

September 2019

Dear Parents/Carers and Students,

Arrangements for Progression for Year 11 Students

I am writing to you with information regarding the choices available for your son/daughter when they leave Oakmoor School at the end of Year 11.

All young people are required to continue in education or training until their 18th birthday. This does not mean staying in school; young people have a choice about how they continue in education or training post-16, which could be through:

- Full-time study in a school, college or with a training provider.
- Full-time work or volunteering, for at least 20 hours a week, combined with part-time education or training.
- An Apprenticeship or Traineeship.

In order to prepare our Year 11 students for the decisions ahead of them, all students have at least one individual interview with a careers adviser. Those students that need further support have follow up appointments. In addition to this, all students have followed a curriculum programme at the end of year 10, which was designed to explain their choices to them. We also have visits from a number of the local colleges.

All students are strongly encouraged to investigate colleges and the courses they offer. With recent changes to education, colleges now offer a wide range of academic and vocational courses and it is important for all students to be aware of the opportunities available. We strongly advise students and parents to take advantage of the many Open Evenings that are arranged by the Colleges, a list of these has been sent home and can also be found on our website. Students can apply to more than one college should they wish to keep their options open.

In the next few weeks, I will be going through the application process with students in detail.

COLLEGE APPLICATION FORMS

Application forms for most of the colleges can be found in the individual prospectus or on the colleges' individual websites. However, several colleges now prefer students to make on-line applications. The prospectus for most colleges will be available from school, although some colleges now operate a completely online version. Please check websites where you wish to view a particular prospectus, that we do not have in school.

Please ensure that forms are completed in full and any requested enclosures are submitted. All students have/will be given guidance and time in school to prepare a Personal Statement which can be used to help fill in their forms or can be attached to their applications where requested.

DEADLINES

We strongly advise students to complete their application forms as early as possible in the application window. The application window opens in September 2019 and runs to March 2020. Some colleges set a closing deadline for applications of December 2019. In this situation, applications received after this date will still be considered, but students will only be able to join the college if places are still available. College applications generally shut when a course is full and for very popular courses this can be as early as December. Popular courses in this category are Motor Vehicle, Hair and Beauty, Child Care and Construction, especially Plumbing. In order for all students to have a good chance of obtaining their preferred place, we expect all students to submit their applications by **Friday 6th December 2019** at the latest.

INTERVIEWS

Interviews for Alton College are held at Oakmoor School during school time and students will be advised of their interview date and time. Other colleges will contact students directly to arrange interviews as necessary. All students are advised to compile a Record of Achievement and take it to interview with them. Further advice on the Record of Achievement will be given later in the school year but as a minimum it should contain a copy of the student's Personal Statement and evidence of any achievements which the student is proud of e.g. certificates, attendance, photographs and/or newspaper cuttings.

Please note that interviews for specialist courses in the Performing Arts and Drama may require students to take part in an audition. For courses in Art and Design, students may be required to present a portfolio of their work.

Students are reminded that first impressions really do count and regardless of whether an interview is for college, a training placement or employment, they should ensure they are well presented, punctual and well prepared. Please support your child with this.

STUDENTS WISHING TO APPLY FOR APPRENTICESHIPS

Following an apprenticeship is a recognised route to combine college-based learning and work based experience. Places on these courses are very limited, so it is imperative to apply early. Advice appointments will be available to help students apply for apprenticeships in their chosen vocational sector and if your son/daughter is interested in following this path, I ask that you get them to come and see me to start this process as soon as possible.

Finally, students should remember that places offered at college and in employment may be conditional on achieving certain exam grades, and only in a very few circumstances are places guaranteed. In a small number of cases, colleges may feel unable to offer a place on a requested course. In this situation, please contact me so that, with the help of a Careers Adviser, we can find an appropriate alternative.

As a school, we are committed to helping your child follow the progression path which best fits their aspirations. If you have any questions concerning your son/daughter's future, please do not hesitate to contact me or your child's Academic and Pastoral Leader.

Yours sincerely

Ms. K. Lissoni
Assistant Headteacher