



November 2020

Dear Parents/Carers

Re: Post 16 application process

We have now reached the time of year that your child should be considering their post-16 options with regards to the type of qualification, course, or type of training they would like to embark upon after they have completed year 11. They should also be considering which institution or provider they would like to attend in order to complete this. The majority of post-16 providers have already organised their virtual open evenings and events, which you can access from the safety of your own home, to provide an insight into what they offer and what life is like for students. Events commence today, Thursday 12 November, for some colleges. [More information can be found here.](#)

Over the next two weeks, we will be introducing year 11 students to the post-16 application process and how it will work. All students will be set up with an account and directed to use this via the '[Positive Steps @ 16](#)' website. They can use the website to search for different colleges and providers and find out about the courses that they are offering. The information on this website is up to date and is a working prospectus for students to use.

To enable the school to create an account for your child, we need to share the following information with First Media (the parent company behind 'Positive Steps @ 16' website) for the purpose of applying for post-16 education:

- Name
- DoB
- Gender
- Year group
- Predicted grades
- Exam results
- Email
- References

Other information will be uploaded by students including:

- Address
- Ethnicity
- Nationality
- Personal email
- Parental contact details
- Work experience
- Personal statement

To provide consent from **both yourself and your child** to use information in this way, please click on the link and complete the online form here <https://forms.gle/rFJwu1L6MdvRNNkw5>.

Please see the timeline below for information as to how we will oversee this process, share information and provide guidance on how to use the system for both students and parents/carers.

What will happen?	When will it happen?	Who is it for?
Online permission form for data sharing - distributed	Thursday 12 November 2020	Parent/carer and student



Online permission form for data sharing - deadline for completion	Monday 16 November 2020	Parent/carer and student
Data upload to First Media (eProspectus) / Positive Steps @ 16 website	Tuesday 17 November 2020	Brockington College
Assembly for year 11 students to explain how the website and application works	Friday 20 November 2020	Year 11 students
Distribution of username and passwords to year 11 during form time	Friday 20 November 2020	Year 11 students
Video demonstration of how the website and application process works Accompanying school demo PDF	Friday 20 November 2020	Parents/carers
Live Q&A session via Microsoft Teams - link distributed via email	Monday 23 November 2020	Parents/carers
Each college has its own deadline for applications; therefore, please note deadlines for your first, second and third choices carefully.	We would actively encourage students to apply as soon as they are able to.	Year 11 students

There will be additional support offered through our career's advisor and the pastoral team for those who would like or need additional time or support to research post-16 options and complete their applications.

If you have any queries about this process, please do not hesitate to contact me via email: sjh@brockington.leics.sch.uk or on 01162863722 via school reception.

Yours sincerely



Miss Sarah Heggs
Assistant Principal

