



## John Port Spencer Academy Careers Education, Information, Advice & Guidance Procedure for Destination Data

Under the Gatsby Benchmarks for excellent Careers Education in schools, it is our duty as a school to maintain records on the destinations of our students for 3 years after they finish Year 11.

The following plan sets out the procedure for the tracking and maintaining of accurate destination data. The actions are the responsibility of the Careers Leader and other key staff members.

### Year 11 Students

Throughout Year 11, all students will have at least one IAG (Information Advice & Guidance) appointment with a qualified IAG adviser.

Support for decision-making, applications and preparation for further education and training will be given to all students by the Careers Leader, Form Tutors, Progress Leader and all associated staff to ensure that all students secure a positive intended destination.

- Mrs S Coulson                      KS3 & KS4

Support will be targeted for those who have no intended destination and are at risk of becoming NEET (Not in Education, Employment or Training).

In particular, additional support will be given to students who:

- Have a Special Educational Need
- Have accessed the Hub
- Speak English as an Additional Language
- Are or have been Looked-After from the January of Year 11

Students will complete a survey, using Google forms, of their intended destinations, including their applications, interviews and offers of study for post-16 education or training. Compiling this data allows:

- Accurate tracking of intended post-16 destinations for all students
- Identification of any students where applications do not match CEIAG (Careers Education, Information, Advice & Guidance) given during IAG appointments or known desired career path or those students who need further IAG, support or aspirational encouragement
- Identification of any application/interview issues when compared with data received from post-16 providers
- Comparison tracking of intended destinations into the summer term from the April of Year 11.

Students will complete a second survey of their intended destinations and also give permission for relevant data to be shared with the Local Authority and post-16 education and training providers as necessary (in compliance with GDPR). Students will also be asked to update their contact details and sign up to our alumni network.

On GCSE Results Day, intended destinations will be confirmed by the Careers Leader and other staff. John Port Spencer Academy sixth form places will be confirmed. IAG support will be available on the day and day after for those whose GCSE results have altered their education/training plans.

### Former students in Year 1 and Year 2 after leaving John Port Spencer Academy

Data on sustained destinations will be received via the Schools Portal from the Local Authority in the spring term of Year 1. The Careers Leader will work with the Local Authority to track any outstanding students and to check the data available with known and intended destinations.

### Procedure for Destination Data

Students will be asked to join the alumni network after leaving John Port Spencer Academy and provide contact details so that we can contact them to request destination data information for a limited time (3 years) after leaving. Liaison will take place with all local and other intended providers of post-16 education and training to gather and confirm student destinations.

Information gathering will begin in the September of Year 1 and be confirmed by January as destinations become sustained. Students will be contacted by email, phone and letter to establish their destination for the three tracking years.

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At the start of Year 2, their education and training providers will be contacted to confirm the provision. Former students in Year 3 onwards after leaving John Port Spencer Academy in the alumni network will be contacted to confirm their education, training or employment destination from the September at the start of their third year post-John Port Spencer Academy. Department for Education data will be expected in Term 1 for finalised Year 1 data. This will be viewed in context with other data collated and with Analysis, Reporting and Summaries Destinations data will be anonymised, summarised and posted on the careers section of the John Port Spencer Academy website. Data will also be presented to the Senior Team and Governors at relevant times to be reported on and analysed in conjunction with the CEIAG Plan, School Improvement Plan and annual evaluation of CEIAG provision.

Trends in destination data will be examined closely by the Careers Leader and key stakeholders, this will be used to inform CEIAG provision– it is vital that our students are aware of the range of post-16 options they have. This includes close examination of:

- Proportions of students in different providers of post-16 education and training e.g. Sixth Form, Colleges, Apprenticeship Providers
- Proportion of students who progress to Level 3 study, including A Levels and advanced vocational courses
- Proportion of students who progress to Apprenticeships
- Percentages of students who progress to Higher Education (including degree apprenticeships) in Year 3

### Support for former students

Former students are given details of our Local Authority NEET advisor. This support will be available via the Careers Leader. Students applying through UCAS during year 14 are supported by John Port Spencer Academy Sixth Form team.

### Timeline

Status	Year	Term	Action	Notes
John Port Spencer Academy Student	11	2	Intended Destinations 1(Google Form) Plus, follow-up IAG if necessary	Careers Leader with Head of Year 11 and form tutors
		3	Intended destinations 2 (Follow up Google Form to confirm Destination) Plus, follow-up IAG if necessary	Careers Leader with Head of Year 11 and form tutors
		Summer	GCSE results day – John Port Spencer Academy Sixth Form confirmed offer plus destinations check for leavers. IAG advice if necessary.	Careers Leader with Head of Year, Senior Team and Form Tutors.
John Port Spencer Academy Sixth Form student and leaver	12 Or Year 1	1	Internal Data – Destinations check (retain rate KS5)  Local Authority process support Requests to education & training providers	Careers Lead with sixth form administration support
		2	Internal – destinations check  Local Authority Data received	
		3	Internal destination check (retain rate KS5)	
	13 Or Year 2	2	Internal sustained destinations check	
		3	Internal sustained destinations check	
	Year 3	1	Internal data – KS5 destinations UCAS destinations report DfE data for Year 1	
		3	Internal sustained destinations check	