



5 January 2024

Dear Parent/Carer,

Post 16 college guidance meetings

Now that students have submitted their Post 16 applications, the colleges and sixth forms will soon be contacting students directly with dates and times for their application meetings. I am aware that some students have already had their guidance meeting and even offers, and I hope they went well.

The purpose of these meetings is to ensure that students are happy with the subject/course choices based on their intended future plans, highlight any possible entry requirement issues, and give students the opportunity to ask any questions they may have. They usually last for about 15-20 minutes.

The colleges have different ways of conducting these meetings so please see the guide in this letter for more details. Contact with students will usually be made via the primary email address used in their application. College offers are either made at the end of the meeting or shortly after, depending on the college. All offers should be made by **31st March**.

Colleges may request that a parent/carer should attend any on-line meeting with their child to comply with the relevant Safeguarding policies. The parent/carer doesn't necessarily have to be at home with their child - they can be at their place of work provided the college is aware and so can send invites to all involved.

It has been agreed that for virtual or telephone meetings that take place during the school day, students are able to be at home so they can either access a suitable device for the virtual meeting or be in a quiet calm space for a telephone meeting. It is expected that students are only absent from school on the day of their meeting for the absolute minimum amount of time, unless other arrangements are agreed beforehand with your child's form tutor or Head of Year. If your child is away from school for even a short period of time in the morning, please ensure that you use the official school absentee procedure.

Please note – for **Long Road guidance meetings**, students are to avoid booking their meeting on Thursday 15th February as this clashes with their Yr11 Mock Interviews that are planned for that day. Long Road will offer Friday 16th February as a second option which students can take, or other dates will be made available once all the appointment that day are taken.

Your sincerely

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Other schools in our Trust:
Kennett Primary School
The Shade Primary School
The Weatheralls Primary School

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**‘Guidance Meeting’ – it sounds big and intimidating;
but just breathe, it’s not as scary as you think.**

Applying for college is a big moment in your life, but there’s no need to be nervous. By inviting you to a meeting, you will receive the best possible advice on choosing your college, your courses and your future career paths.

The most important thing to remember is to ***just be yourself***. Guidance meetings aren’t here to catch you out or ask you trick questions, they just want to get to know ***you***. Colleges can then give you tailored advice about the college and the courses you want to study. It is also your chance to get a feel of what a college is like and to ask any questions you have.

Still a bit nervous? Don’t worry, that’s completely normal. To help make the process as stress-free as possible here is some guidance on what to expect from your meeting.

What to expect

You may be asked questions similar to:

- Why have you chosen this course?
- Do you have any career aims or future plans?
- What are your hobbies and interests?
- What are your subject strengths/likes and weaknesses/dislikes?
- Are there any personal issues or difficulties that may affect your studies?

You may be given information on:

- Entry requirements for your chosen courses
- Information on your chosen courses (topics covered, assessment, work experience)
- College expectations of behaviour and attendance
- Student support (academic support, student welfare & wellbeing, progress coaches)
- Student enrichment activities (EPQ, student clubs, student sports teams)

At the end of your meeting, your interviewer will either make you a verbal conditional offer or you will receive an offer a short while after your meeting via email or post. You should be told exactly what will happen as each college have different processes.

FAQ's

How long is the meeting?

They usually last around 20 minutes.

Will it in person or virtual/over the phone?

This is dependent on the college. See the college guidance meeting information document sent with this letter.

In person

Is there a dress code?

There is no set dress code, come in whatever you feel comfortable wearing. School uniform or smart casual clothes is acceptable.

Can my parents/guardians come with me?

You're welcome to bring parents/guardians with you. Some students prefer for their parents to stay in the waiting areas, while others prefer for their parents to sit in with them. College's don't mind either way, whatever makes you feel most at ease.

Will there be parking?

Depends on the college. Visit the college websites for more details.

What happens if I'm late?

If you're late don't panic. Still come along to your meeting and you should hopefully be seen by an interviewer as soon as possible.

Do I need to bring I.D.?

It's helpful if you bring some I.D. such as a passport or birth certificate so the college can identify you. The college should tell you what you will need to bring.

Virtual/telephone

Nature of meeting

Make sure you understand how the meeting will be conducted, and that you have the correct Team/Zoom links or that your phone is charged and ready to take the call.

Be prepared

Make sure you are in a quiet place with no potential disturbances. If you know you have poor internet or phone reception, try and be in a place where service is better.

Don't panic if.....

.....your virtual call or telephone call is cut short due to a technical issue. If reconnection cannot be made, the college will make arrangements for a new date

And don't forget you can accept any offers you get and hold them until you get your results in August. Colleges expect students to hold multiple offers so you can keep your options as wide as possible until the last minute.



CAP provider's guidance meeting information

Abbeygate Sixth Form

Abbeygate will contact all applicants following their submission of grades and additional information as requested, and invite them for their guidance meetings between now and the end of March.

Bishop Laney Sixth Form

Bishop Lane Six Form will invite all applicants whose predicted grades satisfy the entry requirements to a guidance meeting to discuss their application and the suitability of courses that they have selected.

Cambridge Regional College

Cambridge Regional College will invite all students to attend a welcome event as part of their application. Students who apply for more than one CRC course will be invited to a welcome event for their first choice unless they ask for welcome events in all courses applied for.

Chesterton Sixth Form

Chesterton Six Form will invite all applicants who meet the admission criteria to a guidance meeting, that will be face to face (or virtual via request).

Invitations to guidance meetings will be emailed to students, with guidance meetings taking place between January and April 2024.

College of West Anglia

Following applications, College of West Anglia will invite applicants to attend an information session on campus to learn more about the programme and hopefully to offer the applicant a place on the course. These information sessions happen all year round and applicants will be able to choose a preference from multiple dates for most courses.

Cambridge Academy for Science & Technology

Cambridge Academy for Science and Technology will hold guidance meetings with all applicants meeting admissions criteria and who place Cambridge Academy for Science and Technology as their first or second choice.

Second choice applicants will be invited to a guidance meeting depending on the availability of suitable courses.

Guidance meetings dates are Monday 29th January and Wednesday 7th February 2024

Cambridge Maths School

Invitations to an interview are expected to be sent to those applicants who meet the published entry criteria and have passed the aptitude test as per our admissions policy.

The interview will consist of two parts:

*your personal motivations for applying to Cambridge Maths School.

*a guide through some new mathematics. We will be looking to see how you learn and think and won't expect you to know all the answers straight away.

Hills Road Sixth Form College

Invitations to a guidance meeting are expected to be sent to those who meet following criteria:

*The application has been received by the closing date.

*Hills Road is placed as first choice A level centre in the application, or second choice behind a CAP school sixth form.

*The applicant satisfies the grade requirements and admissions score for the A levels they are applying for.

*Applicants must apply for a minimum of three A level subjects.

We do not make offers at guidance meetings.

Impington International College

Impington International College will invite all applicants who meet the admission criteria to a guidance meeting that will be held in the college, face to face.

Invitations to guidance meetings will be emailed to students and parents/carers. Guidance meetings will discuss potential programme structures and suitability, and will give the students the opportunity to ask any questions of the college and the International Baccalaureate.

Offers will be made post guidance meetings via email to students and parents/carers.

Long Road Sixth Form College

Long Road Six Form College will hold advice and guidance meetings with applicants who have applied by the published deadline date and meet our admissions criteria.

On-line guidance meetings will be held Thursday 15th and Friday 16th February, and the meeting booking process and link will be emailed to students on Wednesday 24th January. **Due to the Soham Village College Mock Interviews being held on Thursday 15th February, students are asked to book slots on Fri 16th February, or other days once they become available**

Oakes College

Oakes College will offer guidance meetings to all appropriate first and second choice applicants who meet the admissions criteria and the CAP deadline.

All other applicants may be invited to a guidance meeting depending on the availability of suitable courses.

Most interviews will take place over two designated days, dates to be confirmed.

Parkside Sixth

Parkside Sixth will invite all applicants who meet the admission criteria to a guidance meeting that will be held in the Eden Centre.

Applicants will also be offered a tour of the site with one of our current students. Invitations to guidance meetings will be emailed to students and parents/carers. Guidance meetings will discuss potential subject combinations and suitability as well as give the students the opportunity to ask any questions of the school, as well as regarding the International Baccalaureate Diploma Programme.

Offers will be made post guidance meetings via email to students and parents/carers.

West Suffolk College

West Suffolk College will contact all applicants following their submission of grades and additional information as requested, and invite them for their guidance meetings between now and the end of March