



June 2026

Dear Parents/Carers

Re: Post-16 application process

We have now reached the time of year that your child should be considering their post-16 options with regards to the type of qualification, course, or type of training they would like to embark upon after they have completed Year 11. They should also be considering which institution or provider they would like to attend in order to complete this. Post-16 providers are starting to organise and advertise their open evenings and events, [more information can be found here](#) and via the Brockington College website.

We will be starting to introduce Year 10 students to the post-16 application process and how it will work. All students will be set up with an account and directed to use this via the '[Positive Steps @ 16](#)' website. They can use the website to search for different colleges and providers and find out about the courses they are offering. The information on this website is up to date and is a working prospectus for students to use.

To enable the school to create an account for your child, we need to share the following information with First Media (the parent company behind 'Positive Steps @ 16' website) for the purpose of applying for post-16 education:

- Name
- Unique Learner Number (ULN)
- Date of birth
- Legal gender
- Year and tutor group
- Predicted grades
- Attendance in Year 10 and in Year 11 to date
- Tutor reference – Please note that the reference data required includes information regarding:
 - Is this student a Looked After Child?
 - Is the student a parent or carer?
 - Does the student have an Education Health and Care Plan?
 - Has the student been Ever 6 eligible for free school meals?
 - Does the student have the Pupil Premium?
 - Student's likely support needs
 - Is the student expected to have a 'JCQ Form 8' for exam access arrangements in the summer?

Other information will be uploaded by students including:

- Address
- Gender identity
- Nationality
- School and/or personal email (personal email preferred)
- Home phone and/or mobile phone number
- Parental contact details
- Work experience
- Personal statement

To provide consent from **both yourself and your child** to use information in this way, please click on the link and complete the online form [here](#). Please note that if we are unable to provide a complete set of data, then your son/daughter will not be able to apply through the Positive Steps @ 16 website. **Please complete the form by midday on Friday 26 June 2026.**

Please see the timeline below for information as to how we will oversee this process, share information and provide guidance on how to use the system for both students and parents/carers

What will happen?	When will it happen?	Who is it for?
Online permission form for data sharing - deadline for completion	Friday 26 th June 2026	Parent/carers and student
Data upload to First Media (eProspectus) / Positive Steps @ 16 website	By end of term Friday 8 July 2026	Brockington College
Year 11 Assembly Presentations during Period 1 lessons	From Thursday 17 September 2026	Year 11 students
Assembly for Year 11 students to explain how the website and application works	Friday 25 September 2026	Year 11 students
Video demonstration of how the website and application process works emailed to parents/carers	Friday 25 September 2026	Parents/carers
Distribution of username and passwords to Year 11 (by email to student accounts)	From Friday 25 September 2026	Year 11 students
Post-16 Information Evening (5pm-7pm)	Thursday 8 October 2026	Parent/carers and student
Each college has its own deadline for applications; therefore, please note deadlines for your first, second and third choices carefully	We would actively encourage students to apply as soon as they are able to, at the beginning of October	Year 11 students

There will be additional support offered through our career's advisor and the pastoral team for those who would like or need additional time or support to research post-16 options and complete their applications.

If you have any queries about this process, please do not hesitate to contact Mr King, Year 10 Pastoral Manager via email: lak@brockington.embracemat.org or on 0116 2863722, via school reception.

Yours sincerely

Mrs C Wheeler
Head of Year 10

