

22 September 2025

Dear Year 11 Parent/Carer

This letter is to give you information about the action your child needs to take this term to transition from Springfield to their best next step.

Colleges and Sixth Forms

College open events are taking place at the moment (a full list provided by EBP is attached to this letter - one list is chronological and the other is by college) and it is a good idea for your child to attend as many as possible. The application window opens in October for most colleges; however, City of Portsmouth has already opened their applications.

Year 11 pupils have been advised to apply by November if possible and certainly before Christmas. Many colleges will offer places on a "first come, first served" basis.

Year 11s have also been advised that, if they are still unsure which course to opt for, they should get an application in. Should they change their mind later, it is often possible to request a course transfer once a place has been obtained.

It is sensible to apply for more than one college, especially if a course is likely to be popular. If your child holds more than one offer, they must politely turn down the one they do not want as soon as possible on GCSE results day.

Some schools within commuting distance, such as Oaklands and Bishop Luffa, have Sixth Forms. Oaklands, which offers A Levels, has an open day on Thursday, 16 October.

Apprenticeships

Pupils are actively encouraged to consider apprenticeships, either at post-16 stage or later. These will be advertised at various stages this academic year, including on the government's website: <https://www.gov.uk/apply-apprenticeship>. As is the case with any job, your child may have to make several applications. It is sensible to apply for a college course as well, so that a back up is in place.

Events:

Springfield is holding a careers fair on Monday, 13 October. As last year's event was post-16 themed, this year we have visitors who can discuss options further ahead, such as employers and universities. Your child will attend in period 5 that day.

Portsmouth City Council is offering a Careers and Apprenticeships show on Wednesday, 24 September 2025

Venue: Mountbatten Centre (Twyford Avenue, Hilsea, Portsmouth PO2 9QA)

Doors Open: 15:00 - 18:00 pm

Tickets: <https://buytickets.at/casportsmouth2025/1686816> (tickets are free)

Springfield School
Central Road, Drayton, Portsmouth, PO6 1QY

Headteacher Ms S F Spivey BSc, MA

Tel (023) 9237 9119

Email contact@springfield.uk.net

Web www.springfield.uk.net

Twitter @SpfldUK

Advice and support

If your child needs support in making an application, please let the school know. The school's independent careers adviser, [Sarita Khosla-Malhotra](#), is on site to see pupils on an individual basis twice a week. Appointments can be requested by emailing me, at reception or through a form tutor. Many Year 11s have already seen the careers adviser but, if not, they will be allocated an appointment this school year. If your child has periods of absence from school, we are able to offer remote careers adviser appointments. There is also a National Careers Service that has a useful helpline: <https://nationalcareers.service.gov.uk/>

Best wishes

A handwritten signature in black ink, reading 'Laura Burden' in a cursive style.

Laura Burden
Lead for Aspiration and Enterprise