



TRANSITION GUIDE 2022/23



MANCHESTER
CITY COUNCIL

Year 11 to Post 16 Transition Guide 2022/23

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Purpose

This guide sets out what high schools, post 16 providers, training providers and partners can do to support young people to transition this summer, and to reduce the risk of a rise in numbers of young people becoming NEET. The approach links into the Manchester's Post-16 Pathway Partnership, and is reflected in its Mission Statement & Vision

Introduction

Due to the pandemic, it is predicted that this generation of young people will be the hardest hit in future years. Our recovery plans need to take this into account to mitigate the risk of having a lost generation, with unfulfilled dreams and poor outcomes.

The current year 11 students have experienced two academic years of disrupted education when in years 9 and 10 and it is anticipated will need more additional support than in pre-pandemic years, to make a smooth and successful transition to the post 16 destination of their choice.

There is also a significant cohort of Year 11 students whose recovery may take longer, with the educational gap between them and their peers widening further. This group are far more likely to be growing up in poverty in more disadvantaged areas of the city, with poorer outcomes and complex needs. They are therefore far more at risk of falling out of the system and becoming NEET (not in education, employment, or training). Approximately 20% (1285) of the 2022 Year 11s (in 2022), had one or more risk factors that could increase their chance of becoming NEET. 9.3% of the 2022 Year 11 cohort (601) were considered to be high risk, and 10.6% (684) medium risk.

The non-participation in education, employment and training of 16 to 18-year-olds by many schools and colleges, is viewed as a safeguarding issue. Therefore, attendance at school is a key protective factor that helps to keep young people safe, but also reinforces positive routines and learning behaviours, that will support a smooth transition to college, sixth form or training provider.

The majority of Manchester's year 11 school leavers choose to leave their high schools to go to a Six Form College, Further Education College or Training provider. However, approximately 1,000 students a year choose to transition to their own school's sixth form, or a sixth form attached to a high school of their choice. The processes to support transition may differ for those students accessing their sixth form offer in their own schools. This guide has a greater focus on the transition of those students who are leaving their high school and moving to a new post 16 destination.

Every high school will be continually reviewing and developing their approach to support their year 11's to transition to their post 16 destination. Many of the processes, actions and tools described in this guide are widely used across our high schools and post 16 providers. This document brings together in one place the practice that we know can support the transition from year 11 to year 12. It is there to act as guidance to strengthen and build on the best practice that already exists.

The first part of the guide describes the universal transition offer for all year 11 students leaving school this year and the targeted offer for those at risk of becoming NEET. The second part is a toolkit, including templates, resources, and links to help you to implement this guidance in your setting.

Please note that the term 'at risk' is used to describe our medium and high-risk RONI (risk of becoming NEET) and other vulnerable YP who may benefit from additional support to make a smooth transition but are unlikely to become NEET, this includes many EHCP students. Where there are specific actions for the cohort of those students who are most at risk, the term high-risk RONI students will be used.

Manchester's Post-16 Pathway Partnership

A co-produced, collaborative approach to meeting the educational and employment needs of post-16 young people in Manchester.

Mission Statement

Our Post-16 Education and Training Partnership will work in collaboration with each other and the local authority to ensure that there are consistently strong academic, technical, training and engagement pathways in high quality settings across Manchester that provide for our young people, meeting the socio-economic needs of the city.

Vision for the future of post 16 Education & Training in Manchester

- The offer is exciting, energising and empowering for our young people.
- We commit to working together to provide a transformational education and training offer
- There are opportunities for all to develop the skills they need to fulfil their ambition
- There are meaningful encounters with providers and employers and bespoke careers advice.
- There is a seamless transition to post-16 destinations, with particular focus on young people identified most at risk of becoming NEET.
- We listen to our young people, learning from their experiences to help improve and shape the city's post-16 offer.
- We share practice from our own organisations, working together and with the local authority to find solutions to common challenges.

Post-16 Transition Guiding Principles

T	Time	Provide high quality Information advice and guidance (IAG) to enable all students to secure post 16 destinations of their choice in a secure and timely manner.
		Make sure those applying for apprenticeships or are reliant on grades have an alternative plan in advance of receiving their results.
R	Rejoice	Celebrate the success of your school leavers and wish them all the best for their next step.
A	Arrange	Check that you have the right contact address and mobile phone numbers and email address for all year 11 students.
		Include preparation for transition in careers programme, PSHE, Form Tutor time.
N	Network	Build links with the college, sixth forms or training providers to arrange and deliver activities to support transition, support for application process, campus visits, taster days, summer schools etc.
S	Share	Share relevant information about individual students who will need additional support from their post 16 provision.
		Gain consent from students to share their information.
I	Issue	Support year 11's to open a bank account, apply for a free bus pass (Our Pass) and have photo ID ready for enrolment.
T	Track	Track all year 11's into their post 16 destinations.
I	Implement	Provide students and parents with information about support services and summer activities.
		Refer those students who need additional support to Career Connect.
O	Opportunity	Encourage Year 11's to use the summer term and holidays to take up opportunities to develop their employability and life skills including NCS and Princes Trust offers.
N	Notify	Make sure all key stakeholders, including parents and carers, school staff, post 16 & AP providers have the right information and messages to support transition.

Gatsby Benchmarks

Developing your practice in supporting transition from primary to high school (Year 6 to Year 7) and high school to post 16 (Years 11 to 12), can count towards achieving your Gatsby Benchmarks, that all high schools are working towards to help students prepare for their futures. A comprehensive transition offer contributes all the benchmarks, but specifically contribute to those highlighted in bold:

GB1 - A stable careers programme

GB2. Learning from career and labour market information

GB3 – Addressing the needs of each student.

GB4 - Linking curriculum learning to careers.

GB5 - Encounters with employers and employees

GB6 - Experiences of workplaces

GB7 – Encounters with further and higher education.

GB8 – Personal guidance.

TEN MUST DO's for Transition

1	Secure	Provide high quality Information advice and guidance (IAG) to enable all students to secure post 16 destinations of their choice.
		Make sure those applying for apprenticeships or are reliant on grades have an alternative plan.
2	Prepare	Check that you have the right contact address and mobile phone numbers and email address for all year 11 students.
		Include preparation for transition in careers programme, PSHE, Form Tutor time.
3	Equip	Support year 11's to open a bank account, apply for a free bus pass (Our Pass) and have photo ID ready for enrolment.
4	Share	Share relevant information about individual students who will need additional support from their post 16 provision.
		Gain consent from students to share their information.
5	Communicate	Make sure all key stakeholders, including parents and carers, school staff, post 16 & AP providers have the right information and messages to support transition.
6	Link	Build links with the college, sixth forms or training providers to arrange and deliver activities to support transition, support for application process, campus visits, taster days, summer schools etc.
7	Build	Encourage Year 11's to use the summer term and holidays to take up opportunities to develop their employability and life skills including NCS and Princes Trust offers.
8	Support	Provide students and parents with information about support services and summer activities. Refer those students who need additional support to Career Connect.
9	Celebrate	Celebrate the success of your school leavers and wish them all the best for their next step.
10	Track	Track all year 11's into their post 16 destinations.

The Universal Offer

- The table below sets out the universal offer of support that schools, colleges, and partner agencies can provide for all current Year 11 students, to help them to make a smooth transition to their post 16 destination.
- Every high school will be continually reviewing and developing their own approach to supporting their year 11's to transition. The universal offer described below is built on best practice from schools across Manchester.

Universal Support	
Spring / Summer Term	
All students should receive:	
<p>Access to personal guidance and support to secure an offer of a post 16 destination of their choice.</p> <p>A careers / PSHE programme that equips students with the knowledge skills and behaviours to make a smooth transition.</p> <p>Support from form tutors and other pastoral staff to prepare for transition.</p> <p>Information from their post 16 provider about how to prepare and enrol.</p> <p>An opportunity to visit college, sixth form or training provider (virtual or live).</p> <p>Practical support to set up a personal email account, open a bank account, apply for a bursary (if eligible), apply for a free bus pass (Our Pass), make a travel plan and have photo ID ready for enrolment.</p> <p>For those eligible students should collect their Form 8 - Exam access arrangements from Exams Officer.</p> <p>Information about summer activities e.g. NCS, Princes Trust, Manchester Active</p> <p>Information about support services and how to access them.</p>	
All parents/carers should receive:	
<p>A communication on how they can support their son / daughter with transition to post 16.</p> <p>Information about practical support e.g. Personal emails, bursaries, applying for a travel card.</p> <p>Information about support services and how to refer and or advocate for son / daughter if needed.</p>	

Summer Break
<p>All students should be encouraged to:</p> <p>Participate in activities that support their skills development.</p> <p>Read and respond to any communication from college or training provider.</p> <p>Be independent and take control of their own preparation for their next steps.</p> <p>Make links with other students enrolling at their college to build friendships and informal peer support groups.</p> <p>Review any decisions considering Teacher Assessed Grades and seek help and advice if needs be.</p>
<p>RESULTS DAY – Thursday 24 August 2023</p> <p>Check that their grades match their conditional offers and that they have accepted their offers</p> <p>Provide support for those who may need to consider an alternative destination.</p> <p>Share information with post 16 providers about individual students who will need additional support.</p>
Autumn Term
<p>All students should receive from their post 16 providers:</p> <p>Clear instructions on how to enrol.</p> <p>An induction programme to help them settle in and access learning that includes introduction to course (curriculum content), learning environment, expectations and behaviours to support access and engagement, support services available inhouse and citywide, enrichment programme, food and drink outlets etc</p>
<p>All students should receive from their schools:</p> <p>Access to personal guidance and support to secure an offer of a post 16 destination of their choice.</p>

Communication with Parents

Most young people will be able to prepare for their move to their post 16 destination, without needing a great deal of hand holding by their parents or carers. Transition from High School provides a real opportunity for students to develop self-management skills and resilience that leads to independence. Parents and carers should be encouraged to support their son/ daughter to become independent and self-reliant by celebrating their achievements and being there if they need help, support or encouragement.

Maintaining regular contact with parents / carers throughout year 11 so they fully understand the range of pathways and the process from applying for a post 16 destination to enrolling is helpful to both the parents and the students. This is especially important since the pandemic as many parents may feel unclear about the changes that have occurred due to covid.

To help you with your communication with parents / carers we have drafted a letter that outlines some of the key messages and ways they can support their son / daughter through transition to their post 16 destination. It is a word document so you can easily adapt and amend to make it more bespoke to your school.

[Letter to Parents](#) (download)

Transition days

Most high schools, this year, are planning to let their Year 11's leave school around the May half term (Friday 26 May 2023 to Friday 2 June 2023) Depending on when all teacher assessments have finished it is likely that there will be time for some focused activities to help students prepare for their next steps.

The three areas that you may wish to include in your transition programme are:

- Preparation for transition.
- Exposure to the world of work and careers.
- Building and developing life and employability skills.

Below is a list of resources that you can use to help:

Preparation for Transition	Description	Who's it for	Links
TMC Support for Schools	The Manchester College offer a range of activities to support Transition. See their website for more info and contact details	Year 8 to Year 13	Schools Liaison Team tmc.ac.uk
Prince's Trust Achieve Transition	Making Successful Transitions module Free learning programmes and resources for staff to deliver in school	11-19	Prince's Trust Achieve Resource Hub
GM Higher	GM Higher work with targeted schools to deliver and fund a range of higher educational aspirational activities including mentoring, summer schools and HE workshops.	Year 7 to Year 13	Events & Activities - GM Higher Transition Guide Toolkit
Securing Good Transitions for KS4 SEND students	Securing Good Transitions: A resource pack to support the next steps of Key Stage 4 pupils with SEND in CEC Resource Directory	KS4 SEND students (moving on)	Securing Good Transitions
CEC Resource Directory	Post 16 Choices Colour grid and short video for young people (about post 16 pathways)	Year 8 to Year 11	Post 16 Choices

Post 16 Pathways Booklet	This booklet aims to give parent/carers info to guide and support their child with education, training and employment options, including details of the new qualification called T Levels.	Year 8 to 11	Pathways Booklet
World of Work	Description	Who's it for	Links
GMACS Offer	Portal with information and activities to help give young people the information and tools to help them plan their future. Keep an eye on their events page to find out about employer engagement and careers events.	11 to 18	gmacs.co.uk Event videos on YouTube 2021 GM Bridge videos 2023
CEC Resource Directory -	YourGamePlan is a free online learning platform designed to help young people transition from school to the workplace: 27 courses incl Career Planning Application and Interview Introduction to Industries Behaviours for the Workplace Skills for the Workplace (i.e. Negotiation Skills and Public Speaking)	School and college leavers	YourGamePlan
	A to Z of job roles SEND – Activity SEND activity linked to TV and the world of work	SEND students	SEND activity linked to TV and the world of work
BBC Bitesize - Careers	Where could your favourite subject take you Explore careers by job sectors Job applications CVs interviews The world of work And many more	Key Stage 3 and 4	www.bbc.co.uk/bitesize/careers

Life skills	Description	Who's it for	Links
Skills for Life	Skills for Life is a universal approach which aims to raise the profile of skills so that for children and young people know when and where they are developing these vital skills for life.	Children and young people	Help and Support Manchester (Skills for Life)
Skills Support for Growth	Skills Support for Growth is an offer for young people age 15 to 24 in Manchester, who need support getting back on track. Includes Employment Support, Training and qualifications eg 1-2-1 CV, job app and interview support.	15 to 24 NEET YP	Skills Support for Growth web page
Prince's Trust Achieve	Free sessions available to schools with modules on: Preparing for the World of Work Stress Management Managing and Using Time Well Digital Skills Sustainability		Prince's Trust Achieve Resource Hub
NCS Sessions	National Citizen's Service usually has a Summer offer . Any info about this will be shared in the Summer edition of the Toolkit. They also have: NCS Connect is a digital hub with all sorts of content from life lessons to playlists, skills builders to creative inspiration, fun challenges to do good projects. Futuremakers provides opportunities for young people to get world-ready and work-ready! They help 18 to 24 year olds get into paid work placements, ranging from nine to twelve months long, all around the country.	15 to 18 (15 yrs olds must be in Year 11)	NCS website. More info sent out nearer the time

Skills for Transition -Skills for Life

To support young people in Manchester to develop the skills needed to grow up to be happy, healthy, safe and successful, the City Council with partners has developed a Skills for Life Programme which promotes five universal skills.



- Communication
- Problem Solving
- Self-Belief (inc: motivation, resilience and a positive attitude).
- Self-Management (inc: initiative, organisation and accountability)
- Teamwork

All these skills are key to support learners in making a successful transition. Schools and post 16 providers have a role in creating opportunities to enable students to practise these skills. Why not consider ways you can create opportunities or challenges for your school leavers to develop the skills of transition. [Skills for Life Resources](#)

Skills for Life	Link to Transition	Example of Opportunity
Communication	Written and oral comm skills are essential for any student completing an application and interview process.	Year 11 students are given the opportunity to meet with several employers to practice their interview skills.
Problem Solving	There are lots of things to make decisions about in preparation for transition. Being able to think creatively, to explore options and arrive at a good decision is a skill.	SEND students are given the task of working out a travel plan to get them from home to their new college and to practice making the journey independently.
Self-Belief	Having a good self-esteem and confidence provides students with a secure base to engage in their learning, make new friends, access support services; and have high aspirations and expectations of themselves.	Year 11 sign up for the 3 week NCS Summer programme, which includes a residential, meeting new peers and getting involved in a social action project.
Self-Management	Transition can help young people to become independent learners or employees by developing those all-important skills that help us to manage our everyday lives.	Year 10's are tasked with organising an event to raise funding for a charity of their choice.
Teamwork	Learning to cooperate with others, to give and receive support and find a collective voice with your peers can help build the confidence to transition successfully.	A group of Year 10 students are entered an enterprise challenge competition organised by the Manchester Business School.

Targeted Support

Some students will require additional support over and above the universal offer described above. This section of the guide describes the support schools, post 16 providers and partners can deliver to help our more vulnerable or 'at risk' students to make a successful transition.

Sharing of information (including gaining consent)

Making sure post 16 colleges, schools and training providers have accurate information about the students that enrol at their setting is crucial to supporting transition.

The sharing of information is important for several reasons – it helps post 16 providers to:

- respond to any safeguarding concerns to ensure students remain safe.
- plan a package of support that will assist students to access their education.
- Identify any gaps in provision or services.
- foster and build positive and trusting relationships between staff and students and where appropriate their parents / carers.

Students should always be encouraged to declare information about themselves at either the application or interview stage especially those students with any specific learning needs, disabilities or social and emotional support needs so that any reasonable adjustments and or support packages can be put in place before the start of the academic year.

There are some students that are reluctant to share personal information and there are many reasons why this might be the case including, fear of being treated differently, fear of discrimination, denial etc. Where possible the school should act as an advocate for these students and work with the student to gain consent and agree what information needs to be shared with their post 16 destination. **Young people over the age of 13 can provide direct consent.**

If for any reason the student refuses to cooperate then you can check whether your school privacy notice allows you to share information without the consent of the students and or their parents or carers.

The sharing of personal information between organisations should be done so in compliance with the General Data Protection Regulation (GDPR). Your school's privacy notice should indicate what information your school is sharing about individual students to promote participation. If you need any guidance about the rules of GDPR contact your data protection officer / manager.

In line with GDPR ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.

In line with national legislation information must be shared where there are safeguarding concerns related to a young person.

Working with offsite provision

Many of the young people receiving their education off site will need additional support to transition. High schools need to be clear about the transitional support they expect from the Alternative Providers (AP) who are providing, an education offer to their students.

Students are entitled to high quality information advice and guidance and support in applying for an EET destination. In most cases the careers team from the high school will provide this and liaise with the AP provider throughout year 11 to secure a destination and prepare for transition.

The Manchester College Liaison Team will also offer to deliver sessions and where possible arrange for a campus visit. Career Connect also have staff co-located in the Manchester Secondary PRU and Endeavour Schools and will accept referrals for any student who is at risk of becoming NEET (see below for contact details and referral form).

Here is a blank [Consent Form](#), that you can use with the [Transition Referral Form](#)

Career Connect

Career Connect are commissioned by Manchester City Council to provide a service for NEET young people aged 16 and 17 and those up to 24 with an EHCP plan and Care Leavers. They also work with those students at risk of becoming NEET. If you have a student at high risk of becoming NEET who has not secured an offer of a post 16 destination or a student who you have concerns about their ability to transition without support, then you can refer them to this service.

Download the [Connect Referral Form 2022.docx](#)

The Growth Company (Manchester) – Skills Support for Growth - ESF NEET Contract

The Growth Company based in Manchester is still currently responsible for the delivery of the European Social Fund (ESF) NEET contract until July 2023. This contract also provides support for those young people at risk of becoming NEET. They can provide intense mentoring, IAG and tasters at their skill centres. Staff from the Growth Company and Career Connect are working closely to ensure that all the high-risk Year 11's receive the support they need.

[Skills Support for Growth web page](#)

The table below sets out a list of tasks that schools can action to support their 'at risk' students make a successful transition.

Targeted Support
Spring / Summer Term
To provide additional support for those 'at risk', schools should
<p>Verify risk of NEET cohort (RONI) and assess the level of risk (medium or high).</p> <p>Identify a named member of staff to support high risk RONI students.</p> <p>Named teacher/ support worker to co-ordinate transition plan or ensure transition is a focus of existing plans e.g. EHCP. PEP's for high-risk RONI students. RONI Transition Action Plan Template</p> <p>Transition plan to be reviewed and updated regularly</p> <p>Gain signed consent from 'at risk' students to be able to share information with post 16 providers. Consent Form - Transition. 2022.docx</p> <p>Invite parents / carers and partner agencies to contribute to the plan.</p> <p>Maintain contact with students receiving their education off site to ensure they have an offer of an appropriate destination.</p> <p>Maintain links with key post 16 providers and plan summer term interventions.</p> <p>Meet with Career Connect to discuss your RONI cohort. Connect Referral Form 2022.docx</p> <p>Facilitate meetings between individual students and staff at college or training provider.</p> <p>Contact parents / carers to check they are engaged and able to support transition.</p> <p>Offer an Early Help Assessment to any parent / carer who needs additional support</p> <p>Refer any 'at risk' student without a firm offer to Career Connect Connect Referral Form 2022.docx</p>
Summer Break
To provide additional support for those 'at risk', schools should:
<p>Remain in communication with at risk students, review and monitor transition plan.</p> <p>Refer any students to Career Connect who do not engage. Connect Referral Form 2022.docx</p> <p>Provide support/ incentivise students to join in any (bespoke) interventions / activities organised by post 16 providers.</p>

Autumn Term

To provide additional support for those at-risk schools should:

Track destinations

Review transition plans

Contact students to check they have enrolled.

Receive report from Career Connect on progress of referred students.

Respond to any requests for information and or support from post 16 providers.

Provide enhanced personal guidance to your 'at risk' year 11's (2023 school leavers) and support in application process.

NEET is everybody's business

A whole school approach to Year 11 Transition



There is a wide range of school staff who will have a part to play in supporting the transition of 'at risk' year 11 students. Below is a list of the different staff roles and responsibilities.

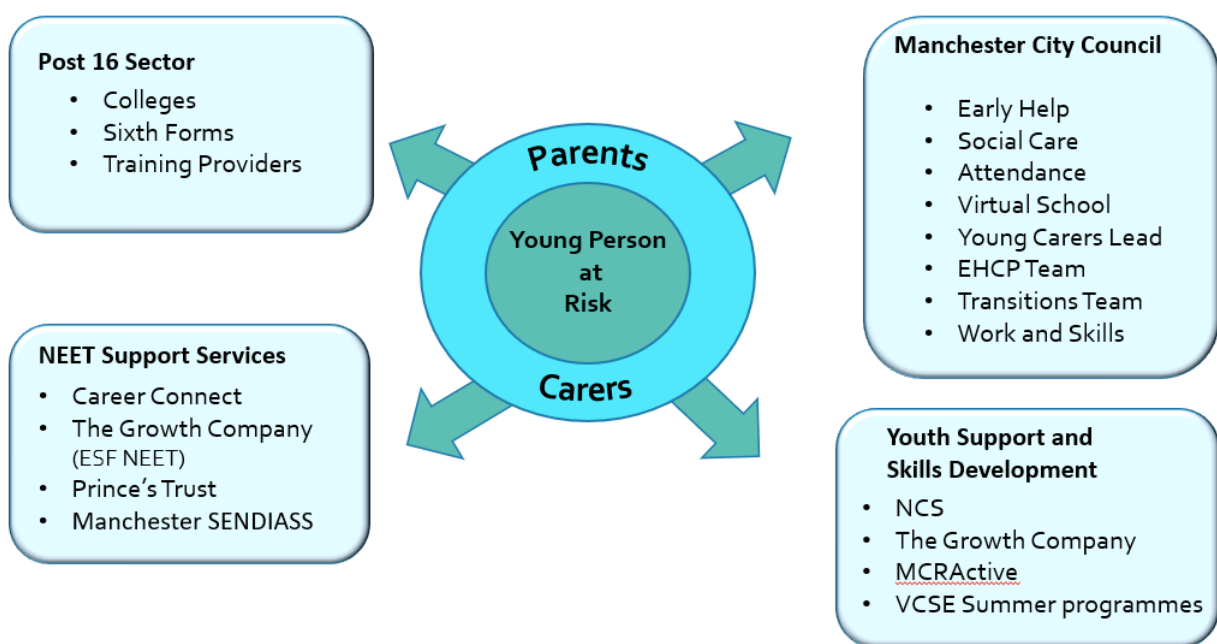
Role	Students	Responsibilities:
Member of SMT (often Careers Lead)	Year 11 cohort	<p>Oversight of transition systems and processes.</p> <p>Oversee verification of RONI lists and share with all key staff.</p> <p>Management and support of staff</p> <p>Tracking destinations.</p>
Head of Year 11	Year 11 cohort	<p>Ensuring transition is embedded into form tutor programme / PSHE.</p> <p>Ensure all yr11 have received personal guidance and secured an appropriate offer.</p> <p>Ensure all yr11 'at risk' have appropriate levels of support to transition.</p> <p>Ensure all eligible students collect their Form 8 – Exam access arrangements document from the Exams Officer.</p>
Year 11 Form Tutors	Form members	<p>Deliver Form Tutor programme to help students prepare for transition.</p> <p>Check progress of students to secure an offer.</p> <p>Relay information from careers advisers</p>

Role	Students	Responsibilities:
Careers Coordinator/ Adviser	Year 11 cohort	<p>Personal guidance</p> <p>Supporting application process.</p> <p>Support students to secure appropriate offers.</p> <p>Gain consent from 'at risk' students to share information</p> <p>Provide advice and guidance to enable other staff members to support 'at risk' and RONI students.</p> <p>Arrange for Year 11 visits</p> <p>Tracking destinations</p>
Attendance Officer(s)	Persistent Absentees	<p>Check received IAG and applied for post 16 destination.</p> <p>Continue to track and monitor attendance of RONI students.</p> <p>Build links with attendance team / support officers at college or training provider.</p> <p>Work with student & parent / carers on reducing barriers to attendance.</p>
SENCO	Students with EHCP	<p>Agree targets/ actions with individual students to include in any existing plans to support transition.</p> <p>Develop one-page profiles where appropriate</p>
Safeguarding Leads	Students with CP plans or safeguarding concerns	<p>If no existing plan and high-risk RONI student, coordinate a RONI Transition Action Plan Template</p>
Designated Teachers	LAC Students, Students known to Youth Justice Team	<p>Include transition targets in E-Pep</p> <p>Gain consent and share relevant information with post 16 providers(s).</p> <p>Involve other key partners including Social Worker, Youth Justice Worker and Carer.</p> <p>Consider best use of Pupil Premium+ for the summer term. This could be used to buy resources or equipment needed for specific courses e.g. Photography, textiles, cookery etc.</p> <p>Record skills development in EPEP and if appropriate identify summer activity where skills can be developed further.</p>
Young carers Lead	Young carers	<p>Involve parents and other partners where appropriate.</p> <p>If no plan in place, coordinate a plan for 'at risk' Young Carers.</p> <p>Track into post 16 destinations</p>

This is not an exclusive list, all staff who have contact with year 11's, both academic and pastoral support staff will have a role in supporting students to make a successful transition. The responsibilities may also be shared out differently across individual high schools. The key to supporting students to make a smooth transition is to ensure **everyone understands they have a role** and are clear what is expected of them in their role.

Partnership working

There are a wide range of partner agencies that can help you to prepare your students for transition. These include



We have included a list of contacts and more information about some key offers in the toolkit.

Partnership Working

This table outlines the tasks that each partner has to support the transition of year 11 students.

It is assumed that by spring term 1 all Year 11's will have received their entitlement to personal advice and guidance and will have applied to one or more post 16 providers of their choice. Careers staff will be available throughout the academic year to continue to support and advice all year 11 students.

Spring / Summer Term	MCC	Schools	Post 16 Providers	Partners
	RONI Lists sent to schools. Transition Comms plan designed. 2021 Transition Guide distributed to schools, colleges and training providers. Comms plan for distribution of transition guidance.	RONI Lists verified and returned to CCIS Team. RONI lists shared with staff members* RONI cohort to sign consent forms to allow the sharing of relevant information. Match targeted interventions to medium and high-risk RONI students. Career's programme and Year 11 tutors increase focus on preparation for transition.	Support to schools in the delivery of transition interventions Review existing provision for RONI students. Liaise with schools on plans for transition support and enrolment.	CC / GC support 'at risk' YP to secure offers
	Transition Guidance distributed. Attendance pilot starts	Identify named member of staff to co-ordinate transition plan or add clear actions / targets to existing plans e.g. EHCP, PEP's Maintain contact off site students to check they have secured post 16 offer.	Offer information sent to all Year 11's Post 16 share offer lists with CCIS Team	CC to make links with high schools. Princes Trust publicise their Achieve Transition & Explore Programmes

	MCC	Schools	Post 16 Providers	Partners
	<p>ED Teams mobilized to support transition.</p> <p>Design and test Skills for Transition pilot.</p>	<p>Communication sent to parents / carers outlining their role in supporting transition</p> <p>Arrange student visits to post 16 providers, virtual or live</p> <p>Meet with Career Connect to discuss RONI cohort.</p>	<p>Plan summer term Year 11 visits or activities</p>	<p>NCS actively recruit students to summer programme.</p> <p>Youth Providers identify year 11 students who need support through transition</p>
Summer Term	<p>CCIS Team flag RONI students with post 16 providers.</p> <p>Skills for Transition challenge distributed to all schools and AP providers.</p> <p>Youth providers offered training in supporting young people to transition.</p> <p>Collate and circulate information about summer activities.</p> <p>Send schools information about main post 16 provision in the city.</p>	<p>Named member of staff to co-ordinate transition plan or add clear actions / targets to support transition in existing plans e.g. EHCP, PEP's</p> <p>Share information of 'at risk' students with post 16 providers.</p> <p>Support Year 11 students to visit college or training providers.</p> <p>Facilitate meetings for RONI students and support staff at the college or training provider where they have been offered a place.</p> <p>Careers and form tutors check that students have in place the documents / accounts for transition e.g. photo id, bank account, bus pass.</p>	<p>College or training provider staff attends final year 11 PEP meeting.</p> <p>Offer information sent to all students.</p> <p>Liaise with schools and AP providers to make contact with students requiring support.</p> <p>Share offer lists with CCIS Team</p>	<p>Career Connect continue to build links with high schools and AP providers.</p> <p>Growth Company to promote their offer to schools and AP providers.</p> <p>Princes Trust actively recruit to their Achieve</p> <p>Transition & Explore Programmes</p> <p>NCS actively recruit students to summer programme.</p>

Summer Term	MCC	Schools	Post 16 Providers	Partners
		<p>Form Tutors check that students with a Form 8 (exam access arrangements) collect form from Exam officer to take to their post 16 destination.</p> <p>Students issued with information about support services.</p> <p>Communication sent to parents / about practical support e.g. bursaries, travel cards etc. and support services.</p>		
Summer Term	<p>Publicise summer activity offer.</p> <p>Link partners delivering specific activities for RONI YP to schools and AP providers.</p>	<p>High risk RONI referrals to Career Connect.</p> <p>Contact made with parents / carers of 'at risk' students to identify support needs.</p> <p>Promote summer activities that support their skills development.</p> <p>Sign up RONI students to transition support programmes run by Princes Trust, Growth Company, National Citizen Service</p> <p>Careers staff to offer advice and guidance at the time that Centre</p> <p>Assessed Grades are issued to those who have not achieved the grades needed or those wanting to review their decision.</p>	<p>Campus visits for all year 11 students. virtual or live</p> <p>Online preparatory activities for all Year 11</p> <p>Update website with enrolment information and details sent to all students.</p> <p>All students made aware of support services and how to access them. 'At risk' students introduced to staff delivering support services.</p>	<p>Youth Providers identify and offer support to year 11 YP.</p> <p>Career Connect to run social media campaign promoting their service.</p> <p>Key partners and NEET providers to provide activities that support transition.</p>

Summer break	MCC	Schools	Post 16 Providers	Partners
	<p>Attendance team make phone calls to medium risk RONI students to check their readiness for their post 16 pathway.</p> <p>Agree plan for tracking year 12 and 13 cohort with Career Connect and other key partners</p>	<p>Remain in contact with RONI cohort.</p> <p>Refer any students to Career Connect where there are concerns.</p>	<p>Provision of summer activities/ summer schools</p> <p>Additional campus visits for those young people at risk.</p> <p>Advice and guidance staff available?</p>	<p>Career Connect and Growth Company to monitor and provide support to Year 11's high risk RONI students.</p> <p>. Youth providers to deliver a wide range of detached, outreach, centre based and remote offers that engage RONI Young people.</p> <p>.</p>
Autumn 1	<p>Tracking destinations</p> <p>-</p>	<p>Track destinations</p> <p>Contact 'at risk students' to check they have enrolled.</p>	<p>Run online or live enrolment process that is accessible to all students.</p> <p>Deliver an induction programme that is accessible to all students.</p> <p>Contact schools for advice and or support to help students who are having difficulty adjusting to new setting.</p> <p>Advice and guidance available to all students and support for those students who want to change course or pathway.</p>	

Local Authority contacts for post-16 transition

Area	Department	Lead	Contact
Post-16	Education	Anthony Turner - Post-16 Lead	anthony.turner@manchester.gov.uk
NEET Reduction and RONI Young People	Work & Skills	Emma Harrison - Work & Skills Specialist	emma.harrison@manchester.gov.uk
CEIAG	Work & Skills	Maura O'Brien - Work & Skills Officer	maura.o'brien@manchester.gov.uk
SEND students with EHCP	EHCP Team	Julie Davies - EHCP Lead	julie.davies@manchester.gov.uk
	Strategic Send	Julie Hicklin - SEND Lead	julie.hicklin@manchester.gov.uk
LAC & Youth Justice	Virtual School	Carolyn Derbyshire - Deputy Head and Post 16 Lead	carolyn.derbyshire@manchester.gov.uk
Poor attenders / risk of exclusion	Attendance and Exclusion Team	Ed Haygarth - Lead for Statutory Area Attendance & Exclusions	edward.haygarth@manchester.gov.uk
Young Carers	Young Carers	Kelly Hockaday - Young Carers Coordinator	kelly.hockaday@manchester.gov.uk
Safeguarding concerns or Elected Home Educated	Education	Jenny Patterson – Lead for Safeguarding in Education and Add Prov	jenny.patterson@manchester.gov.uk
Tracking and Destinations of all Year 11s	CCIS Team	Alkesh Patel – Performance & Insight Manager Charlene Williams – Senior Data Officer Maya De Mello – Data Support Officer	CCIS@manchester.gov.uk
NEET Prevention/Reduction	Career Connect	Sean McLaughlin – Team Manager	eet@careerconnect.org.uk