

Raising Participation - Support Timeline for vulnerable young people who are at risk of non- participation post 16

Year 10

Month	Action	Responsibility			
		School	Locality/Area	Post-16	Local Authority
ONGOING	Initiate FCAF to support referral for long term support for young people from the locality team or other partners.	Initiate FCAF and obtain consent to support referral.	Use referral documentation supported by FCAF		E&P Management Team Monitors outcomes
May	Intended Destinations and consent to share information collected	School ensure students complete the making tracks questionnaire	Making Tracks Questionnaire delivered to all pupils to ascertain intended destination and gain consent for information sharing. This Information to be logged on ASPIRE by client researchers. To be completed by end autumn term in year 11 at the latest		Intended destination data is collected by the L.A and reported on to DfE as a requirement
May/June	Initial Identification of students at risk of non-participation	School to review current support arrangements in place and implement new arrangements as appropriate	Locality supports this process with schools as appropriate		Create initial list using 'risk of non - participation indicator' (RONI) based on LA data List sent into schools for them to review and action as appropriate
June/July	Identification of young people on Alternative Education Programmes (AEP)	School and locality agree an initial list of young people. IAEP in place	Locality Manager holds a district based referral meeting to determine Senior Transition Adviser (STA) support arrangements as appropriate for young people on AEPs and those identified as at risk by EIO and YOS STA initial contact with young people		List of year 10s on AEP sent to locality managers by early June for pre meeting preparation

Raising Participation - Support Timeline for vulnerable young people at risk of Non - Participation – Year 11

Month	Action	Responsibility			
		School	Locality/Area	Post-16	Local Authority
ONGOING	Initiate FCAF to support referral for longer term support for young people from the locality team or other partners.	Initiate FCAF and obtain consent to support referral.	Use referral documentation supported by FCAF		E&P Management Team monitors outcomes
December	Review at risk list i.e. young people on Alternative Education Programmes	School and locality add/amend at risk list from year 10	Locality Manager holds a district based referral meeting to determine support arrangements as appropriate for young people on AEPs and those identified as at risk by EIO and YOS STA caseload is agreed. Schools are notified of the names of young people supported by the STA and advised of any spare capacity		List of year 11s on AEP sent to locality managers by early December for pre meeting preparation
November/ December	At risk students are prioritised to complete post 16 applications	School sets up arrangements such as off timetable day to ensure at risk students are first to complete applications. Applications completed if necessary in school with supervision	STAs and YPWs support this process for young people on their caseload		
December onwards	Monitor receipt of applications; ensure interviews are kept	Regular progress checks	STAs and YPWs support this process for young people on their caseload		
January onwards	Quality control of application forms for all Students, especially those at risk. Issues such as appropriateness of application and attendance; mismatch between course entry and predicted grades	School monitors and checks for quality all application forms	STAs and YPWs support this process for young people on their caseload	Immediate feedback to schools about inappropriate or problematic applications	

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January Onwards	Identify those young people who have not applied for learning post 16 and support into education or training	School and locality work together to identify young people who have not applied using UCAS Progress as appropriate	STA and Transition Adviser determine the most appropriate support arrangements e.g. 1:1 work, employability group work etc.		
March	Review at risk list i.e. young people on Alternative Education Programmes	School and locality add/amend at risk list	Locality Manager holds a district based referral meeting to determine support arrangements as appropriate for young people on AEPs and those identified as at risk by EIOs and YOS STA caseload is reviewed and confirmed Schools are notified of the names of young people supported by the STA and advised of any spare capacity		List of year 11s on AEP sent to locality managers by early March for pre meeting preparation
April onwards	Monitor September Guarantee	School and locality work together to identify young people who have not applied using UCAS Progress as appropriate	Business Support Managers monitor September Guarantee progress	Offer data sent on a regular basis to L.A client Researchers and schools	L.A report September Guarantee progress to DfE from May onwards
May onwards	Informing Post 16 providers of at risk list	.	Participation Champion informs post 16 providers and Area Partnership Managers of young people on the RONI list with their risk factors who have been offered a place at their institution	Compile register of potential applicants at risk of non participation	Cross check against original RONI list for further discussion as appropriate Virtual School to provide information on all LAC students to post 16 centres

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June/July	Confirm names of those students who will need adult contact over the summer		<p>Locality Manager holds a district based referral meeting to determine support arrangements as appropriate for young people on AEPs and those identified as at risk by ESLAC and YOS</p> <p>STA caseload is reviewed and young people requiring transition support post 16 confirmed</p> <p>Schools are notified of the names of young people supported by the STA and advised of any spare capacity</p>	Information on all offers to Client Researchers to inform monitoring of September	

Please note The Virtual School has a specialist post 16 worker who will focus on all LAC transition to post 16 learning. If additional support is required an STA criteria form will be completed and forwarded to the appropriate locality manager for allocation.

Raising Participation – Support Timeline for those at risk of Non – Participation - Year 12 onwards

Month	Action	Responsibility			
		School	Locality/Area	Post-16	Local Authority
ONGOING	Initiate FCAF to support referral for longer term support for young people from the locality team or other partners.		Use referral documentation supported by FCAF	Initiate FCAF and obtain consent to support referral	FCAF Board monitors outcomes
ONGOING	YR 12/13 Notification of learners who have dropped out		<p>Area Client Researcher to follow up young people who have dropped out completing the survey questionnaire.</p> <p>After initial follow up by the Client Researcher, and as appropriate forward names of Cambridgeshire students to the STA and their line manager where student is resident for immediate follow up and support as appropriate</p> <p>Non-Cambridgeshire students to be posted on the cross-border secure website to be supported via home LA</p>	Notify Area Client Researcher on an agreed regular schedule	Analyse exit surveys and report findings to relevant partners on a termly basis
ONGOING	Monitoring 16-19 Non Participation and sharing data		Area Client Researchers and Transition Advisers follow up, support and refer appropriately including forwarding contact details of young people NEET to training providers		<p>Monthly reports to DfE re participation</p> <p>Participation reports to partners as required</p> <p>Weekly reports to localities tracking NEET numbers with names for follow up</p>

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September	Year 11 now Year 12 Checks made of progression of all those at risk from Year 12	School and Senior Transition Adviser and Transition Adviser ensure all young people at risk have appropriate support in place if they have not progressed into learning	School , STA and Transition Adviser ensure all young people at risk have appropriate support in place if they have not progressed into learning	Send enrolment lists to Client Researcher as early as possible	
October	Monitoring 16 – 19 Non Participation and sharing data	Schools to use NEET/JWT data to inform practice/planning	Business Support Managers to inform schools and post 16 providers names of young people who are NEET or in JWT	NEET/JWT data used to inform practice/planning	NEET and JWT report with names by learning provider to localities
Jan-March	Monitoring year 11/12/13 destinations to inform RPA Planning	Schools to use destination data to inform practice/planning	Area Business Support managers to send destination data to schools to include all names – January for year 11 and February for year 12/13.		Destination of all year 11/12/13 leavers with names to localities and the Area Partnership Managers (snapshot date 1 November as required by DfE)
May	Monitoring 16 – 19 Non Participation and sharing data	Schools to use NEET/JWT data to inform practice/planning	Business Support managers to inform schools and post 16 providers names of young people who are NEET or in JWT	NEET/JWT data used to inform practice/planning	NEET and JWT report with names by learning provider to localities
May-September	Monitoring September Guarantee		Business Support Managers monitor September Guarantee data	Information on year 12 and 13 offers to area teams to inform monitoring of September Guarantee	Regular reports from May onwards to DfE monitoring September Guarantee