

## Purpose and Planning for 16+ Meetings

### What are they and why should we have them?

Ultimately 16+ meetings are an opportunity for each school to receive support, guidance and information from a range of partners to ensure that senior phase pupils, particularly those most at risk, have the best chance of securing a positive post-school destination. This may include arranging additional activities and wider achievement/engagement, such as employer engagement or relationship building with supporting partners many months before leaving school.

Ideally, they should take place twice a year:

- Between Aug and November to discuss options for potential Winter Leavers and to raise awareness of any senior phase pupils at risk of a negative destination
- Between December and March to discuss options for potential Summer Leavers and to raise awareness of any senior phase pupils at risk of a negative destination.
- Meetings can be held more frequently if you feel in need of additional support.

There should be two elements to a 16+ Planning Meeting to comply with GDPR. The initial part of the meeting should be more strategic and include any partners who are able to support the school and young people. Here opportunities from each of the partners should be discussed regarding the needs of leavers, without reference to individual young people by name or identification.

The second part of the meeting should be more operational allowing solution focused discussions about individual young people with key partners who have data sharing agreements with the Local Authority, such as SDS, Colleges/UHI, Highlife Highland and where appropriate NHS Highland. At this stage of the meeting any gaps in 16+ information around anticipated leave dates, preferred routes and preferred occupations can be input onto SEEMiS. Any actions and follow-up activities can be recorded in the 16+ notes.

### Who should be invited?

Generally, the 16+ contact in school will lead on this with support from the Local Authority and Skills Development Scotland. It is generally good practice to include Guidance Staff and Support for Learning Staff if timetabling allows this.

Key Partners who should be invited include SDS, Local Authority, Highlife Highland (YDOs), Colleges, UHI, local training providers and any local contacts who can potentially support pupils both in senior phase and post-school. (List of local training providers can be found -> [HERE](#) although this is subject to change.) Key partners may also be able to suggest others who are likely to support the school.

### What can help?

Tools that can support 16+ planning both prior to, during and after the meeting include SEEMiS risk matrix and SEEMiS 16+ information, Datahub reports, SDS reports, analysis of historic post school participation and school leaving destinations. Web-based tools such as My World of Work, Hi-hope.org, tools on the planning for transition page -> [HERE](#) .

Frequently a list of pupils by year group is used in the second part of the meeting.

**Context:** HGIOS4: 2.2 Curriculum: Themes: Learning Pathways and Skills for learning, life and Work, 2.6 Transitions, 2.7 Partnerships

Refreshed narrative on Scotland's Curriculum – 'Entitlements - support to help them move into positive and sustained destinations beyond school' - <https://t.co/RbSEbvqD3R> (this link will need to be opened in Chrome)