

Guide to Completing the Newbattle Abbey College Online Application Form

This step-by-step guide will help you complete your application form accurately and with ease. Please read all instructions carefully before starting. If you have any questions, contact the College at studentadmin@nac.ac.uk.

Privacy and Consent

- Read the College's Data Protection Policy (link found on website).
- Understand how your data will be used, stored, and shared.
- If you have questions about your data, contact the Data Protection Officer at DPO@nac.ac.uk.

Personal Details

- Enter your email address (twice to confirm).
- Provide your forename and surname.
- Indicate if you have ever used a different name.
- Select your title and enter your date of birth in the format dd/mm/yyyy.

Contact Details

- Enter your home address. You can search for your address or enter it manually.
- Provide your home telephone, mobile number, and (if known) your Scottish Candidate Number.

Emergency Contact

- Provide the name, relationship, phone number, and email address of your emergency contact.
- By completing this section, you consent to the college contacting this person if necessary.

Further Details

- Note: You must provide your own laptop/device for studies. In some cases, loan laptops are available—indicate here if you wish to apply for one.

Residency & Funding

- Indicate if you wish to apply for on-site student accommodation.
- Provide your nationality and whether you have lived in Scotland since birth.

Employment/Education Status

This section asks about your current work or study situation and your educational background. Here is how to complete each part:

1. Employment or Education Status

- Choose the option that best describes what you are doing right now. Options might include: “School Pupil”, “College Student”, “Employed Full-time”, “Employed Part-time”, “Unemployed”, or “Other”.

2. Most Recent School

- Enter the name of the last school, college, or educational institution you attended.
- Indicate if you are still attending this school.

3. Highest Qualification Held

This refers to the most advanced official qualification you have completed or are currently studying for. Most students obtain these qualifications during their time at high school or college. Here are some common examples, and when you might gain them:

- **National 5s:** Usually taken in S4 in Scotland, similar to GCSEs in England.
- **Highers:** Typically studied in S5/S6 in Scotland. These are the main entry qualifications for Scottish universities and colleges.
- **Advanced Highers:** Taken in S6 (final year of school) in Scotland for further specialisation.
- **GCSEs:** Taken in England, Wales, and Northern Ireland, usually at end of Year 11.
- **A-levels:** Studied in England, Wales, and Northern Ireland after GCSEs. Main university entrance qualification.
- **HNC/HND:** Higher National Certificate/Diploma, usually taken at college after school.
- **BTEC:** Vocational qualifications, usually taken in further education colleges.

- **Other:** Includes international qualifications, vocational certificates, or any other awards not listed above.

Example:

- If you are currently in S6 and have passed National 5s and Highers, but are sitting Advanced Highers this year, your highest qualification might be Highers.
- Select your highest qualification from the list. This could be, for example:
 - National 5s
 - Highers
 - Advanced Highers
 - A-levels
 - HNC/HND
 - BTEC
 - GCSEs
 - Other (if your qualification is not listed, choose “Other” and specify)

Highest Qualification: National 5s

This means that, at the time of filling in the form, the most advanced qualification the student has already achieved is National 5s.

Number of Highers at A–C: 2

This line tells the college how many Highers the student has passed (at grades A, B, or C). Highers are typically taken in S5 or S6 (ages 16–18). In this example, the student has already passed 2 Highers, which is a step above National 5s, but they may not yet have completed enough Highers to make it their “highest qualification” overall (for example, if they are still working toward more Highers in the current year).

Number of National 5s at A–C: 5

This is the total number of National 5 qualifications the student passed at grades A–C.

Other Qualifications: National 4 Maths (Expected, June 2026)

This shows an additional qualification the student expects to achieve soon—in this case, National 4 Maths.

Why is “Highest Qualification” National 5s if they have some Highers?

- The “Highest Qualification” field usually refers to the main, completed set of qualifications. If the student has only achieved a small number of Highers so far (say, they just completed S5 and did two Highers), but most of their awards are at National 5 level, they might still write “National 5s” as their highest completed set.
- Alternatively, if the student has already completed several Highers, they might list “Highers” as their highest qualification. If you are currently studying for Highers but haven’t got your results yet, you should write “National 5s”.

In summary:

- “Highest Qualification” is the main level you have fully completed.
- The “Number of Highers at A–C” gives the exact number of Highers you have passed, even if it’s just a few.
- “Number of National 5s at A–C” gives the number of National 5s you have passed.
- If you are still studying for further qualifications, mention them as “predicted” or “expected.”

Example for Clarity:

- If you have 5 National 5s (all passed), and you sat 2 Highers last year (both passed), and you’re sitting 3 more Highers this year (awaiting results), you might write:
 - Highest Qualification: National 5s
 - Number of Highers at A–C: 2
 - Number of National 5s at A–C: 5

4. Exam Results

In this part, you are being asked to list the number of exam passes you have achieved (or expect to achieve) in your main school qualifications. These include Highers, National 5s, A-levels, or GCSEs, depending on where you went to school. You do not need to list every subject—just the total number you earned at each grade range.

What should I put here?

- **Scottish students:**
 - Count how many Highers you have passed at grades A, B, or C (these are exams usually taken in S5/S6).
 - Count how many National 5s or Standard Grades you passed at A–C (usually taken in S4).
 - If you have A-levels or other qualifications, list those too.
 - If you are waiting for your results, put your predicted grades (the grades your teachers expect you to get).
- **England, Wales, Northern Ireland:**
 - List the number of A-levels you have or expect to have (grades A–E).
 - List the number of GCSEs you have at grades A–C, and at D–E.
 - Use your predicted grades if you haven't taken the exams yet.

Example 1: Scottish Student

- Number of Highers at A–C: 4
- Number of National 5s at A–C: 6
- Number of Highers (predicted this year): 2

Example 2: English Student

- Number of A-levels at A–E: 2 (one more predicted)
- Number of GCSEs at A–C: 8
- Number of GCSEs at D–E: 1

Tip: If you are not sure about your grades, check your exam certificates or ask your school for help (if you can).

5. Other Qualifications

- Add any other full qualifications that you have achieved or expect to achieve, such as:

- National Units
- SVQs
- Certificates or Diplomas
- International qualifications

Example:

- Employment Status: School Pupil
- Most Recent School: Dalkeith High School
- Still Attending: Yes
- Highest Qualification: National 5s
- Number of Highers at A–C: 2
- Number of National 5s at A–C: 5
- Other Qualifications: National 4 Maths

Be as accurate as possible. If you are unsure about your qualifications, check your certificates or ask your school/college for details.

Equality Data Monitoring

- Complete the equality and diversity questions honestly. This helps the College ensure fairness and support services.
- You may answer “Prefer not to say” for any sensitive questions.
- Indicate if you have disabilities, caring responsibilities, or care experience.
- Provide information about your household, accommodation, and other relevant circumstances.
- Answer questions about your ethnicity, religion, sexual orientation, gender, and language skills.
- Disclose any unspent criminal convictions if applicable (see guidance in the form).

References & Personal Statement

- Enter contact details for at least one referee (teacher, employer, or group leader). Make sure you have their permission.

- Write a personal statement explaining why you have chosen your course and your relevant experience, skills, and motivations.

Check and Complete

- Review all information entered for accuracy.
- Submit the form by clicking the “SUBMIT” button and wait for the confirmation message.
- Your application will not be processed unless you submit the form properly.

What Happens Next?

- You will receive an invitation to an information session and informal interview via email.
- If you do not hear from the College within 1 month, email studentadmin@nac.ac.uk for an update.

Key Reminders:

- Double-check your information before submitting.
- Have your referee’s details and personal statement ready before you begin.
- Answer all required questions—sections may not let you proceed if incomplete.

For further details about privacy and the application process, visit the [College website](#).

This guide is designed to make your application process smoother. Good luck with your application to Newbattle Abbey College!