make exceptions each year where it is considered appropriate, the course is not available elsewhere and there is a strong educational benefit to you attending the course at City Lit.

These exceptions are limited to these subject areas:

- Speech Therapy: [speechtherapy@citylit.ac.uk](mailto:speechtherapy@citylit.ac.uk)
- Centre for Deaf Education (for BSL courses for Deaf people): [deafeducation@citylit.ac.uk](mailto:deafeducation@citylit.ac.uk)
- Lipreading: [lipreading@citylit.ac.uk](mailto:lipreading@citylit.ac.uk)
- Universal Skills (for English, Maths and Digital Skills courses for Deaf people): [universal.skills@citylit.ac.uk](mailto:universal.skills@citylit.ac.uk)

We are not able to consider any application outside of these areas.

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### Your details

First name

Surname

Middle name

Preferred name

Male      Female      Other

Date of birth\*

Telephone

Email

\* If you are authorised to attend the course, you will need to send or bring proof of your age before we enrol you on the course.

Do you have an Education Health Care Plan (EHCP)?

Yes      No

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### Course you want to attend

Course code and title:

Course start date:

Tell us why you want to study this course at City Lit and not elsewhere (i.e. your local FE college).

## City Lit office use

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### Departmental authorisation

For 'young students aged 16-18', as defined in our 16-18 Student policy.

What are the risks to young people? Consider any mitigation that could be applied.

|  |  |
|--|--|
| a) Course content<br>(e.g. subject matter, images) |  |
| b) Equipment/ processes                            |  |
| c) e-safety  |  |
| d) Off-site activities                             |  |
| e) Personal contact                                |  |
| f) Other   |  |

Check tutor DBS status with the HR team.

Decision:

Name of authoriser

Date

Signature of DSL or DDSL

Date

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### Students with an Education Health and Care Plan (EHCP)

Does the student have an EHC plan?

If the student indicated they have an EHC plan on the first page of the application form, please forward this form to the AIS team to arrange the appropriate support before the enrolment can be completed.

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### Customer engagement team

ID checked

CET staff signature

Date