



September 2021

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 open evenings and events, [more information can be found here](#) and via the Brockington College website

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
- Unique Learner Number (ULN)
- Date of birth
- Legal gender
- Year and tutor group
- Predicted grades
- Attendance in year 10 and in year 11 to date
- Tutor reference – Please note that the reference data required includes information regarding:
  - Is this student a Looked After Child?
  - Is the student a parent or carer?
  - Does the student have an Education Health and Care Plan?
  - Has the student been Ever 6 eligible for free school meals?
  - Does the student have the Pupil Premium?
  - Student's likely support needs
  - Is the student expected to have a 'JCQ Form 8' for exam access arrangements in the summer?

Other information will be uploaded by students including:

- Address
- Gender identity
- Nationality
- School and/or personal email (personal email preferred)
- Home phone and/or mobile phone number
- 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.office.com/r/9jTHv5KfZP>. Please note that if we are unable to provide a complete set of data, then your son/daughter will not be able to apply through the Positive Steps @ 16 website. **Please complete the form by midday on Tuesday 5 October.**

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	Friday 1 October 2021	Parent/carer and student
Online permission form for data sharing - deadline for completion	Tuesday 5 October 2021	Parent/carer and student
Data upload to First Media (eProspectus) / Positive Steps @ 16 website	Wednesday 6 October 2021	Brockington College
Assembly for year 11 students to explain how the website and application works	Thursday 7 October 2021	Year 11 students
Distribution of username and passwords to year 11 during form time	Friday 8 October 2021	Year 11 students
Video demonstration of how the website and application process works	Friday 8 October 2021	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.

Furthermore, remember to register to attend the [Brockington College Post-16 Careers and Information evening on Thursday 7 October](#).

If you have any queries about this process, please do not hesitate to contact me via email: [Imm@brockington.leics.sch.uk](mailto:Imm@brockington.leics.sch.uk) or on 0116 2863722, via school reception.

Yours sincerely

Mr Liam Mayes  
CEIAG Coordinator

