



Guidance for young people with and EHCP applying for Post 16 education.

Guidance for admission in September 2021

Introduction

Dear Young Person, Parent or Carer,

We have designed this guidance for all young people who have an Education, Health and Care Plan who live in Telford & Wrekin to help them plan their Post 16 transition and consider their future career prospects. Included is information about educational settings in our local area and an explanation of how young people can express a preference for the setting they wish to attend.

The stages in the process include:

- Young people /parents attend an EHC Plan Annual Review meeting to discuss Post 16 options.
- Opportunities to attend open days and apply to colleges.
- Completion of a preference form to let us know your wishes and consult with providers.
- A draft EHC Plan with the proposed placement is prepared.
- A final EHC Plan that identifies the allocated placement is issued.
(DfE direct Local Authority's that it must be issued by: 31 March 2021)

Most young people who have an EHC Plan attend local Post 16 placements where their needs are met successfully. Information about local mainstream colleges is provided in section 18, for sixth forms attached to schools the information is provided in section 17. Where specialist educational providers are being considered further information is given in section 20. For young people seeking information about vocational training providers section 19 gives further detail.

Students will also be able to request information and support from the Special Educational Needs Co-ordinator (SENCo) at their current placement, the school's careers advisor and, if available, the student's Future Focus Advisor.

If, after reading this booklet you feel that you would like more advice, please contact the SEND Team by phone: 01952 381045 or by email: SENDandInclusion@telford.gov.uk

Note:

We will be working over the next year to finalise this guidance through consultation and coproduction with parents, carers and young people with SEND.

This information can also be found on [Telford & Wrekin SEND Local Offer](#).

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Section 1: Timeline of the Year 11 to Post 16 Transition process

The timeline below outlines the stages of joint working between the young person, the school and Local Authority to gain a post 16 placement for September 2020.

The main stages involved in the transition to your post 16 placement are:

When	What happens?
Summer Term 2020	Opportunities to attend open days at appropriate Post 16 placements and apply directly to the setting.
<p>Between 6 September 2020 & 18 December 2020</p> <p>Preference Form Returned by: 18 December 2020</p>	<p>School's Careers Adviser arranges a full careers guidance interview and issues a Career Action Plan for all those with an EHC Plan.</p> <p>School/Placement SENCO arranges the Annual Review Meeting in order to complete the Annual Review form/make changes to the EHCP.</p> <p>Additional opportunities to attend Open Days at appropriate Post 16 placements and to apply directly to the setting.</p> <p>Young Person/Parent/Carer completes the Post 16 Preference Form and returns it to the current placement or to the SEND 0-25 team.</p> <p>The current school/placement sends the completed EHCP template, career action plan, up to date school reports, Annual Review Report form and the student's preference form to: SENDandInclusion@telford.gov.uk</p>
<p>Between 4 January 2021 & 24 February 2021</p>	SEND 0-25 Team will consult with placements about the young person's preferred options. SEND will also consult with other appropriate placements that are in the student's local community if necessary.
By 15 March 2021	An Amendment notice will be sent out, identifying any proposed amendments to the EHC Plan and the intended Post 16 setting to be named in Section I of the EHC Plan. You will have 15 days to make written representations to the Local Authority with proposals.
By 31 March 2021	Final or amended EHC Plan will be issued to name the young person's allocated Post 16 Provision for September 2020.

Section 2

What happens during the Post 16 Transition Process?

A young person who has an EHC Plan and is due to move on to a Post 16 placement (e.g. College) will be given the opportunity to share their preferences about the Post 16 Placement. To share this information with us it's important that the preference form is correctly filled in.

Filling in the form:

- A young person who is resident in Telford & Wrekin must complete the Preference Form specifically for learners with an EHC Plan
- It is advisable to include a Telford placement on the preference form.
- If the young person would like to apply for a placement outside of Telford & Wrekin they must still complete the Preference Form and name the placement.
- Telford & Wrekin LA is required to consult with a Post 16 placement, before it can be named on the young person's EHC plan.
- Post 16 placements are allocated in accordance with the SEND Code of Practice 2015 and the criteria set out in this guidance.
- Each young person will be given the opportunity to make representations and discuss any concerns with their SEND Officer whose name and contact details will be in the letter with your amendment notice.
- If the young person or their guardian disagrees with the offered placement, they can discuss with their SEND Officer and or appeal to the SEND Tribunal Service. The contact details will be included in the letter sent with the Final Amended EHC Plan.

Please be aware:

The Children & Family Act 2014 states that, when amending an EHC Plan, Local Authorities must make arrangements to enable young people to say where they would prefer to receive their Post 16 education or training.

However, there are limited numbers of places in some settings and therefore it may not be possible to allocate students a place at their preferred settings.

To increase a student's opportunity for a preferred placement we would encourage that **all four preferences** are completed in the Preference Form.

Telford & Wrekin Local Authority must comply with a young person's preference for a local college or sixth form unless:

- The placement is unsuitable to their age, ability, aptitude or SEN, or
- The placement would be incompatible with the efficient education of other young people with whom they would like to be educated, or
- The placement would be incompatible with the efficient use of resources.

Section Three:
How we intend to meet a young person's needs.

Telford & Wrekin SEND aims to provide young people with EHC Plans with a range of opportunities at Post 16 to meet their needs and support their career aspirations.

We are fully committed to a policy of inclusion which means educating young people in the most appropriate provision and in accordance with their needs. Telford & Wrekin SEND follows the principle of students being educated or trained within their local community and as close to home as possible.

Different types of mainstream Post 16 placements in Telford include:

- Local General Further Education Colleges (GFEs)
- Mainstream Sixth Forms Colleges and School Sixth Forms
- Vocational Training Providers

Please note: Some sixth forms are now Academies and admissions are not controlled by the LA but have similar admission procedures.

There are also a number of Specialist Educational Providers meeting a variety of special needs.

For more information see:

<https://www.gov.uk/government/publications/independent-special-schools-and-colleges>

Section 4: Telford & Wrekin Placements

All General Further Education (GFE) Colleges, Sixth Forms and Special Post 16 placements have their own prospectus or booklet that explains what courses or subjects are available to study, what facilities they provide and what they offer for their students. You will need to contact them direct to receive a copy and attend their open days to find out more about the courses you are interested in and their facilities. They will generally have a copy of their prospectus on their website to download.

More information can be found at:

www.telfordsend.org.uk

Open Days

It's a good idea to visit the college or setting on their open days; this gives you an opportunity to meet and talk to the lecturers, look around at the facilities and see what you think. Information about Open Days can be found on the College Websites and Social Media.

More information about Open Days can be found in Section 21.

Section 5: Questions about Intended Destinations Preference Forms

Who should complete the Preference Form?

All students who will be in Y11 should complete a Preference Form, so that the Local Authority can consult with providers, amend EHC Plans as appropriate and arrange for any agreed necessary funding to be put in place.

Students who are not yet 18 years of age by 31 August 2021, must continue in some form of education or training and their EHC Plan must remain in place. If the Local Authority doesn't receive a preference form the EHC Plan will remain in place but no specific placement will be named in the plan. These students will be encouraged to re-engage in education and training and if they would like to access a training course they are encouraged to contact their SEND Officer who will consult with providers in view to naming a setting on their EHC plan thus giving them an opportunity to continue their education.

What happens if I don't submit a Preference Form?

If you don't submit a preference form then the LA will be unable to secure a placement to meet needs for September 2021.

You need to submit a Preference form even if you are remaining in your current school to attend the sixth form. The LA still need to ensure that your EHC Plan is up to date and any placement funding has been applied for and is in place for the following year.

So, if a young person wishes to continue in education or training then a Preference Form must be completed.

How to complete the Preference Form?

Please complete the form using BLOCK CAPITALS and in Black Ink

Part One/Pupil Details:

Fill in the top box with the student's name, date of birth, home address and current provision.

Part Two / preferences:

Identify your **Four** preferences following the instructions provided on the form.
(Please Note: This is not an application to the Provider – applications will still need to be made directly to the College or Provider)

Part three:

Information can be given to support your preferences. For example: if your first preference is not a local provider.

Information to be filled in regarding Students in Care.

Part Four: Check that the form has been completed correctly according to the bullet points provided.

Part Five: Sign and authorise.

This can be completed by the Student/Young Person or by the Parent/Carer as appropriate.

On Completion:

Forms can be returned via the young person/student's current provision

or directly to the SEND Team by email: SENDandInclusion@telford.gov.uk

By Post: SEND 0-25, 6th Floor, Telford & Wrekin Council, Darby House, Lawn Central, Telford, TF3 4JA

(Forms need to be received by: 1 January 2020)

Section 5: Post 16 Placements in other Local Authorities

If you would like to apply for a Post 16 placement that is based in another Local Authority area then you will still need to state them in your preference form. Telford & Wrekin LA is required to consult with the placement and, if applicable, the other LA regarding the placement on the student's behalf.

Please be aware that other LAs may not always be able to offer a place, for example the placement may be full or they may not be able to meet the needs. Therefore it is advisable to include a Telford placement as a preference.

Note: If a young person applies to a setting out of Telford and Wrekin this may effect an application for transport. See section 11 for more information.

Section 6: Applying for an Independent Specialist Provider (ISP)

For most young people who have Special Educational Needs and/or a Disability (SEND), their education and training will be delivered in a mainstream setting. This is because their outcomes will be met most effectively if they have the opportunity to succeed surrounded by their family, community and friends.

Important Note: The LA is required to take into account funding considerations when making ISP educational placement decisions and they can refuse if a placement is:

- Unsuitable to a young person's age, ability, aptitude or SEN
- Incompatible with the efficient education of other young people with whom they would be educated
- The placement would be incompatible with the efficient use of resources (Code of Practice 2015)

The LA will not be able to confirm funding and commissioning decisions until the full costs and affordability of an educational placement has been considered, in line with the whole budget available. The total costs of the placement may include additional social care and health costs that may be needed.

To secure an education programme, and to make sure that funds are being used efficiently, joint working between agencies, building partnerships and increasing community capacity to secure appropriate funding may take place.

The LA will communicate with other agencies and service areas to request any funding to cover health and care costs associated with the placement. However the LA cannot guarantee that such funding will be provided.

In the event that a local package of provision and support cannot be identified then a decision will be sought from the relevant LA panel which will consider cases in time to meet the 31st March deadline.

If a decision to fund a day placement is made the LA will need to be satisfied that all the criteria are met:

- There is no suitable mainstream provision or package that can meet the young person's reasonable education or training needs.
- There is evidence that the young person has medical or care needs that cannot be addressed by local providers and that would prevent young person from accessing suitable education or training.
- The ISP is appropriate to the young person's needs
- The programme proposed for the young person, includes progression pathways and clear outcomes and destinations in line with the young person's preparation for adulthood.

Requests for residential programmes must evidence the assessment of the student's reasonable education or training needs and demonstrate that an essential element can only be provided in a residential settings and that other provision or packages will be unable to meet their needs.

Evidence must be provided to support placements being up to date (within the last 12 months) and appropriate to the requests being made. Evidence will need to demonstrate that the match between the aspirations of the student, their identified reasonable education and training needs and the learning programme is only available through an ISP. Sourced of the evidence will include:

- EHC Plan
- Careers Action Plan
- Relevant and up to date reports from the Multi-Agency Team around the student and concluded they cannot put in place or source a suitable package of provision and support to meet the student's educational and training needs.
- A report from the ISP detailing how the provider can meet the young person's reasonable assessed education and training needs set out in the EHC Plan.
- The Preference Form – that has signed consent of the young person to share information, as appropriate.

Other information may be required dependant on the young person individual circumstances and requirements.

The LA will take into account the wishes of the young person and their parents/carers, but it does not have a legal duty to fund a preferred placement in an ISP if it is satisfied that it can secure adequate provision locally. The LA will seek a view from a mainstream college or provider where an ISP preference has been made, based on the preferences that have been made. If no preference has been given the LA will seek a view from a local provider who it feels would be able to meet

the young person's needs. A personalised package of provision and support within a local setting may be developed to support the young person needs and aspirations.

If the young person and their Parents/Carers are not satisfied with the decision, they have the right to appeal against the decision and should follow the appeals process in Section 12.

How long will the young person's placement at an ISP continue for?

Continuing placements for existing young people will be made on the basis of their Annual Reviews documenting their progress. The review will be undertaken by the ISP in partnership with the LA and will look at the progress that the young person has made. All reports have to be with the LA by the end of July so that the LA can meet their deadline of 31 March. The LA will look to meet the needs of the young person by developing a personalised provision package and support in a local setting on a year by year basis.

How long will the programme last for a Young Person?

The total length of a programme for an individual young person may last over a year, however the funding for the placement will be considered on a yearly basis (one academic year) and its continuation will be defined by the ongoing progress, attendance and positive outcomes that are shown in the Annual Review Reports that are submitted by the ISP no later than the end of July. Costs will be reviewed on an annual basis.

An expectation is that the young person completes their programme within the time initially agreed and any requests to extend the placement original end date will be granted only in exceptional circumstances. For example: where a young person has not been able to complete their learning outcomes because of unexpected medical reasons.

Can a Placement be changed 'In Year'?

Following identification of a change in support needs, requests to change a student's level of funding in-year (that is, at any time other than through the end of the first term review for new placements and the summer term review process for all students) are likely only to be considered in exceptional circumstances and evidenced by up to date reports. These changes must be agreed by the Local Authority through an annual review before amendments are put in place.

For more information about ISPs visit:

http://www.telfordsend.org.uk/localofferservices/homepage/5/16-25_years

Section 7: Your Home Address

The home address is the main residence where the young person lives for the majority of the school term.

This can be either:

- Owned by the Parent/Carer or the person with parental responsibility.
- Leased or rented by the Parent/Carer or the person with parental responsibility.

If the young person has changed address and is different from the records held, please notify us with the change of address along with proof of residence, such as:

Copy of Council Tax Bill

Copy of Recent Utility Bill

Copy of a Solicitors letter stating that contracts have been exchanged.

Copy of Tax Credit Award Letter

Copy of the Tenancy Agreement with the commencement date, along with a recent utility bill.

If a placement is allocated on the basis of a home address that is found to be different from where the young person's main residence is, then the placement may be withdrawn.

Section 8: Finding out about your placement

The LA will send a copy of the draft EHC Plan naming the proposed placement by 12 March 2021. It will inform the young person and their parent/carer of the proposed placement that has been allocated. The letter will explain how to make representations to the Local Authority if they disagree with or have any concerns about the Post 16 placement before the final EHC Plan is issued.

The LA is required to issue a final EHC Plan by 31 March 2021.

Section 9: Appeals & Amendments

Where there is a disagreement about a placement you will have the opportunity to meet with your SEND Officer who will work with you, to find the best way forward and resolve any issues. Details of how to contact your SEND Officer's will be sent out with the draft EHC Plan. This letter provides details of the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST) if it is decided it is necessary.

Section 10: IASS (Independent Advice & Support Service)

IASS is commissioned by Telford & Wrekin to provide comprehensive, quality and impartial advice to young people and parents/carers of young people with SEND. IASS will be able to advise you on how decisions are made in relation to Post 16 placements and how concerns can be raised.

If you would like more information or to contact IASS:

<http://www.telfordsendiass.org.uk/>

Email: info@iass.org.uk

Phone: 01952 457176

Facebook: IASS Telford & Wrekin

Post: The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP

Section 11: Transport

Each year the LA publishes the Transport Policy (a requirement by Education Act 1996) which sets out what support is available from the council and other bodies, to help young people aged 16-18 (and possibly older) to attend their placement.

The LA itself does not generally consider that it is necessary to provide transport or travel assistance for those in Post 16 education. However, it does offer some assistance for young people aged 16-18 (and older in some cases) who have an Education, Health and Care Plan or have a disability or have learning difficulties.

For learners aged 16-18 with learning difficulties and disabilities the minimum criteria to be eligible for travel support from Telford and Wrekin Council are as follows:

- You must be a resident of Telford and Wrekin
- You must be aged 16-18 years, or have started the relevant course before you turned 19 and are continuing to attend it
- You must have an Education, Health and Care Plan or have a disability or have learning difficulties, as evidenced by an independent party assessment
- You must have applied for where available, a bursary or other appropriate funding from your education or training setting and that application must have been refused. Evidence of this will be required.

We may offer assistance if the student –

- Has no other means of being transported by family or friends (work commitments and other children may not be an acceptable reason)
- Is continuing a course begun before their 19th birthday (see definition below)
- Is a full time student (16 hours or more timetabled sessions per week) – the course can be at entry level or at level 1, 2, or 3.
- Has an Education, Health and Care plan and is unable to walk or use public transport (even when accompanied) due to their learning difficulty or disability
- Is studying a course that is funded by Telford and Wrekin Council or the Education Skills Funding Agency (travel assistance is not given to students paying fees for their tuition, or studying as part of a paid apprenticeship)
- Is studying at the nearest suitable school, college or Local Authority funded training provider offering the course as specified by the Local Authority and named in the Education, Health and Care Plan. When considering if a course is suitable, we take into account the end qualification awarded (not the individual subjects taken), the training provider having a place available to offer on that course, and that the students meet the entry requirements demanded by the training provider.

Students who meet the eligibility requirements will be provided with travel assistance most appropriate to their needs (as determined by Telford and Wrekin Council)

For more information you can find the Transport Policy at:

http://www.telford.gov.uk/downloads/file/6423/post_16_transport_policy

It may be possible to apply for Financial Assistance directly through the organisation providing the placement. Further details about these schemes can be requested directly from the college/setting.

There is also government guidance available:
www.gov.uk/subsidised-college-transport-16-19

To contact the Transport Team:
Phone: 01952 384620
Email: transport.contracts@telford.gov.uk

Section 12: Participation Age

The government has raised the Participation Age and so those due to leave school in 2019 will need to remain in either education or training until the end of the academic year in which they turn 18. Raising the Participation Age is not the same as raising the school leaving age. Young people will be able to choose the best Post 16 option, and will be able to leave school after year 11 and consider the following options:

- Full-time Education – at a school Sixth Form, a General Further Education College (GFE) etc.
- Supported Traineeship – at a local training provider or a college. This will give young people a minimum of 6 months of work placement and they will be supported by a work mentor.
- Traineeship – at a local training provider or a college. This is for young people who want to develop practical skills through work experience lasting up to six months. It can lead to qualifications up to level 2.
- Apprenticeship – this is done through an employer and can lead to work based qualifications up to level 3.
- Employment with Training – if employed, self-employed or volunteering full time (20 hours or more a week) but a young person must still be in learning for at least 280 hours a year, the equivalent of one day a week during term-time.

For more information on any of the above see:

- www.gov.uk/apply-apprenticeship
- www.ucasprogress.com
- www.nationalcareersservice.direct.gov.uk

Section 13: Careers Advice, Information & Support

Careers Guidance in School

Careers advice and guidance is available in schools for Key Stage 4 students and schools can advise how to access this. (Some schools in Telford & Wrekin will use Future Focus as their careers advisors.). Careers advice and guidance can help to explain the different choices and options available, and suggest opportunities for young people to consider before they make an informed decision about their future Career Action Plan. It is vital that young people see a Careers Adviser and get a Career Action Plan that lists their choices, options and next steps for their future.

Future Focus

Some schools in Telford & Wrekin use the Future Focus service to provide careers advice rather than having a specific Careers Advisor within their school. Future Focus is an impartial, free, Careers Guidance support service for young people living in Telford aged between 16-19 or up to 25 years with additional needs. They provide impartial information, advice and guidance on careers and future planning. They can also help you when things get in the way of your learning and future plans and look at support services with you that might be able to help.

You will have a Future Focus Advisor who will offer you confidential advice and they can help you with your learning and career plans. These could include:

- Exploring realistic options including employment with training opportunities.
- Job searching, Writing a CV and interview skills
- Help with applying for apprenticeships
- Help to choose the right courses
- Finding Career information
- Overcoming reasons not to carry on with education
- Increasing your confidence and building on your communication skills
- Involving your family in your learning plan

You can contact Future Focus through your School or Placement or visit the drop in at Southwater One.

Drop In's

Southwater One, Southwater Square, Southwater, Telford, TF4 4JG
(Mon-Fri 9-5)

Phone: 01952 388988

Email: future.focus@telford.gov.uk

To view the Future Focus Transition Pack:

http://www.telford.gov.uk/localofferservices/downloads/file/47/future_focus_transition_pack

National Careers Service

The National Careers Service provides an online information, advice and guidance service to help you make decisions on learning training and work. You can explore careers, take a skills assessment, find courses and read advice on different stages of a job hunting, interview skills and more.

To find out more:

<https://nationalcareersservice.direct.gov.uk/>

Phone: 0800 100 900

**Section 14:
Not in Education, Employment or Training (NEET)**

Telford & Wrekin SEND continue to work in preventing young people who are not accessing Education, Employment or Training (NEET). Young people who are aged 16-25 with SEND have the opportunity to work with a Future Focus Advisor. For more information about this service and for contact details for Future Focus see: Section 13.

**Section 15:
What do qualifications mean?**

Up until now young people may have taken qualifications chosen for them by school. The table below outlines the different choices a young person has in Post 16 depending on which pathway they choose. To understand what courses are provided in Telford & Wrekin contact your preferred providers websites (see section 17,18,19 & 20)

Telford & Wrekin providers	Entry Level 1, 2 & 3	Level 1	Level 2	Level 3	Level 4
General Education Courses	Foundation Level Study Programme	GCSE grade 1-3 (old D-G) Functional Skills	GCSE grade 4-9 (old A*-C) Functional Skills	A Level AS Level A2 Level International Baccalaureate	Degree Masters Degree PhD
Vocational education courses – includes BTEC, City & Guilds	Foundation Level Study Programme	Awards Certificates And Diplomas at Level 1	Awards Certificates And Diplomas at Level 2	Awards Certificates And Diplomas at Level 3	HNC, HND Professional Diploma Foundation Degree
Traineeships	Pre-Apprenticeship programme/ Traineeships or internships	Pre-Apprenticeship programme/ Traineeships or internships	Apprenticeship NVQ Level 2 plus technical certificates such as BTEC Level 2	Advanced Level Apprenticeship NVQ Level 2 plus technical certificates such as BTEC Level 2	Higher Apprenticeship – NVQ 4 Foundation Degree, HNC or HND
Supported Internships/ Foundation programmes	Awards, Certificates or Diplomas at Entry Level 1, 2 or 3 Skills for life Functional Skills	Awards Certificates or Diplomas at Level 1 Essential Skills Functional Skills	This study programme is to help people who haven't yet reached Level 2, and to prepare you to progress on to a Level 2 course, a job with training or an Apprenticeship.		

Section 16: Contacts

Telford & Wrekin SEND Team

SENDandInclusion@telford.gov.uk

01952 381045

SEND PfA Team
Education and Corporate Parenting,
6th Floor,
Telford & Wrekin Council,
Darby House,
Lawn Central,
Telford,
TF3 4JA

For more information on the Telford SEND 16+ Education and Training Placement Policy for young people with an EHCP:

http://www.telfordsend.org.uk/localofferservices/info/1/home/82/telford_and_wrekin_send_16_education_and_training_placement_policy_for_young_people_with_an_ehcp

Other Contacts:

IASS

The Glebe Centre,
Glebe Street,
Wellington,
Telford,
TF1 1JP
Email: info@iass.org.uk
Phone: 01952 457176

Section 17: Sixth Form Centres in Mainstream Schools

Sixth Form Centres provide a number of choices from A Levels, repeating GCSEs, Functional Skills and BTEC Vocational Centres. If you have an EHC Plan you will continue to be supported with your needs as stated in your EHC Plan.

Applications have to be made directly to the school along with completing the Preference Form to notify the SEND Team. Make sure that you visit the Open Days to see what's on offer and to find out more about the qualifications, courses on offer, travel options, tutors and the support that's available.

Adams Grammar School	
Haberdashers' Adams, High Street, Newport, TF10 7BD	
Tel: (0)1952 953810	Head teacher: Mr. Gary Hickey
Website: https://www.adamsgs.uk/	Chair of Governors: John Gallager
Email: reception@adamsgs.uk	
Number of Sixth Form Students:	

Newport Girls High School	
Wellington Road, Newport, Shropshire, TF10 7HL	
Tel: 01952 797550	Head teacher: Mr. M. J. Scott
Website: https://www.nghs.org.uk/sixth-form/	Chair of Governors: Mr. Edward Lewis
Email: schooloffice@nghs.org.uk	
Number of Sixth Form Students:	

Thomas Telford School	
Old Park, Telford, TF3 4NW	
Tel: 01952 200000	Head teacher: Sir Kevin Satchwell
Website: www.ttsonline.net	Chair of Governors:
Email: info@ttsonline.net	
Number of Sixth Form Students:	

Haberdashers' Abraham Darby (Academy)	
Ironbridge Road, Madeley, Telford, TF7 5HX	
Tel: 01952 386000	Head teacher: Mr. Lee Hadley
Website: www.haberdashersabrahamdarby.co.uk/	Chair of Governors: Mr. J. W. A. Cann
Email: ad.academy@taw.org.uk	
Number of Sixth Form Students:	

Madeley Academy	
Castlefields Way, Madeley, Telford, TF7 5FB	
Tel: 01952 527700	Head teacher: Lady Maria Satchwell
Website: www.madeleyacademy.com	Chair of Governors:
Email: sdavies@madeleyacademy.com	
Number of Sixth Form Students	

**Section 18:
Local General Further Education (GFEs)**

Mainstream colleges offer a range of courses including A Levels, GCSE's, Functional Skills, Apprenticeships and BTEC vocational courses. They will also include specialist courses about Personal Development where students can get support to enhance their independent living skills. The advantage of attending a college is that there is a wide range of course available and have more independence.

Students will still continue to have the support outlined in their EHC Plan.

Providers within Telford and Wrekin area:

Telford College	
Haybridge Road, Wellington, Telford, TF1 2NP	
Tel: 01952 642200	Principal: Graham Guest
Website: www.telfordcollege.ac.uk	
Email: info@telfordcollege.ac.uk	
Link to Prospectus: https://www.telfordcollege.ac.uk/guide	

Providers outside the Telford and Wrekin but in the surrounding area*:

Shrewsbury College	
Shrewsbury College, Abby Foregate, Shrewsbury, SY2 6AA	
Tel: 01743 235491	Principal: James Staniforth
Website: www.scg.ac.uk	
Email: info@scg.ac.uk	
Link to Prospectus: https://www.scg.ac.uk/our-courses/prospectus	

City of Wolverhampton College	
Paget Road Campus, Paget Road, Wolverhampton, WV6 0DU	
Tel: 01902 836000	
Website: www.wolvcoll.ac.uk	
Email: Contact Us form on website	
Link to Prospectus: https://www.wolvcoll.ac.uk/full-time-course-guide-2019-2020/	

Stafford College	
Victoria Square, Stafford, ST16 2QR	
Tel: 01785 223800	
Website: www.nscg.ac.uk	
Email: info.stafford@nscg.ac.uk	
Link to Prospectus: https://nscg.ac.uk/study/prospectus	

North Shropshire College	
Oswestry Campus, North Shropshire College, Shrewsbury Road, Oswestry, Shropshire, SY11 4QB	
Tel: 0800 440 2281	

Website: www.nsc.ac.uk
Email: admissions@nsc.ac.uk
Link to Prospectus: https://www.nsc.ac.uk/request-prospectus

*please note when applying for providers outside of Telford & Wrekin this may impact on transport decisions. Please see section 11 for more information.

Section 19: Vocational Training Providers

Vocational training providers offer work based vocational training in many different areas; they may also offer Functional Skills. Students will need to contact them to see what training is available and for an application form.

Landau
5 Landau Court, Tan Bank, Wellington, Telford, TF1 1HE
Tel: 01952 245015
Website: www.landau.co.uk
Email: admin@landau.co.uk

Nova Training
8-10 Tan Bank, Wellington, Telford, TF1 1HJ
Tel: 01952 243380
Website: www.novatraining.co.uk
Email: highneeds@novatraining.co.uk

County Training
Syer House, Stafford Court, Stafford Park 1, Telford, TF3 3BD
Tel: 0345 6789023
Email: Contact Form on Website
Website: www.ctapprenticeships.co.uk/

Juniper Training
9 Hawksworth Road, Central Park, Telford, Shropshire, TF2 9TU
Tel: 01952 299016
Email: Contact Form on the Website
www.junipertraining.co.uk

**Section 20:
Specialist Post 16 Providers**

Telford College - Willow Tree Centre	
Telford College, Haybridge Road, Wellington, Telford, TF1 2NP	
Tel: 01952 642325	Principal: Sarah Jones
Website: www.telfordcollege.ac.uk/the-willow-tree	
Email: sarah.jones@telfordcollege.ac.uk	

Section 21: Open Days

Telford College

<https://www.telfordcollege.ac.uk/open-events/>

Shrewsbury College

<https://www.scg.ac.uk/our-courses/find-out-about-college/open-evenings-advice-events>

Wolverhampton College

<https://www.wolvcoll.ac.uk/events/>

Stafford College

<https://www.wolvcoll.ac.uk/events/>

North Shropshire College

Walford Campus & Oswestry Campus

<https://www.nsc.ac.uk/news-pages/5ed4c0968f3ec/Virtual-Open-Event>

Section 22

GDPR (General Data Protection Regulation 2018)

As a result of a revision of the Data Protection Act 1998, the new General Data Protection Regulation 2018 (and Associated Data Protection Act 2018). This change in legislation affects many aspects of data and its protection, including how it is gathered, managed, stored and distributed.

We understand that your personal data is important to you, and that we have responsibility to you regarding the information we hold about you, to ensure that the information we collect and use is done so proportionately, correctly and safely.

We collect, hold and use personal data received by you to enable us to provide services to you. The amount and type of information we hold on you depends on the services we are providing to you. Your data is processed in Accordance with the provisions of the GDPR as below:

For, us to provide services to you the following condition for lawful processing will apply: 6(1)(e) ' ... for the performance of a task carried out in the public interest or in the exercise of official authority...'

For necessary processing of special categories, e.g. Health, ethnicity the following condition will apply:

9(2)(b) ' ...is necessary for the purposed of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of social protection law in so far as it is authorised by Union or Member State law...'

You will be able to view the Council's full privacy notice on Telford & Wrekin Council's website. When we process your personal data we will do so in accordance with the data protection principles. These principles are designed to protect you, and ensure that we:

- a) Process your information lawfully, fairly and in a transparent manner;
- b) Use your information for a specified, explicit and legitimate purpose and not further processed in a manner that is incompatible with that purpose;
- c) Only obtain adequate, relevant and limited information to allow us to carry-out the purpose for which it was obtained;
- d) Ensure the information we hold about you is accurate and, where necessary, kept up to date;
- e) Keep any information for no longer than necessary for the purposes for which it was collected;
- and
- f) Process your information in a manner that ensures appropriate security of your personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Your rights

You have certain rights in relation to the personal information we hold about you. In particular, you may have a:

- Right to be informed – you have a right to be told how the Council use your personal data. The Council communicate the right to be informed via this privacy policy.
- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have the right to correct data that we hold about you that is inaccurate or incomplete.
- Right to erasure (right to be forgotten) – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restrict processing – where certain conditions apply to have a right to restrict the processing.
- Right of data portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing, the performance of a legal task and scientific or historical research.
- Right to object to automated processing, including profiling.

The right to withdraw consent – If the legal basis for our processing of your personal information is consent then you have the right to withdraw that consent at any time.

Some of the rights are complex, and there are circumstances where your right will not apply, for example the right to erasure will not apply if your personal data is required for legal proceedings. It is recommended that you read the relevant guidance notes on the Council website, or on the ICO's website for further information.

Telford & Wrekin Privacy Notice

http://www.telford.gov.uk/info/20236/open_council/1041/telford_and_wrekin_council_privacy_notice

ICO Guidance Notes

<https://ico.org.uk/your-data-matters/>

How to exercise your rights

You may exercise your rights in relation to your personal data by writing to us at the address in this booklet (Section 16: Contacts). To avoid delay in dealing with your request please ensure that you confirm in your letter which right you wish to exercise along with the reasons why.

The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

We will respond to your request within 30 days, by either providing you with the information requested, requesting further information from you, or requesting further time to complete your request, if for example the request is substantial or we need to obtain information from various departments within the Council.

The Council can also refuse your request. In the event that the Council refuses your request we will provide you with reasons why, as well as provide you with the details of how you can challenge or appeal our decision. You will also be informed of your right to legally challenge our decision with the ICO.