

School Leavers' Process

Which year group are you in?

S4

S5

S6

Do you have a **confirmed** positive destination?
Which means you have either:

- a) An unconditional offer for college/university/graduate apprenticeship **OR**
- b) Employment, training or volunteering with a contract and confirmed start date

Yes

No

You can leave school.
Return your iPad and charger to the school office

You will need to return any library books and locker key (if you have these)

See Mr Wood or Mr Bear for a Leavers' Form.

Complete and return your form – this will be processed when your iPad & charger are returned.

Wait until you know you have met your conditions and accepted your place, or have a contract and confirmed start date.

You can then return your iPad & charger and see Mr Wood/Mr Bear to complete your Leavers' Form. Please complete all parts of the form.

Please include details of any part time job(s) you currently have.

What if I don't achieve the conditions for my course?

You should return to school and follow your timetable.

Make an **appointment** to see Alison Dunlop (SDS Careers Advisor) as soon as possible to discuss your options.

You will have the opportunity to **complete your Leavers' Form in PSE before exam leave**. Please complete all parts of the form.

If you are going to **college or university**, please note the name of your preferred course and whether your offer is **conditional or unconditional**.

Please include details of **any part time job(s)** you currently have.

You will also have the opportunity at the **S6 Leavers Breakfast/Event** in school to either complete your Leavers' Form or check it for accuracy.

What if I don't have a positive destination yet?

The school and SDS will keep in touch with you to ensure you receive the support you need to find employment, training or a place at college.

What if I don't achieve the conditions for my course?

SDS and UCAS can help you use the clearing system to find an alternative course.

Keep in touch with the school and SDS to make sure you get the support you need.

We encourage all school leavers to tick "Yes" to giving **Skills Development Scotland** permission to keep your contact details, to ensure you continue to receive support if your destination doesn't work out.