

Year 11 Transition to College

Parent/Carer Guidelines

When our students begin Year 11 at High Close, there are many exciting and often daunting decisions to be made regarding their transition from school to College. We start this process at their Year 11 Annual Review, which is held during the first half of the Autumn term. This allows us time to make any necessary amendments to the student's EHCP and begin to look at Post 16 options. The information below outlines the steps we take to ensure a smooth transition for every student.

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 LA, parents/carers and any other parties present.
3. The LA would usually ensure that the EHCP is updated 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. Unit staff can support in this process for our residential students, i.e. transport to college visits and open days, support with completing applications and paperwork.
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 should obtain predicted grades from High Close – these will be asked for on all college application forms.
9. The LA may send consultation papers to the college at this point and the school will liaise with the LA 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.

Winter Term

11. Potentially, further college visits, applications and interviews carried out.

Spring Term

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 LA do not cover the cost of transport to and from college, unless in exceptional circumstances.

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. In the event that 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 to keep in touch with all former students and visit them during the first and second terms of college.

Example: Reading College Application Process

Our application process is in steps. When the students 'tick' that they have an extra support need. They will be pushed through to either the team for pastoral support / safeguarding or the learning support team. We will call them and ask questions about their support needs, what support we offer and try to reassure any worries. These conversations are very informal and we make them as comfortable as possible for the students. It's just to start to get an idea of what their support needs are so that we can begin to write up support plans and confirm that we will be able to support them at college.

-After the group student support stage, the students will be passed on to the faculty to for an 'interview'. The interviews are also formal. The faculty just want to speak to the students about their interests and aspirations / why they want to do the course etc. This again, will just be us finding out more about the students.

COLLEGE CONTACT SHEET

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