

Guidance for children & young people with an EHCP applying for post-16 education

Guidance for admission in September 2019

Introduction

We know that deciding what to do after leaving school and preparing for adulthood can be an anxious time for young people and their families. The aim of this booklet is to provide you with an overview of what options are available to you after Year 11, how to apply for them and where to find more information.

All young people have to participate in some form of education or training until they are 18, however after Year 11 there are lots of different options available which you should explore, including:

- Staying at your current school if it has a sixth form
- Going to your local Further Education college
- Supported Internships or Apprenticeships
- Moving to a specialist provision
- Full-time employment or volunteering (of 20 hours or more per week, combined with accredited part-time education or training)

Your SEND caseworker can help you think about these options and what is right for you. There is also a [16+ Route Planner](#) on the Local Offer website to help you.

It is important that you visit any school or college that you are interested in during Year 10 and Year 11 and that you follow their application process.

Note:

Pupils or students under 16 are normally referred to as 'children.' During this process each child will be turning 16 and they would then be referred to as a 'young person.' We ask that parents/carers submit the application on behalf of their child, however we would encourage you to involve your child in making any decisions about their future.

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1. What options are available?

All young people are encouraged to stay in education or work-based training until they are 18, however after Year 11 there are lots of different options available which you should explore. The option you choose may affect what you can do next, and what jobs are available to you in future, so it is important that you spend time thinking about these and discuss the options with your parent/carer, teachers and SEND Caseworker.

I would like to stay at my current school, or go to another sixth form

If your current school has a sixth form, then you can apply to continue on to year 12. If your school finishes at year 11, then you can apply to a sixth form at a different school.

The sixth form could be in a mainstream or specialist school. Most young people with special needs can have their needs met in a mainstream school or college, however some will need more specialist provision. The most suitable provision for your needs will have been discussed at your annual review.

Schools and Colleges offer a range of academic and vocational courses to suit individual interests and needs. All Schools and Colleges publish prospectuses showing the courses they offer and these can also be found on their websites.

For information on how to apply for a year 12 place, please see page 9.

If you would like to go to a Further Education or Sixth Form college

Colleges and Sixth Forms offer a wide range of academic and vocational courses and have supported learning staff to ensure students receive the support they need so succeed at college. The majority of young people with an EHCP will attend their local FE College or Sixth Form with arrangements in place to ensure their needs are met and they are able to work towards their goals for adult life.

Many colleges have their own Supported Learning Departments where students learn in small groups with specialist teachers. Supported Learning Departments offer a wide range of courses e.g. Employability, Life Skills and Vocational Preparation. They are usually offered at Entry Levels 1 to 3 and can be a stepping stone to Level 1 courses. Additional Learning Support is available, including 1:1 support in class and during break times if needed. Supported work experience may also be offered as part of the curriculum. Further Education courses normally run for one to three years.

As a stepping stone to employment, in the final year of their college education students may participate in a Surrey Supported Internship, where they have a one year supported work placement alongside a one day per week study programme at college. The EHC Plan is maintained whilst students are on the Supported Internship to ensure they receive the support they need in college and in the workplace. Information about Supported Internships is available on our Local Offer.

Students may progress onto an Apprenticeship following a college course. This is a national scheme which combines practical training in a job with study. It is available at various levels including: Intermediate (GCSE) and Advanced (A Level) and Higher/Degree. They usually take 1 to 5 years to complete depending on the level. Apprenticeships can be accessed either at colleges or locally via the Government website:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Further Education and Sixth Form colleges are run independently and each offer different types of courses and have their own admissions process. It is important that you contact colleges you are interested in to discuss the courses available, the support they can offer you and how you apply. Contact details for colleges can be found on the Local Offer website.

2. What you need to know:

- At your Year 10 Annual Review there will be a discussion about preparing for adulthood, including employment, independent living and participation in society. You will have the opportunity to discuss with school staff and your SEND Caseworker, suitable options and choices for your child's next phase of education or training.
- You must complete the online application form, specifically for pupils with an EHCP, even if you would like to go to the Sixth Form at your current school or a different school, or if you would like to go to College.
- You will be able to submit up to three preferences which can include Further Education Sixth Form, Colleges, and specialist provision, in or outside of Surrey. You can apply for both sixth form and college if you are unsure what you want to do.
- Colleges have their own application process. The Local Authority will ask whether your Special Educational Needs can be met by the College and help to ensure the right support is in place for you, however we cannot allocate places. You will therefore need to apply directly to any colleges you are interested in.
- We will contact each of your preferred schools/colleges for a view on whether they can meet your needs, along with your nearest appropriate provision if this was not one of your preferences.
- Places will be proposed in accordance to the SEND Code of Practice:
 - the school/college is suitable to the young person's age, ability, aptitude or SEN
 - the placement would be compatible with the efficient education of the other young people with whom you would be educated,
 - the placement would be compatible with the efficient use of resources.
- If you are asking the Local Authority to consider a post-16 specialist provision placement, evidence will be required to indicate that the pupil's needs warrant such a placement and having regard to the Code of Practice criteria listed above.
- You will be given the opportunity to make representations and to discuss any queries you have with your caseworker about the proposed school/college or the content of the EHCP. At this stage the proposed college will not be shown on the draft EHCP.

2. Timetable

When?	What happens?
From September 2017 until May 2018	At the Year 10 Annual Review the school will help you think about next steps when your child finishes Year 11 and discuss what type of provision could best meet their needs. You may have also discussed this at the Year 9 Annual Review.
By end of Summer term	We recommend that you visit any colleges, sixth forms and specialist provisions you are interested in, with support from your child's current school SENCO or other relevant professional if necessary. If you have any queries about post-16 provision please contact your SEND Caseworker.
End of June 2018	Online preference form opens. You can submit up to three preferences which can include colleges, sixth form and specialist provision. The Local Authority will contact each of your preferences plus the nearest appropriate placement if that is not one of your preferences, for a view on whether they can meet your needs. <i>If you are submitting a preference for a college, you must also apply directly to the college and follow their application process.</i>
30 th September 2018	Online preference form closes.
November – December 2018	Specialist provision places are allocated.
Autumn term 2018	If you are interested in attending a college, you must apply directly to them during the Autumn term.
End of Autumn term / beginning of January	An Amendment Notice and your child's Draft EHCP will be sent to you with a letter identifying any changes and stating the intention to name the allocated post-16 provision in Section I of the EHCP. At this point, you have the right to request that we consult with a particular post-16 provision.

<p>End of Autumn term / beginning of January 2019</p>	<p>Formal consultation – we send your child’s draft EHCP to the school/college you have been allocated a place at and they confirm that they can meet your needs.</p>
<p>15th February 2019</p>	<p>Your child’s EHCP is finalised and issued if they will be attending a school.</p>
<p>31st March 2019</p>	<p>Your child’s EHCP is finalised and issued if they will be attending a college.</p>

4. Applying for Sixth Form (mainstream or specialist)

4.1 Completing the preference form

- The online application form is available on the Surrey County Council website. If you require a paper copy please speak to your child's caseworker. Please ensure you complete the form for children with an EHCP.
- Please enter your child's details, including the reference number you have been sent. If you do not have this reference number please contact your child's caseworker.
- State the names of the schools you wish to submit a preference for, starting with your most preferred school.

If you would like to attend a college, ***you must also apply directly to the college as they will have their own admissions process.***

- If your child has a sibling on roll at any of your preferences, and will still be in attendance in September 2019; you need to put the name and date of birth of the sibling in the boxes next to the relevant school name.
- Insert any information you think is relevant to your preference(s), for example if your child is a twin, and you would ideally want them to attend the same school then please provide the details of their twin.
- Complete the parent/carer details in full.

Child's home address:

When you complete the preference form, the address you supply for your child must be their current permanent place of residence, usually the parents' address.

- If the parents do not live together, the address is where the child spends most of their time usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- You should not use a business, relative's or carer/childminder's address.
- We will not accept a temporary address if the main carer of the child still owns or rents a property that has previously been used as a home address, nor if we believe it has been used to obtain a school place when an alternative address is still available to that child.
- An application can only be made from one address, and only one application per child can be made.

- If you move house during the application process please inform your caseworker as soon as possible, with proof of your new address.

If a school is allocated on the basis of an address that is subsequently found to be different from the child's normal permanent home address, then that place may be withdrawn.

Siblings:

Please note on the application form if your child already has a sibling currently attending a school you have expressed as a preference. Providing the school is also suitable for the needs of your child currently applying, this will be taken into account when the Local Authority allocates places.

Siblings are defined as:

- Brother or sister with the same parents whether living at the same address or not.
- Half brother or sister living as part of the same family unit at the same address, Monday to Friday.
- Adopted or fostered brother or sister living as part of the same family unit at the same address, Monday to Friday.
- Step brother or sister living as part of the same family unit at the same address, Monday to Friday.

Looked After & Previously Looked After Children:

Looked after children are those who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989(a) at the time an application for a school is made, for example, children who are fostered or living in a children's home.

Previously looked after children are those who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).

Exceptional Circumstances:

If you wish to apply under a school's exceptional medical or social criteria you must provide relevant information, including medical evidence, to support your case at the time of your application.

The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence

must confirm the circumstances of the case and must demonstrate why the child should attend a particular school and why no other school could meet the child's needs. If you are applying for exceptional priority for a school that is not your nearest, you must explain why nearer school cannot meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

If you do not submit a completed preference form:

It is important that you submit an application form so we know which school(s) you would like the Local Authority to consider for your child. Where no preference has been submitted the Local Authority will approach your child's nearest appropriate school.

4.2 How we allocate places in specialist provision

School places are allocated in accordance with the Children and Families Act 2014, which requires the Local Authority to take into account the child's special educational needs, parental preference and the formal view of the schools requested before making a decision.

Places will be allocated based on parents' preference wherever possible, unless:

- the school is unsuitable for the child's age, ability, aptitude or SEN
- the placement would be incompatible with the efficient education of the other children with whom your child would be educated, and
- the placement would be incompatible with the efficient use of resources.

If there are more applications than the setting can accommodate, then places will be allocated on an individual needs led basis.

4.3 Notifying you of the school we are proposing to name

At the end of the autumn term we will send you an Amendment Notice, a copy of your draft EHCP and a letter stating the intention to name the allocated provision in Section I of the EHCP.

At this point, you have the right to request that we consult with a particular school/college, or to request any other amendments to the EHCP.

We will also send your draft EHCP to the allocated provision. This is the formal consultation where they are asked to confirm that they can meet your needs.

4.4 Representation

You will have the opportunity to speak to or meet with your SEND caseworker before the EHCP is finalised.

If you have concerns or questions about the content of your EHCP or the provision that has been allocated, your caseworker can work with you to resolve any issues and identify a best way forward.

If you disagree with your EHCP, you have the right to request independent mediation and subsequently appeal to a SEND tribunal. Details of this process will be provided to you with the final EHCP.

5. Applying for College

5.1 Completing the preference form

- The online application form is available on the Surrey County Council website. If you require a paper copy please speak to your child's caseworker. Please ensure you complete the form for children with an EHCP.
- Please enter your child's details, including the reference number you have been sent. If you do not have this reference number please contact your child's caseworker.
- State the names of the colleges you wish to submit a preference for, starting with your most preferred college.

Please note that you must also apply directly to the college as they will have their own admissions process.

- If your child has a sibling on roll at any of your preferences, and will still be in attendance in September 2019; you need to put the name and date of birth of the sibling in the boxes next to the relevant college name.
- Insert any information you think is relevant to your preference(s), for example if your child is a twin, and you would ideally want them to attend the same college then please provide the details of their twin.
- Complete the parent/carer details in full.

Child's home address:

When you complete the preference form, the address you supply for your child must be their current permanent place of residence, usually the parents' address.

- If the parents do not live together, the address is where the child spends most of their time usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- You should not use a business, relative's or carer/childminder's address.
- We will not accept a temporary address if the main carer of the child still owns or rents a property that has previously been used as a home address, nor if we believe it has been used to obtain a school place when an alternative address is still available to that child.
- An application can only be made from one address, and only one application per child can be made.

- If you move house during the application process please inform your caseworker as soon as possible, with proof of your new address.

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Please note on the application form if your child already has a sibling currently attending a school you have expressed as a preference.

Siblings are defined as:

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Looked After & Previously Looked After Children:

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Previously looked after children are those who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).

Exceptional Circumstances:

If you wish to apply under exceptional medical or social criteria you must provide relevant information, including medical evidence, to support your case at the time of your application.

The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must demonstrate why the child should attend a particular college and why no other college could meet the child's

needs. If you are applying for exceptional priority for a college that is not your nearest, you must explain why a nearer college cannot meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular college.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular college.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

If you do not submit a completed preference form:

It is important that you submit an application form so we know which school or college you would like the Local Authority to consider for your child. Where no preference has been submitted the Local Authority will approach your child's nearest appropriate provision.

5.2 Notifying you of the college we are proposing to name

During the spring term we will send you an Amendment Notice, a copy of your draft EHCP and a letter stating the intention to name the college in Section I of the EHCP. At this point, you have the right to request that we consult with a particular institution, or to request any other amendments to the EHCP.

We will also send your draft EHCP to the allocated provision. This is the formal consultation where the institution is asked to confirm that they can meet your needs.

5.3 Representation

You will have the opportunity to speak to your caseworker before the EHCP is finalised.

If you have concerns or questions about the content of your EHCP or the provision that has been allocated, your caseworker can work with you to resolve any issues and identify a best way forward.

If you disagree with your EHCP, you have the right to request independent mediation and subsequently appeal to a SEND tribunal. Details of this process will be provided to you with the final EHCP.

6 Travel Assistance

It's important to be aware that whilst you are free to choose whichever school/college you want, this may affect whether you are eligible for travel assistance.

The majority of students with an EHCP can travel to school/college independently using public transport. However, there may be circumstances where a young person cannot travel independently and they may be eligible for Travel Assistance.

For more information about the Travel Assistance policy please click [here](#)

If you would like to speak to someone about the Travel Assistance Policy or if you are applying for travel assistance in the 2019/20 academic year, please contact the SEND Travel Assistance Team:

- Email: sendtravel.assistance@surreycc.gov.uk
- Tel: 0300 200 1004

7 Advice and support services

You can contact Surrey SEND Information, Advice and Support Service (SSIASS) for further information and advice on the process at any time:

- Tel: 01737 737 300
- Email: ssiass@surreycc.gov.uk
- Website: sendadvicesurrey.org.uk

8 Additional help

Your local authority SEN teams are responsible for the formal statutory assessment process, the issuing of EHCPs and appropriate educational placements. The teams each cover a specific area of Surrey, and look after arrangements for young people living in that area. You can contact the relevant team for you on:

South East team	(Mole Valley, Reigate & Banstead, Tandridge)	01737 737990
South West team	(Guildford, Waverley)	01483 517890
North East team	(Elmbridge, Epsom & Ewell, Spelthorne)	01737 737940
North West team	(Runnymede, Surrey Heath, Woking)	01483 518110

SSIASS provides independent and impartial advice and support to parents/carers of children with special needs on issues concerning parents/centres in their dealings with the authority and with schools.

SSIASS 01737 737300
<http://www.sendadvice.surrey.org.uk/>

If you have a sight difficulty or any other support needs and need help reading this booklet or filling in the form, please phone:

Surrey Schools and Childcare Service
0300 200 1004

Minicom: 020 8541 9698 Fax: 020 8541 9575

If English is not your first language, and you have difficulty understanding this document and would like help translating it into any language, please contact the Working Interpreting Translating Service Linkline on 01483 750970.

اگر آپ کچھ پوچھنا یا ہماری سروسز کے بارے میں جانتا چاہتے ہیں اور آپ کسی سے اردو یا پنجابی میں بات کرنا چاہتے ہیں تو آپ ہمارے ممبرانی ولس کی لنک لائن 01483 750548 پر رابطہ کریں۔ آپ اپنا نام اور ٹیلی فون نمبر چھوڑیں کوئی آپ سے رابطہ کرے گا۔

اگر آپ کو اس دستاویز کے کسی بھی حصے کو سمجھنے میں مشکل پیش آرہی ہے اور آپ کو اردو / پنجابی میں مدد درکار ہے تو آپ ہمارے ممبرانی ولس کی لنک لائن 01483 750548 پر رابطہ کریں۔ آپ اپنا نام اور ٹیلی فون نمبر چھوڑیں کوئی آپ سے رابطہ کرے گا۔

Se avete dei quesiti o volete delle informazioni riguardanti i nostri servizi, e desiderate parlarne con qualcuno in italiano, siete pregati di contattare WITS LinkLine al numero: 01483 750548. Lasciate il vostro nome e numero di telefono e sarete richiamati.

如閣下對此文件有任何疑問，希望用中國語解答，請電 WITS Linkline 01483 750548，留下姓名和電話號碼，我們將會回電給你。

Si tiene algun requerimiento o le gustaria obtener informacion sobre nuestros servicios y quisiera hablar con alguien en español, por favor contacte al WITS LinkLine Tefno: 01483 750548. Deje su nombre y número telefonico y alguien se contactará con usted.

Se trovate alcune parti di questo documento difficili da capire e avete bisogno di un aiuto in lingua italiana, siete pregati di contattare WITS LinkLine al numero: 01483 750548. Lasciate il vostro nome e numero di telefono e sarete richiamati.

আপনার যদি আমাদের পরিষেবা সম্পর্কে আরও কিছু জিজ্ঞাসা থাকে বা আরও তথ্য পেতে চান এক কক্ষ সাথে বাংলা ভাষায় কথা বলতে চান তাহলে উইইউ - এ এই নম্বরে যোগাযোগ করুন : 01483 750548। আপনার নাম এক টেলিফোন নম্বর জানিয়ে দিন এক কেউ একজন আপনার সাথে যোগাযোগ করবেন।

Si encuentra difícil entender alguna parte de este documento y quisiera tener ayuda en español, por favor contacte al WITS LinkLine Tefno: 01483 750548. Deje su nombre y número telefonico y alguien se contactará con usted.

Nếu quý vị có những đừu thắc mắc hoặc muốn biết thêm chi tiết về những phục vụ của chúng tôi và muốn nói chuyện với một người nào đó bằng tiếng Việt xin vui lòng liên lạc với WITS LinkLine trên số điện thoại: 01483 750548. Quý vị để lại tên và số điện thoại của mình và chúng tôi sẽ liên lạc lại với quý vị.

ထိုကဲ့သို့သော မေးခွန်းများကို အကဲဖြတ်ပြီးနောက် ကျွန်ုပ်တို့၏ အကူအညီပေးမှုများကို အကဲဖြတ်ပေးမည်။ WITS LinkLine ညွှန်ကြားမှု နံပါတ် 01483 750548 ကို ဖုန်းဖြင့် ခေါ်ဆိုပါ။

如閣下有任何疑問，或想知道我們服務的資料，及用中國語解答，請電 WITS Linkline 01483 750548，留下姓名及電話號碼，我們將會回電給你。

Nếu quý vị không hiểu được bất cứ phần nào trong bản tư liệu này và muốn được giúp đỡ để có bản tiếng Việt xin vui lòng liên lạc với WITS LinkLine trên số điện thoại: 01483 750548. Quý vị để lại tên và số điện thoại của mình và chúng tôi sẽ liên lạc lại với quý vị.

Se precisar de qualquer esclarecimento ou pretender falar com alguém em português para mais informações sobre os nossos serviços, faça o favor de contactar a LinkLine do WITS através do Tel.no: 01483 750548. Deixe o seu nome e o número de telefone para que alguém possa entrar em contacto consigo.

আপনার যদি এই বক্তৃতার কোন অংশ বুঝতে অসুবিধা হয় এক বাংলা ভাষায় কোন সাহায্য পেতে চান তাহলে উইইউ - এ এই নম্বরে যোগাযোগ করুন : 01483 750548। আপনার নাম এক টেলিফোন নম্বর জানিয়ে দিন এক কেউ একজন আপনার সাথে যোগাযোগ করবেন।

Caso encontre qualquer dificuldade em compreender o conteúdo deste documento e quiera ajuda em português, deverá comunicar com o WITS pela LinkLine através do Tel.no: 01483 750548. Deixe o seu nome e número de telefone para que alguém possa entrar em contacto consigo.

Jeśli mają Państwo jakies pytania, lub chcieliby Państwo dowiedziec się o naszych uslugach i rozmawiać z kimś po polsku, proszę skontaktować się telefonicznie z WITS LinkLine pod numerem: 01483 750548. Proszę zostawić nazwisko i numer telefonu, i ktoś się z Państwem skontaktuje.

Jeśli trudno jest Państwu zrozumieć jakąs część tego dokumentu i chcieliby Państwo pomocy po polsku, proszę skontaktować się telefonicznie z WITS LinkLine pod numerem: 01483 750548. Proszę zostawić nazwisko i numer telefonu, i ktoś się z Państwem skontaktuje.

کہہ رہے ہیں کہ ہم نے اپنے لیے جو سروسز پیش کر رہے ہیں ان کے بارے میں پوچھنا یا ہماری سروسز کے بارے میں جانتا چاہتے ہیں اور آپ کسی سے اردو یا پنجابی میں بات کرنا چاہتے ہیں تو آپ ہمارے ممبرانی ولس کی لنک لائن 01483 750548 پر رابطہ کریں۔ آپ اپنا نام اور ٹیلی فون نمبر چھوڑیں کوئی آپ سے رابطہ کرے گا۔

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ထိုကဲ့သို့သော မေးခွန်းများကို အကဲဖြတ်ပြီးနောက် ကျွန်ုပ်တို့၏ အကူအညီပေးမှုများကို အကဲဖြတ်ပေးမည်။ WITS LinkLine ညွှန်ကြားမှု နံပါတ် 01483 750548 ကို ဖုန်းဖြင့် ခေါ်ဆိုပါ။

ان تہد المسعد في ترجمة أى جزء من هذه الوثيقة وتريد التعاون في اللغة العربية فأرجو ان تحصل بونس لك لان على التلغون: 01483 750548، سيجب اسمك ورقم التلغون وسيتصل بك أحد.

ان تہد ائى سوال أو تريد ان تتكلم مع أحد باللغة العربية فأرجو ان تحصل بونس لك لان على التلغون: 01483 750548، سيجب اسمك ورقم التلغون وسيتصل بك أحد.

अगर आपने कोई पूछना है या आप किसी से किसी में बात करना चाहते हैं तो कृपया WITS Linkline (WITS Linkline) को 01483 750548 पर संपर्क करें। अपना नाम और पता छोड़ दें और फिर आपको कोई वापस फोन करेगा।

अगर हम यहाँ पूछना है या किसी से किसी में बात करना चाहते हैं तो कृपया WITS Linkline (WITS Linkline) को 01483 750548 पर संपर्क करें। अपना नाम और पता छोड़ दें और फिर आपको कोई वापस फोन करेगा।