

Key Points for Careers Tutors and Schools, supporting students completing Sixth form Applications

- Students should research and discuss all Post 16 Options with their Careers Advisors.
- Applications open on 27 November 2023
- The Closing Date for receiving applications is 31 January 2024
- Students are invited to list up to **three Sheffield school sixth forms** in order of preference. Other providers such as colleges etc may be listed too. Sheffield LA will process only the top 3 preference **schools** on the application. Other providers process their own applications and allocations.
- If student attends a school with a sixth form and selects current school as first preference, then, provided they meet the grades and any other requirements, they will be offered a place there, and any other preferences listed lower on the application will not be considered.
- If student attends a school with a sixth form and list a different school as first preference and current school as second or third preference, then any school listed higher than current school, will be considered.
- The SEND team process all applications from students with an EHCP (Education and Health Care Plan). They should be contacted via the following: SENDAssess&Review@sheffield.gov.uk. There may be a different timeframe for students with an EHCP so please confirm with SEND.
- Any late applications or changes to preferences (ie those received after 31 January 2024) will not be processed until after the 'on time' applications have been allocated and accepted or declined.
- Any changes to preferences received after 31 March will be considered by the schools after the GCSE results are published.
- Students should check the 'Status' of the application on Sheffield Progress after 28 February 2024. The Status will be one of the following:

Conditional Offer - You have been made a conditional offer at the highest preference school for which you were eligible.

Unsuccessful – Your application is unsuccessful in terms of estimated grades or subject availability. Please read Sheffield Progress message carefully.

Acknowledged – The application is not being taken any further by the school as you have been made an offer by a higher preference school.

- Students must accept or decline your conditional offer by **15 March 2024** via Sheffield Progress. If no response is received, Sheffield Progress application status will be updated to DID NOT RESPOND and the place will be allocated to another student.
- Applications received after 1 June will be considered by the schools after GCSE results day. Schools will liaise directly with the student regarding the outcome.