

## 14-19 Participation and Skills

To all Schools, Colleges and Providers of Education and Training for 14 – 19 year olds

3rd June 2019

### SEPTEMBER GUARANTEE

Ensuring all young people have an offer of post-16 education and/or training for September 2019

Dear Colleague(s)

This letter sets-out this year's data collection requirements for the statutory September Guarantee return to the Department for Education (DfE). This return is part of an intensive cycle of activity to ensure that every young person aged 16 or 17 participates in education or training. Since September 2015, the law requires all young people to participate in education, employment or training until at least their 18th birthday. Our aim is to improve participation rates in Birmingham by helping to secure early intervention for every young person who does not have an appropriate offer for post-16 provision or who is not participating. Thank you for submitting your Stage 1 – Confirmation of Cohort data returns. The next stage of the process is outlined below:

#### **Stage two: September Guarantee Returns from ALL Providers with Year 11 and/or 12:**

Under the September Guarantee, all young people in Years 11 and 12 are entitled to a place in post-16 education or training. We are collecting information from all education and training providers about:

- all offers made to young people (both internal and external candidates)
- all offers received by young people currently on your roll.

Please complete this information in the pre-populated spreadsheet by **Friday 28<sup>th</sup> June 2019**. Please ensure that your spreadsheet is password protected and the password is sent in a separate email.

#### **Stage three: 'No Offer' Lists and requests for more information:**

We will identify and issue lists of your Year 11 and 12 learners who have **not** received an offer of education or training week commencing 1<sup>st</sup> July 2019. Responses are required before **12<sup>th</sup> July 2018**.

Please password protect your spreadsheet and send all returns to the following email address using Egress Switch: [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk)

From this return we will gain a full picture of likely participation status and also identify young people at risk of non-participation. We will be in contact in July to signpost and target additional support available to young people at risk of disengagement.

While some young people are still receiving offers, it is important that the majority of this information is gathered in advance of the examination period and school leaving dates. You will receive further information with regards to the Annual Participation activities during the summer term.

The September Guarantee is the first part of the process to ensure that all young people aged 16 -18 are supported to appropriate progression pathways. Last year, 98.7 per cent of young people in Year 11 received an offer of a place compared to 97.4 per cent nationally. However, for young people in Year 12,

the figure drops to 88% compared to the national average of 92.6%. With your support we are confident that we can close the gap with the national average this year.

We are working hard to improve our data gathering processes based on feedback received from providers and we welcome your suggestions to continuously improve the September Guarantee process. Thank you in advance for your continued co-operation.

Yours faithfully

A handwritten signature in black ink, appearing to be 'AA', with a long horizontal stroke extending to the right.

Anne Ainsworth  
Assistant Director – Skills and Employment  
Education Services