Dear Parent/Carer,

Year 12 Transition to Year 13

As your son/daughter completes their first year of Post 16 studies, I would like to outline their transition into Year 13. This letter contains important information about your son/daughter’s next steps which requires action on your part.

From Monday 17th until Friday 21st June Year 12 students will be completing their end of year summer examinations. These are important examinations which will demonstrate the progress your son/daughter has made in their subjects; they will also help to demonstrate that they have made sufficient progress to continue with their courses into Year 13. Can I please reiterate that there is no examination leave during this time and that all students must continue to be in full-time during this period.

Following these examinations students will move into Year 13 on Monday 24th June. We will begin the Year 13 programme of study immediately and provide the specialist support to help them in their university, apprenticeship and career applications.

If your son/daughter is not intending to continue their studies at Cardinal Newman, please let me know so that a career guidance appointment can be arranged.

Year 13 Lesson Attendance

Attendance to all lessons is compulsory in the final half-term and students are expected to maintain an attendance figure above 95% in this period. Where a student has been successful in obtaining a place on a university summer school which takes place in term-time, they must discuss this with individual subject teachers, collect work and ensure it is completed upon their return.

University Visits

On Monday 24th June all Year 13 students will visit De Montfort University and on Friday 12th July Loughborough University to learn more about the UCAS (Universities and Colleges Admissions Service) process. Both visits will allow students to experience university life, see typical student accommodation and talk to current undergraduate students. Students will be accompanied by members of the Year 13 team.

We will travel by coach, leaving at 8.40am and returning by 3.10pm. Both visits are provided free of charge by the university concerned but we must ask all students to make a contribution of £15 each to cover the cost of travel to and from each university. De Montfort University will be providing lunch for all students. Even if your son/daughter is
considering not applying for university, we would encourage them to attend both visits to allow them to confirm that decision. Our past experience suggests that students frequently change their mind about their future pathway throughout Year 13.

**Higher Education Fayre**

On Tuesday 25th June students have the opportunity to attend the UCAS Higher Education Exhibit at the NEC, Birmingham. A place has been reserved for each student to attend this valuable conference at 12.30pm. Students are required to travel independently to the venue and make their own arrangements for return. The conference is a very valuable way of gaining exposure to many different universities in one location and has proved very informative to previous students. We ask students to attend, without a member of staff, to encourage their journey towards independence in a university environment. Students will not be required to attend school on this day.

**UCAS/Apprenticeship Evening**

Finally, on Thursday 27th June 2019 we will be hosting our UCAS/Apprenticeship evening. The purpose of the event is to introduce both parents and students to the upcoming University application process and the actions that need to be taken to complete a successful application. Alongside this, we will also be delivering information about how best to apply for apprenticeships following Year 13. Please arrive at 6.00pm and make your way to the Canon Diamond Theatre. The event will last approximately one hour.

May I ask that you confirm your son/daughter’s attendance to these events on the attached reply slip and enclose the contribution of £15 by Monday 3rd June 2019. Please accept my thanks for taking the time to read this lengthy but important correspondence. If you have any queries, please do not hesitate to contact me.

Yours faithfully

Mr Sam McDonnell
Head of Sixth Form

Attached: Reply Slip
REPLY SLIP – PLEASE RETURN BY MONDAY 3rd JUNE 2019 TO STUDENT RECEPTION.

Student Name:__________________________  Tutor Group: ______________

I give my son/daughter permission to attend the following events and enclose £15 to cover the cost of transport to and from both University visits:

Monday 24th June De Montfort University

Tuesday 25th June UCAS Higher Education Exhibit, Birmingham

Friday 12th July Loughborough University Visit

I will/will not be attending the UCAS/Apprenticeship evening on Thursday 27th June.

Signed: _____________________________________________________________

Parental/Carer contact number: _______________________________________

Parental/Carer contact Email: _______________________________________

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