



High Close School

Moving on from High Close
KS4 Transition to College
Parent/Carer Guidelines

Introduction

We understand how stressful and challenging any change can be for your child. It is therefore really important that we support you as much as possible with the daunting task of deciding which college to send your child to and selecting the most appropriate course.

The transition to college process starts in year 10 and continues until the college interview in year 11. This document will help you understand the process and give you key times and dates of what needs to be done at which time.

If there is anything that you don't understand in the document or want further support and guidance, please don't hesitate to contact the school Careers Advisor.

Hayley Malloy (hmalloy@highclose.org.uk)

Autumn Term

1. Students meet with High Close Careers Advisor to discuss future pathways and colleges courses.
2. At the Annual Review, these options are discussed with the local authority, parents/carers, and any other parties present.
3. The local authority would usually ensure that the EHCP (Education Health and Care Plan) is updated by the end of March ahead of sending it to prospective colleges.

4. Students and often parents/carers and High Close Careers Advisor visit suitable colleges and identify the courses of interest.
5. LA send parents/carers a 'Preference Form' and ask them to choose their first choice of college. This is usually sent out in November.
6. Parents/carers and/or High Close Careers Advisor complete college applications. Students can apply to as many colleges and courses as they wish.
7. Parents/carers should always advise colleges (usually via the application form) that their child has an EHCP.
8. Parents/carers can access predicted grades from High Close – these will be asked for on all college application forms.
9. The local authority may send consultation papers to the college at this point and the school will liaise with the local authority where necessary.
10. Students are invited for an interview and then usually offered either a non-conditional or conditional offer, based on exam results. Students may have more than one college offer at this point.

Spring Term

11. Potentially, further college visits, applications and interviews carried out.
12. Once an offer is in place, students will be invited for taster days/transition days to help ease the move from High Close to College. These are often carried out during the summer term as well.

Summer Term

13. High Close and home will work together to support with independent travel training.
14. The local authority does not cover the cost of transport to and from college, unless in exceptional circumstances, i.e. the student is not able to travel independently.
15. Many colleges will offer students who are on Foundation courses or within a supported environment, a morning meet and greet, support in class, break and lunchtimes and end of day assistance. Alongside this, students are often given a Mentor and a quiet place to go when they are not in class.

16. If a student has received more than one college offer, they must decide which course they wish to study, prior to August enrolment.
17. At enrolment, in late August, students are given their ID badges, timetables and any other information relating to their course, prior to the start of term.
18. Once the term has started, there is a six-week window, where should a student decide that their chosen course is not right for them, they are given the opportunity to transfer onto another course, provided a space is available.
19. Students are also assessed during the first six weeks of term and should it be decided that they need to be moved either up or down a level, this can then be done prior to October half term.
20. High Close aim keep in touch with all former students and visit them during the first and second terms of college.

COLLEGE CONTACT SHEET

Reading College (Activate Learning Group)

Kings Road

Reading

RG1 4HJ

Tel: 0800 612 6008

*Independent ASD Centre on site at Reading College

Bracknell & Wokingham College (Activate Learning Group)

Church Road

Bracknell

RG12 1DJ

Tel: 0800 612 6008

Guildford College (Activate Learning Group)

Stoke Road

Guildford

GU1 1EZ

Tel: 01483 448500

Berkshire College of Agriculture (BCA)

Hall Place

Burchetts Green

Maidenhead
SL6 6QR
Tel: 01628 824444
Email: enquiries@bca.ac.uk

Farnborough College of Technology

Boundary Road
Farnborough
GU14 6SB
Tel: 01252 405555
Email: info@farn-ct-ac.uk

***Separate Construction Department in Aldershot.**

Tel: 01252 407607
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The Henley College

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