



28 November 2023

Dear Parent/Carer

College Applications

I am writing to inform you that applications for post 16 courses are now open.

Your child can apply directly to college or a training provider of their choice this term. Each have their own deadlines for applications, notably, New College Pontefract being the 19 February 2023. Colleges start interviewing students from January onwards, with some running a first come, first served process. When they are full, some start a waiting list. It is for this reason that an early application is vital.

Therefore, we are encouraging all Year 11 students to complete their college application by Thursday 21 December 2023. Changes can be made at a later date if necessary.

Why should students apply to more than one college?

- If students do not achieve the grades they need for their first choice, it is useful for them to have a second place with lower entry criteria.
- Students can apply to as many places as they like, whilst they are deciding what they wish to do and can keep all of their offers of places open.
- Final decisions can be made when they have received their GCSE results.

Next Steps and Support:

- We will be using the Wakefield E-prospectus online application system to support them with their application for college or apprenticeship vacancies: [Wakefield Prospectus - New Beginnings. Endless Possibilities](#)
- Dedicated time is being set aside in school for students to complete their profiles and submit their applications.
- Students may have applied independently to their preferred choice, however completion of the E-prospectus application ensures all options are kept open and the information on here will allow the careers team to focus support if necessary.
- After school drop in sessions are available on Thursdays where students can meet with Tracey Chapman, our careers advisor for:
 - support on seeking college places
 - support on apprenticeship vacancies
 - offer guidance through the application processes
 - assist with the writing of personal statements and how best to perform at interview.

Should your child be unsure about their next steps, post-16, please contact our Careers Advisor, Tracey Chapman via admin@carletonhigh.patrust.org.uk who will arrange a meeting with your child to offer

impartial advice and guidance to ensure that they make suitably informed choices when making their applications.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Kaei R. p'.

Mrs K Rawlings
Assistant Headteacher