

TRANSITIONS OUT

TRANSITION TO A POST 16 PLACEMENT

EMPLOYMENT CO-ORDINATOR: HELEN DIGGLE

The following process is in place to support all pupils who are due to leave us at the end of Year 11:

Year 8

1. All pupils participate in employment talks within their class team which are arranged by the school Employment Co-Ordinator

Year 9

1. The school Employment Co-Ordinator attends the annual review in Year 9 to discuss our careers provision throughout Year 10 and 11

Year 10

1. Pupils take part in college placements arranged by the school Employment Co-Ordinator



2. Parents are advised to start looking for a Post-16 placement with their child



3. The school Employment Co-Ordinator will discuss suitable colleges and will advise pupils against colleges that will not meet their needs



4. All year 10 pupils will take part in visits to the following colleges:

- Arthur Mee
- Broomfield
- Roundhouse
- Sixth forms close to where pupils live

Other colleges will be explored based on the individual needs of pupils. These include:

- Key College Derby (YMCA)
- Burton College
- Freeman/Portland College (Residential College)
- Fountains Post-16
- Stanton Vale Post-16

See Careers and provider access policy for additional careers advice and guidance for pupils.

Year 11

1. All year 11 pupils will take part in their 2nd visit to their preferred colleges or post 16 destinations which were explored in Year 10



2. A final decision about where applications will be made to will be discussed between the school Employment Co-Ordinator and pupils/parents/carers. If an application is being made where the school Employment Co-Ordinator does not feel it is suitable/will be accepted then a 'back up' plan will be created and at least 2 applications will be made



3. College applications to be submitted before February half term. Parents or school can submit these applications based on the individual needs of the pupils.



4. The school Employment Co-Ordinator will chase any applications where decisions have not been made by pupils and/or parents and ensure that all applications are submitted by the end of February. The school Employment Co-Ordinator will support with applications if required



5. Pupils will be informed about interviews. The school Employment Co-Ordinator will attend if the pupils and parents/carers would like additional support



6. A place is offered



7. Parents will apply for transport if required



8. The school Employment Co-Ordinator will complete the relevant paperwork for the LA when received



9. Consultation process begins – all EHCPs will be reviewed and amended by 31st March



10. The school Employment Co-Ordinator will complete a transition plan



6. A place is rejected



7. The school Employment Co-Ordinator will work with the pupil and parents/carers to apply for another placement. Return to Step 5