

1st September 2020

To: All Secondary Schools, Special Schools, Colleges and Post 16 Providers

Dear Colleague

Ref: Annual Participation Survey (APS) 2020

IMPORTANT FOR ACTION: Ensuring all young people continue in post-16 education and training

Thank you for submitting the 'offers' received by young people in Year 11 and Year 12 for this September, under the September Guarantee.

The next stage of the tracking cycle is for providers to confirm where those young people are now on roll. This process is called the Annual Participation Survey. Please find attached guidance and forms relating to this process.

As you are aware young people are legally required to continue in education or training to the age of 18. Participation rates for 16-18 year olds in Birmingham are currently below the national average and we require your full support to ensure that every young person's participation is tracked and a destination recorded for them. Last year, nationally **92.8%** of 16 - 18 year olds participated in post 16 education and training. In Birmingham the participation rate was **92.1%**. We would like to outperform the national average this year, and we need your help to achieve this.

In the event that you know that a young person is not in education, employment or training (NEET), please could you notify us immediately in order to ensure that the young person is contacted and supported to re-engage in education, training or employment. We are also requesting **immediate** notification of any young people who leave post 16 provision early through the completion of the Notice of Withdrawal Form (Annex D). Post 16 providers are under a statutory duty to notify the local authority when a young person withdraws from provision.

Following the SEND local area Ofsted /CQC inspection and as part of arrangements in continuing to improve outcomes for young people, Annex E has been introduced to collect destinations for young people with an Education, Health and Care Plan (EHCP). Please complete Annex E with the destinations for young people aged 19-25 who have completed their placement.

Thank you in advance for your continued support with the tracking process. Please contact the 14-19 Participation and Skills Team by email insight@birmingham.gov.uk if you have any questions or require further clarification.

Yours sincerely



Parminder Garcha
Head of Service, 14-19 Participation and Skills

Education Service

Directorate for Children & Young People

Postal Address: PO Box 15843, 1 Lancaster Circus, Birmingham B2 2RT

ENCLOSURES:

Annex A – APS2020 – Post-16 enrolments

Annex B – APS2020 – Year 11 and 12 destinations

Annex C – APS2020 – Year 13 and 14 destinations

Annex D – RPA Notification of Withdrawal Form NOW

Annex E – Record of Destinations of Students (19-25) with EHCP who have completed their placement.