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Principal: James Tickle

7th December 2018

Dear Parent/Carer

As you are aware your son/daughter has started to apply for their post 16 provision. This has been a big step for our young people and we have been working hard to support them through the process with allocated time in school to do this. This letter is to clarify and formalise the process which we need to follow to meet the required participant age (RPA) government guidelines.

All young people must be in full-time education or training from 16 until 18; this could be an academic course, a vocational course or apprenticeship.

- The deadline for our students for making their academic or vocational applications is December 19th. This is an internal deadline to ensure applications can be thoroughly checked by staff to ensure they meet UCAS deadlines which is early January. This will allow students time to prepare for the interviews which will start mainly in the new year.
- We encourage students to make at least three choices as there is no guarantee they will get their first choice.
- Students who are applying for an apprenticeship through a college need to be aware that these are subject to colleges getting the places with employers so we have asked those students to have an alternative course as a 'back up'.
- Students who wish to apply for external apprenticeships (apprenticeships not through a provider) will find that these apprenticeships are advertised after Christmas but demand for these places are high so we recommend that they have an academic or vocational course as a 'back up'.
- Once students have made their applications they will be invited to either an interview or welcome day or possibly both. It is imperative that students attend these events to secure a place.
- To request time off for an interview/induction day please fill in the '**Exceptional Leave Form**' which can be found on the school website.
- Students will be notified if they have an offer. A conditional offer means if they achieve the required grades they will gain a place. They are not obligated to take that place though. They may be offered more than one place and then they are entitled to make a decision once they have their results in the summer.

What we need from your son/daughter:

- Tell their form tutor if they have made an application outside the UCAS Progress system and when they have received an offer
- Make us aware of any interviews/induction days so we can support them in this process.

We have also commissioned the work of the Prospects careers service to further support our students especially with apprenticeship applications after Christmas.

Yours sincerely

A handwritten signature in cursive script that reads 'Charlie Hardy'.

Ms Hardy
Associate Principal