



25<sup>th</sup> November 2021

Dear Parents and Carers

## Year 11 Post-16 Applications

Now that mock exams are finishing, it is important that Year 11s turn their attention to their applications and complete them by the deadline of Wednesday 15<sup>th</sup> December. Miss Norman and I will be in PSHE lessons over the coming week to support students with this. Please can you talk with your child about the progress of their application and encourage them to work on it at home too. A reminder that there is advice in the leaflet distributed at the Progression Evening and copies of the slides too: [check out our website here](#)

There are three parts of the application process which need to be completed:

1. Profile: personal details, address, health, parental information, work experience, equality and diversity. Much of these have been pre-populated but they need checking and confirming by students.
2. Personal Statement: this section gives students an opportunity to promote themselves and their achievements. There is guidance in the Applying Leaflet which can be found on the website. Key sections should include why students are applying for a particular course; skills and achievements; hobbies and interests; and career plans.
3. Applications: in order to complete this, students need to 'favourite' courses in the first instance. We suggest that students apply to more than one post-16 centre and we will ensure that at least one of these has entry requirements which a student meets. The application status should be 'sent pending reference' by 15<sup>th</sup> December.

We will check applications, upload forecast grades and references from form tutors before the applications are sent off to post-16 centres. Students can track the progress of these applications online.

Should you have any questions, please do get in touch.

Yours faithfully

Mrs R Mustill  
Assistant Principal  
Yr 11 Achievement Lead