An Enquire guide for young people

Getting ready to leave school
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Contents

Intro 3
How are you feeling about leaving school? 4
Who can help 6
What your school should do 8
Planning your support 10
Deciding when to leave school 12
Thinking about your choices 13
You can change your mind! 14
Where to get advice and info 16
Your notes 22

All the advice “in quotes” comes from young people.
When you are getting ready to leave school you have lots of choices about what to do next.

Deciding what to do can be hard. You will have a lot to think about.

You can use this guide to help you. It suggests things to think about and people you can talk to. It also explains how your school can help you get ready to leave.

It’s a good idea to take lots of time to think about what you will do next. So why not start using this guide today?

“Give yourself time to plan, and always have a back-up plan in case your first choice doesn’t work out.”

call 0345 123 2303
Here are some things young people said to us about leaving school:

“Worried - what's next? Am I prepared?”

“I don't want to leave school - I'm pretending it's not going to happen.”

“I feel excited!”

How are you feeling about leaving school?
"It’ll be good to feel in control of my life - services will talk to me, not my mum!"

"Stressed out."

"Bit overwhelmed about all these changes in my life."

"Looking forward to earning my own money."

call 0345 123 2303
Who can help

Other people can help you think about what choices you have, what you are good at and what you enjoy doing. But remember that YOU know yourself best. You are making a choice for you and not for anyone else.

Here are some people you could talk to:
- family/carers
- friends
- teachers and other people at school
- social workers
- careers advisers
- people at your local youth centre
- staff at the Jobcentre.

“It can help to talk to other young people who have already been through all this.”
Here are some questions to think about:

- What are my options?
- How can I get advice about money and benefits?
- Where could I live?
- How can I make new friends?
- How will I get around the places I want to go?
- What kind of job could I do?
- What subjects, exam results or qualifications do I need?
- Could I go to college or university?

“ If you’re going to meetings and feel scared, take along an advocate or supporter who can help you get your points across. ”

call 0345 123 2303
What your school should do

Your school must make sure you can get advice and information about what you can do when you leave school.

Usually your guidance teacher, the school librarian or a careers adviser can help you with this.
Here are some ways your school may help you get ready to leave:

- Help you learn to live independently.
- Arrange for you to visit a local college.
- Arrange for you to do work experience.
- Help you write a CV, with info on what you are good at and what you have done. You can use this CV to apply for jobs and courses.
Planning your support

If you get extra support now, your school should help you plan the support you will need after leaving school.

Planning should start at least 12 months before you leave.

The school should get in touch with people who could support you after you leave - like social workers or teachers at a college.

If you say it’s OK, the school should tell them about you and the support you need.

The school should involve you in making these plans for what you will do after school.

One way you can be involved is by going to ‘transition’ meetings. At these meetings you can talk about your options with your teachers, parents/carers and other people who support you.

For more info look at the Enquire guide

Need extra support at school?

(It’s on www.enquire.org.uk/yp or you can ask us for your free copy.)
Not happy?

If you are not happy with the planning that has been done for when you leave school, you can appeal to a tribunal called the Additional Support Needs Tribunals if you are 16 years or over. Your parents or carers can also appeal to the tribunal for you if you are under 16, or if you are over 16 but don’t want to do it yourself.

A tribunal is made up of a group of people who know about getting extra help at school. They will listen to everyone’s views and try to decide what is the best thing for you.

You can find out more about tribunals from Enquire and at www.asntscotland.gov.uk.

For more info look at these Enquire guides

What’s the plan? Your education and support
Going to meetings
(They’re on www.enquire.org.uk/yp or you can contact us for your free copies.)

call 0345 123 2303
Deciding when to leave school

The law says your parents/carers have to make sure you get an education until you are 16.

After you turn 16, you have a right to stay on at school if you want to.

If you decide to leave school at 16, talk to your teachers about when you could do this. It will depend on when your birthday is.

Remember that even if school isn’t right for you, there are other places you can go to learn, like colleges.
Thinking about your choices

When you leave school, there will be different options for what you could do next. It can help to keep a record of these options. You can do this on your own or ask someone for help.

Here are some ideas for how to do it:

- keep a folder of all the info you get
- make a mind map with pictures of each option
- make a list of the good and bad points about each option, like this one below.

<table>
<thead>
<tr>
<th>OPTION for example: stay at school, go to college, get a job...</th>
<th>Why it’s good</th>
<th>Why it’s bad</th>
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Call 0345 123 2303
You can change your mind!

You may decide to do something after school but then find it doesn’t work out or you don’t enjoy it.

Don’t worry! Lots of people end up doing something different from what they first planned.

Try to:

- stay positive
- find things to look forward to
- have a go at new things
- find people who can help you.

“Be prepared for the unexpected.”

“Stay positive.”
“If you don’t get into your first choice of course, don’t panic! There’s other stuff you can do.”

“Speak to friends; they’ll probably have the same worries as you.”

call 0345 123 2303
Where to get advice and info

getting extra help

*Enquire* - that's us! We can give you info and advice on how your school and other people can help you.

Telephone: 0345 123 2303
Email: info@enquire.org.uk
Web: www.enquire.org.uk/yp

*Additional Support Needs Tribunal* - If you are finding it hard to get the extra help you need at school or are unhappy about the plans for when you leave, you or your parents can appeal to a tribunal. Contact the Tribunals helpline or call Enquire to find out more.

Telephone: 0845 120 2906
Email: ASNTSInquiries@scotland.gsi.gov.uk
Web: www.asntscotland.gov.uk

your choices

*Young Scot Info Line* can give you info about training, work, money, housing, getting involved in the arts and more.

Telephone: 0808 801 0338
Email: infoline@youngscot.org
Web: www.youngscot.org
**Skills Development Scotland** can give you advice on skills, learning and funding that can help you get into work, college, university or training. Your school can arrange for you to talk to them - ask your guidance teacher about this. You can also visit them at your **Skills Development Scotland** careers centre before and after you leave school.

Telephone: 08458 502 502  
Textphone: 0141 889 8581  
Typetalk: 18001 0845 8502 502  
Web: www.myworldofwork.co.uk

**The careers library in your school** will have info about jobs, courses and training. You can ask the librarian to help you.

**Moving on up** is a website to guide you through the changes in your life when you become an adult. It has info on work, money, housing, and more. Visit [www.movingonup.info](http://www.movingonup.info)

**Lead Scotland** gives info to disabled young people and carers about education, training and employment.

Telephone: 0800 999 2568  
Email: info@lead.org.uk  
Web: www.lead.org.uk
doing a course or training

Colleges and universities can give you info about the courses they have. There will be someone in charge of student support who can tell you what help you can get. For contact info for colleges and universities, Call Lead Scotland (contact details on page 17).

volunteering

Project Scotland can help you get into full-time volunteering if you're 16-25 years old.

Telephone: 0845 841 6225
Email: info@projectscotland.co.uk
Web: www.projectscotland.co.uk

Volunteer Scotland - find out more about volunteering and look for something to suit you at www.volunteerscotland.org.uk
jobs, housing and money

**Direct Gov** - find out about jobs, benefits, studying, money and more on the Direct Gov website. You can also find where your local Job Centre is. [www.direct.gov.uk/en/YoungPeople](http://www.direct.gov.uk/en/YoungPeople)

**Citizens Advice Scotland** can give you info about your rights. You can find your local Citizens Advice Bureau at [www.cas.org.uk](http://www.cas.org.uk). You can also get advice online at [www.adviceguide.org.uk/scotland](http://www.adviceguide.org.uk/scotland)

**National Centre for Independent Living** - if you’re disabled, NCIL can give you support and info about independent living. Visit [www.ncil.org.uk](http://www.ncil.org.uk) to find your local support centre.

**Shelter Scotland** can give you info and advice about leaving home, leaving care, having your own place and the support you can get if you’re disabled.

Telephone: 0808 800 4444 (free from main UK mobile networks)  
Web: [www.shelter.org.uk](http://www.shelter.org.uk)
Social work and care

**Social worker** - you might have a social worker if you have a disability or if you and your family need support to be safe or get on with each other. If you need a social worker, you can find the phone number on your local council website or in the phone book.

**Who Cares? Scotland** can give you support and advice if you are or have been looked after by your local council (often called 'being in care').

Telephone: 0141 226 4441
Email: enquiries@whocaresscotland.org
Web: www.whocaresscotland.org

**Young Carers Net** - a young carer is a young person who looks after someone in their family who can’t manage on their own. Young Carers Net has advice and discussion boards for young carers.

Telephone: 0141 221 5066
Email: youngcarers@carers.org
Web: www.youngcarers.net
Your notes

Use these pages for your own notes
Your notes

Use these pages for your own notes
Enquire can give you advice and info by phone, by email, online, and in guides.

Our guides for young people:

- Extra help at school when you are looked after
- Going to a new school
- Going to meetings
- Need extra support at school?
- People who can help
- What happened when you can’t go to school?
- What’s the plan? Your education and support
- Extra support with exams (online only)
- Nadia’s story (online only)

Contact us for your free copies, or download them from www.enquire.org.uk/yp

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