

Confidential Reference Form

Dear Referee,

In order for us to proceed with the application, we would appreciate it if you could complete this confidential reference form. Please be assured that any information that you share will be kept confidential.

Full Name of Student:	
Date of birth:	
Gender:	
Name of school:	
Country/ City:	
Current Year/ Group:	
Date of admission to your School:	
Name of Referee:	
Position held by Referee:	

Section A - Academic

Please fill in the sections with a tick in the box that best describes the applicant

Description	Excellent	Good	Average	Below Average
Number Skills				
Speaking & listening skills				
Writing skills				
Reading skills				
Class work completion				
Homework completion				
Attitude towards studies				

Punctuality %	
Attendance %	

Section B - Personal Social Development

Please fill in the sections with a tick in the box that best describes the applicant

Description	Excellent	Good	Average	Below Average
Motivation				
Self esteem				
Organisational skills				
Relationship with peers				
Relationship with teachers				
Maturity				
Self confidence				
Honest/ trustworthy				

Section C - Behaviour

Please fill in the sections with a tick in the box that best describes the applicant

Description	Yes	No	Please Specify
The pupil is able to work for an age-appropriate period of time			
Has had minor behaviour difficulties			
Has had major behaviour difficulties			
Has previously or currently been excluded or suspended from school			
Is currently on an individual behaviour plan (IBP)			

1. Behaviour inside the classroom Please comment on the ability to follow rules, respect of peers and teachers.

Please also state the number of detentions, suspension or exclusions if any:

2. Behaviour outside the classroom Please comment on lunchtime and break behaviour.

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3. Attitudes To Learning eg: Motivation, ability to work independently/with others, homework and organisational skills.

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4. Extra Curricular involvement eg: Representing the school, sport, drama, music and art etc.

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5. Additional Comments: Family background, support at home or any issues that may be of concern. If you would like to give us further information over the phone please comment here.

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Your Telephone Number:	
Best Time To Call:	
Email Address:	
Signature:	
Date:	

Thank you for your support in completing the reference form. Can you please email the reference form back to admissions@ncbis.co.uk in the subject of your email please write "reference for (insert the student's name) from (insert your school name)"