

# Moving On From School

Information about Transition and Careers



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# Introduction

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This booklet is a guide for young people moving on from school. It provides parents and carers with information about what to expect at each stage as their young person progresses through school and about looking at future options. It provides information about how the school supports this process and encourages forward planning.

It explains about the transition review process with EHC plans in school and the options at 16, such as going to college, work related vocational training or day activity options in the community.

The aim is to help students to be prepared for the future, plan ahead and to make to most of the opportunities available in order to help young people reach their potential.

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## Careers input in School

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Regency High School has timetabled careers input from KS3 onwards through PSHE lessons.

Careers related activities also include careers days, visits to the Worcestershire Skills Show and the Skills show at the NEC; visiting speakers from support organisations and employers, and visits to different work places. Some students are also able to go on work experience placements.

The school careers adviser is available every other week through the school year. The school careers adviser is available to discuss plans and options with students and parents (see contact details in this booklet).

The school organises a 'Life Beyond School' event each year for KS3, 4 and 5 groups where students and parents can meet a wide range of post school providers and pick up information on a wide range of options.

The school will support students in looking for work experience placements, visits to colleges, training providers and employers and visits to day care provisions according to the student's individual needs.

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# Person Centred Planning

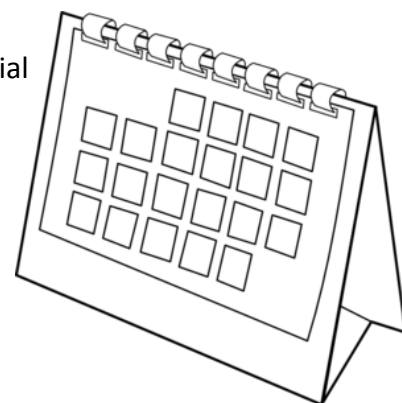
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It is important that young people are at the centre of the whole planning process and are given the opportunity to share their views, concerns and ideas. Young people with communication difficulties or those with severe learning difficulties will need to be represented by a close family member or an advocate. Undertaking reviews in a person centred way is beneficial as it helps young people to think about what they want now and in the future.

Where possible young people are encouraged to attend their annual EHCP reviews in order to give their views to ensure they are involved and their views are heard.

The new Education Health and Care Plans are designed to be person centred. The review is an opportunity to share with everyone involved with the young person the following:

1. What people like and admire about the young person.
2. What is important for the young person and their future
3. What support the young person needs to stay healthy and safe
4. What can students achieve and how they can reach their potential
5. It is important to think about what the young person likes now:
  - Relationships with others and their interactions.
  - Things they like doing now.
  - The routine the young person has in their life.
  - Strengths and what they would like to improve.
  - Things that do not work for them or cause anxiety.



A transition plan is produced by the school and outlines when the young person with an Education Health and Care Plan is likely to leave school and move on to further education or training or other appropriate options.

The Education Health and Care Plan can remain in place until the young person is 25 years old provided they are remain in education. The future college or training provider is responsible for reviewing the plan annually

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# Progression

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Students work and achieve at different levels and at different pace. It is important to remember that there are opportunities for people at all levels. The current standard levels and bands of progression used widely in colleges are:

	<b>Band</b>
'P' level - Grade 1-8	Earliest levels of achievement
Entry Level 1	Pre – GCSE
Entry Level 2	Pre – GCSE
Entry Level 3	Pre – GCSE
Level 1	GCSE - 1-3 (previously G-D)
Level 2	GCSE – 4-9 (previously C-A+)
Level 3	'A' Levels
Level 4	Higher education / Degree
Level 5/6/7/8	Higher Education / Graduate

The entry requirement for a particular course would usually require the student to have achieved the level below to be accepted for the course. For example to be accepted for a catering course at Level 1, the student would need to have achieved at Entry Level 3 in English and Maths.

Currently students at colleges must continue with English and Maths alongside any course, until the student has achieved either functional skills level 2 or GCSE grades 4-5. Level 2 is the recognised national standard for an educated workforce.

For Online Careers Information See:  
<http://nationalcareersservice.direct.gov.uk>  
[www.worcestershirecareerscentral.co.uk](http://www.worcestershirecareerscentral.co.uk)

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## Years 9 and 10

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Discussions about moving on from school will begin in year 9. Transition forms part of the annual Education Health and Care Plan Review.

The students will have the opportunity to discuss their interests and aspirations with the careers adviser in school.

Students will complete a 'My Views' sheet for their EHCP review.

The school will complete a transition plan at the annual review using the information from the meeting with the young person as well as information from all professionals supporting the young person. This can be updated as the student progresses through school.

The school holds the Life Beyond School Events where students parents and carers can meet providers and pick up information relating to progression opportunities.

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# Year 11

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Visit local colleges, work-based training providers and other post-16 options.

Most students at Regency High School remain in the sixth form at least for two years but some do leave at the end of year 11.

Applications to new providers such as colleges and training organisations are made during the Autumn and Spring terms of year 11

The last date for compulsory school education is the last Friday in June in Year 11.

Young people need to remain in education or training until they are 18 years old. They do not necessarily need to remain in school, as they could go to college, other training providers, or work based training.

All students with an EHC plan in year 11 will be asked by the local education authority what the preferred post-16 placement would be. A form is sent to parents/carers at the beginning of Year 11 to be returned by November of that school year.

Future options will be discussed as part of the annual EHCP review.

The Education Health and Care Plan can be updated at each annual review in preparation for moving onto future educational providers.

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## Years 12, 13 and 14

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Pupils staying on in the school sixth form will usually remain for 2 or 3 years. This will depend on the needs of the individual pupil and the progression opportunities available to them.

Courses are available at colleges for all school leavers whatever age they leave school. The location of courses at colleges will depend on the students individual needs.

Applications to local colleges are made in the year that the young person leaves the sixth form. **Applications and requests for specialist colleges should usually be made earlier than the final school year.**

For those students eligible for social care, Adult Care Assessments are completed leading up to the 18th birthday and respite services usually change at 18 Years old.

Some students in the sixth form will have a timetabled day a week at a local college so they can have experience of being at a college and try out different course options.

Most students in the sixth form will be able to access work experience

Future options will continue to be discussed at the annual review and transition plan will be reviewed and updated by the school.

The Education Health and Care Plan can be updated at each annual review in preparation for moving onto future educational providers

Local Authorities such as Worcestershire County Council have a responsibility to ensure the availability of information about their local offer. The local offer website is as below. Please note that this website is currently being upgraded.

<http://worcestershirelocaloffer.org>

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## College Options

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- Further education and sixth form colleges offer a wide range of courses for young people at all levels of learning.
- Courses include academic, work-related/vocational and general courses to prepare for adult life such as life skills.
- There are supported courses for people with special needs at local colleges at a range of levels.
- There are progression routes from one level to another provided the student has achieved the entry requirement for the next course. Literacy and numeracy levels are important for course progression.
- There are courses at colleges to help develop work related / vocational skills, to help give the best chance of gaining work. There are courses with work experience options, supported internships, traineeships and apprenticeships.
- Local colleges advertise their open days in local press and on their websites.

### **Local Colleges in Worcestershire:**

- Heart of Worcestershire College (Redditch, Bromsgrove, Worcester and Malvern Campuses) - [www.howcollege.ac.uk](http://www.howcollege.ac.uk)
- Kidderminster College - [www.kidderminster.ac.uk](http://www.kidderminster.ac.uk)
- BMET College - including Kidderminster Academy and Brintons Field, Stourport Road sites - [www.bmetc.ac.uk](http://www.bmetc.ac.uk)
- Warwickshire College Group (including Evesham College, Malvern Hills College and Pershore College) [www.warwickshire.ac.uk](http://www.warwickshire.ac.uk)



### Local Colleges in other nearby Areas:

BMET Stourbridge College	www.bmetc.ac.uk
Bournville College	www.bournville.ac.uk
Halesowen College	www.halesowen.ac.uk
Hartpury College	www.hartpury.ac.uk

The levels of the courses in the college prospectus and websites correspond to those outlined above. Please note:

- Colleges often list their special needs/supported courses under the heading 'Foundation Learning'.
- Not all course subjects or subject levels are offered at all colleges.

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## Work Based Training

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Work-based learning provides young people with the opportunity to gain experience and learn and to work towards recognised qualifications.

Work based option routes can be through study programmes, traineeships, apprenticeships or study combined with volunteering, work and supported internships

- Courses can be at Entry Level through to Level 1
- Traineeships are at Level 1
- Full apprenticeships are at Level 2

**2 Counties Training** - includes a number of different local training providers, outlined in their own booklet

**Nova Training** (Redditch Kidderminster bases) - independent training provider

For more information please visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.worcsapprenticeships.org.uk](http://www.worcsapprenticeships.org.uk)

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# Employment

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- Work experience opportunities help with gaining skills when looking for employment. School will look to place some students in work experience placements.
- Most people look for employment or supported employment after a college course or training.
- Volunteering helps people to gain skills and experience needed to enter employment.
- Young people need to remain in learning or training until they are 18 years old.
  - Part time work – young people can work part time whilst at school from 13 years old but you must check the employment regulations for times of work allowed and type of work allowed. See the part time work leaflet at:  
[http://www.worcestershire.gov.uk/info/20272/education\\_welfare/315/child\\_employment](http://www.worcestershire.gov.uk/info/20272/education_welfare/315/child_employment)
- Some colleges and training providers are offering the ‘Supported Internship’ which is a supported employment course for people with special needs based on the model of an apprenticeship. See:  
<https://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties>

Young people with special needs can get support to find employment through services such as:

- Remploy ([www.remploy.co.uk](http://www.remploy.co.uk))
- Mencap employment services ([www.mencap.org.uk](http://www.mencap.org.uk))
- Some of these support services are accessed through Job Centre Plus ([www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus))

Some colleges and training providers are offering the ‘Supported Internship’ which is a supported employment course for people with special needs based on the model of an apprenticeship. See:

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## Day Opportunities

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Some students require different kinds of activities than can be provided by college or work. For some students particularly those with severe learning difficulties day opportunities are a route to consider.

There are a range of day opportunity providers available, offering a wide variety of activities. Usually these are funded on a daily basis through 'personal budgets'. A personal budget is established through care assessments, undertaken by social services. Some young people will have these through Children's Services (0-18) and some through Adult Services (18+).

In Worcestershire there is team called the Young Adults Team (YAT) which covers the age range 16-25. The YAT is the team that usually supports eligible young people into daytime activities when they leave school.

There is information available in school about day activity provision currently available. The Young Adults Team also produce leaflets with information about the social care services.

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## School Sixth Form

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- Regency High School is able to offer students a place in the sixth form if this is appropriate for the individual student
- If a place in the sixth form is agreed students can remain for 2 or 3 years (Years 12, 13 and 14)
- When considering a sixth form place be clear what courses are available and whether this will meet the needs of the young person.

If consideration is being made for a different school or another school with a sixth form this should be discussed through EHCP annual reviews and directly with the Headteacher and special educational needs caseworker at Worcestershire County Council or equivalent worker at other counties as applicable.

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## Specialist Colleges

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If a young person's educational needs cannot be met in local provision then specialist colleges may be considered. The needs of the young person will be discussed at the EHCP annual review meeting. The website [www.natspec.org.uk](http://www.natspec.org.uk) lists all the available specialist colleges in the UK.

Worcestershire County Council (WCC) is responsible for considering funding requests for specialist colleges. For a college to be considered they need to be on the government's approved list of colleges called the 'Section 41' list.

It is necessary to have supporting evidence of the need for a specialist college. Specialist colleges can be either day places or residential, depending on the needs of the student and other factors such as reasonable daily travel.

WCC will consider requests for specialist colleges through a panel meeting. If a particular college is agreed this will be named on the EHC plan.

There is an appeals procedure and WCC can provide information about the process and appeals. Information is also available at [www.ipsea.org.uk](http://www.ipsea.org.uk)

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## Post – 16 Transport

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As far as possible young people are encouraged to travel independently, but this is not possible with all students and achieving this goal is different for each student. Some students will always need support for transport to get from home to their place of learning safely and reliably.

All students in Worcestershire who are in years 12 and 13 are required to pay a fixed fee for Post-16 transport, so that they can continue to receive transport to school or college. The

transport policy and current costs are available on the Worcestershire County Council website at: [http://www.worcestershire.gov.uk/downloads/file/955/post\\_16\\_policy\\_statement\\_20172018](http://www.worcestershire.gov.uk/downloads/file/955/post_16_policy_statement_20172018)

Requests for local authority supported travel to school or college post -16 must be made through the county council website. Supported transport such as minibuses and taxis are only provided from home to main college site, and home again for eligible young people. It does not take students to offsite college activities or work experience placements.

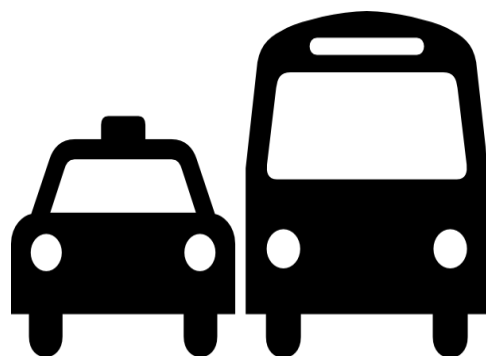
The policy states that transport will only be provided to the nearest learning provider to home offering the level of the course required. See the policy on the website as above.

Information is available on the website about public bus services and rail services and passes can be purchased for these at the rates advertised.

Some young people with disabilities have free bus passes which can be used from 9.30 am onwards. Currently WCC does provide an early morning additional extension pass for many (but not all) bus routes, so that young people can use these passes to get to school or college.

Some colleges and training providers offer free travel passes – check with local providers. Some colleges also offer their own college transport and bus routes.

See: [www.worcestershire.gov.uk/info/20045/school\\_and\\_college\\_travel](http://www.worcestershire.gov.uk/info/20045/school_and_college_travel)



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## Supported Living and Housing

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- If a young person has an allocated social worker they will be able to advise about supported living.
- The Young Adults Social Team has a leaflet available with information about supported living. A copy is available through school.
- If a young person has an adult care assessment through social care and is eligible for social care services, housing options and supported living can be considered and supported as an outcome of the assessment.

### See websites for housing information

[www.carechoices.co.uk](http://www.carechoices.co.uk)

<https://ylyc.worcestershire.gov.uk/information-and-advice/accommodation/supported-living/>

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## Children and Adults with Disabilities

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Some young people need the extra support provided through social care support and are allocated a social worker. There are:

Teams for children with disabilities (0-18) years

Teams for adults with disabilities and vulnerable adults

Teams for looked after children who are in care.

In Worcestershire there is a transition social care team called the Young Adults Team. This team supports eligible young people 16-25, so they overlap with Children's and Adults teams, to help make the transition between the two teams easier.

The kind of support that eligible young people can receive includes: home care support, respite support (either overnight or day time support workers), supported housing and accommodation, transition and moving on support and supporting young people in day time activities.

When young people leave school an adult care assessment at 18 can provide an individual care budget which helps a person access daytime activities particularly if a college place is not appropriate post school, or when a young person completes their education, but is not able to work independently for themselves. There are different levels of day time activities to meet different individual needs including care and supported work related activities.

In Worcestershire there is also a level of support called Early Help. This is a level of support that can be available to young people and families if they are assessed not to need an allocated social worker.

If a young person is allocated a social worker the social worker will often attend school reviews and liaise with regards individual support needs.

**Adult's social care: Access, Triage and Intervention Service (18 years +)**

- telephone: 01905 768053

**Children's social care: Family Front Door team (under 18)**

<http://www.worcestershire.gov.uk/familyfrontdoor>

telephone 01905 822666

- Monday to Thursday 8.30am to 5.00pm
- Friday 8.30am to 4.30pm

For assistance out of office hours (weekdays and all day at weekends and bank holidays) please contact 01905 768020.

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## Post-16 Student Bursary

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Some students at 16-19 years old can be eligible for a student bursary for help with education-related costs. These are available either through school in the sixth form or at college. Students will need to meet the eligibility criteria to be able to receive a student bursary. Applications are usually made at the beginning of the school or college year. Schools and colleges can provide further information about student bursary and the application process. Young people who are 'looked after in care' are eligible for the full bursary.

See: <https://www.gov.uk/1619-bursary-fund/overview>

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## Child Benefit, Personal Independence Allowance and Employment Support Allowance

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You can get Child Benefit if you are responsible for a child under 16 (or under 20 if they stay in approved education or training). You must report any change of circumstances to the Child Benefit Office.

See: <https://www.gov.uk/child-benefit/overview>

Some young people claim Employment Support Allowance (ESA). This can be claimed from 16 years old, if eligible, and would replace child benefit if 16-20 years old and in education. This is a benefit that people claim if they are not able to work (unemployment benefit) but also is claimed if a person has long term learning and physical disabilities and are not able to work or care for themselves. It replaced the old Incapacity Benefit.

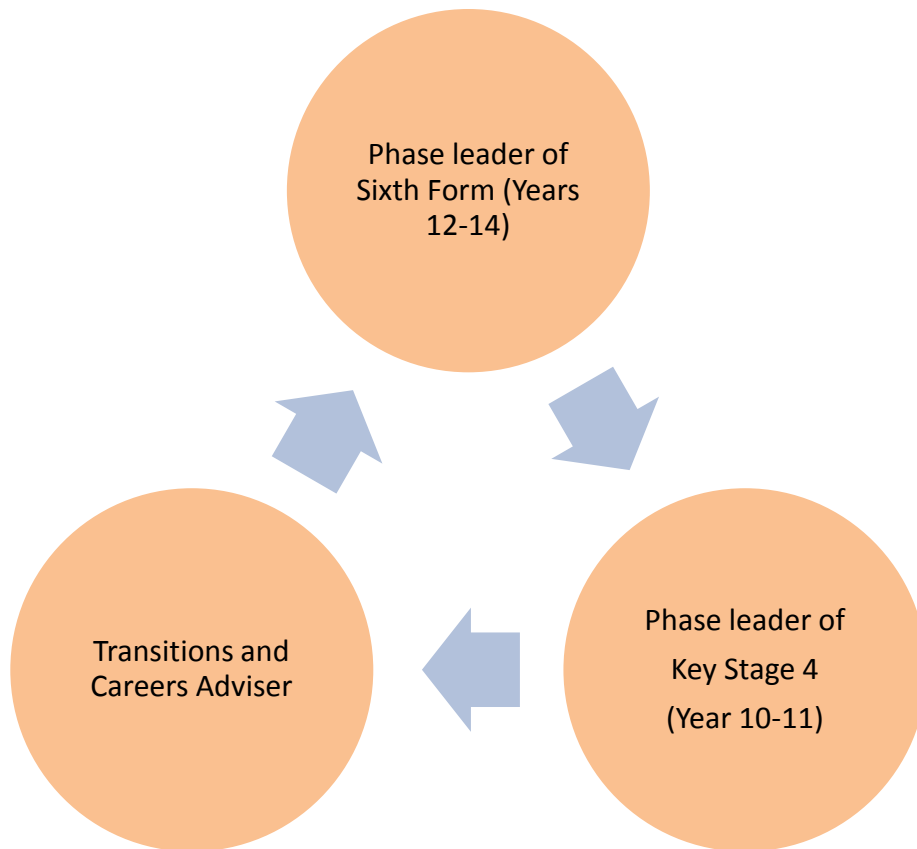
Personal Independence Allowance (PIP) has replaced the old Disability Living Allowance. The information about this benefit at <https://www.gov.uk/pip> PIP/(DLA) is often reassessed at certain ages such as at 16 years old.



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# Regency High School Contacts:

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Tom is available to discuss any issues relating to transitions and careers as student's progress through school. Meetings can be arranged with student's parents and careers throughout the year.

Tom George: [tgeorge@wfs.worcs.sch.uk](mailto:tgeorge@wfs.worcs.sch.uk) and mobile 07837 737561

For downloadable copy of this booklet, additional information sheets and school policies and documents see: [www.regency.worcs.sch.uk](http://www.regency.worcs.sch.uk)

School contact number: 01905 454828

**SENDIAS Information, Advice and Support Service** Tolladine Rd, Worcester, WR4 9NB  
**Telephone: 01905 768153** (Previously Parent Partnership Service)

**Citizens Advice Bureau** Tel: 03444 111 303