

3rd February 2026

Careers at Sedgehill Academy

Accepting or declining offers

Dear Parents of, and Students in Y12,

Congratulations on the hundreds of university offers you have received. It is a phenomenal achievement and we are all rightly proud of you.

You may now be wondering about the next steps – particularly how to accept and decline offers.

I am sending this email as a number of you have made me aware that some universities are being rather slow in responding.

Please see the guidance from UCAS below:

You cannot accept UCAS offers until you have received decisions from all five of your university choices. The option to reply (firm/insurance) only appears in the UCAS Hub once all choices are in. If you are waiting on slow offers and want to accept one already received, you must withdraw from the pending choices.

Please email me if you require any help with this.

Yours sincerely,



Mr Stuchfield

Associate Assistant Principal

tom.stuchfield@sedgehillacademy.org.uk

Email: tom.stuchfield@sedgehillacademy.org.uk

United Learning Work Experience Placement Provider Declaration

Whilst undertaking work experience, students become an ‘employee’ and are entitled to the same level of consideration as other employees under the Health and Safety at Work etc. Act 1974. To aid the decision-making process and determine the suitability of your organisation as a potential work experience provider, please complete this form and return it to your named contact at **Sedgehill Academy school – tom.stuchfield@sedgehillacademy.org.uk**

Details of Placement Provider	
Organisation Name	
Organisation Address	
Address of Placement (if different from above)	
Placement Contact Name	
Placement Contact Telephone	
Placement Contact Email	
Name(s) of Student(s) to whom this declaration applies	
Summary of the work the student(s) will be undertaking	

Placement Provider Self-Assessment		Yes	No
Insurance			
Do you hold an Employers' Compulsory Liability Insurance Certificate, valid for the placement duration?			
*Please provide the Liability Insurance name, reference and expiry date below:			
If the student will be a passenger in a business vehicle, is there appropriate business insurance in place?			
Health and Safety Management			
Are there clear delegated responsibilities for health and safety?			
If there are five or more employees is there a documented health and safety policy?			
Have risks been assessed and, where there are five or more employees, are the significant findings documented?			
Has a young person risk assessment been carried out?			
Will the student be protected from: work beyond their physiological and psychological capacity? Substances that are toxic, carcinogenic, or teratogenic? Extremes of heat, cold; noise or vibration?			
Accident Procedures and First Aid			
Are you aware of accident reporting procedures under RIDDOR?			
Will you notify the school immediately in the event of an accident involving the student?			
Is there a qualified first aider or appointed person on site?			
Is first aid equipment provided and records kept of any treatment administered?			
Environment and Welfare			
Does the premises exhibit suitable housekeeping standards?			
Are there suitable rest facilities, drinking water provision and planned breaks available?			
Fire Safety			
Is there an evacuation procedure in place in the event of a fire?			
Training and Supervision			
Has a supervisor who is aware of their health and safety responsibilities been appointed for the student?			
Will the student receive health and safety training relevant to the work they will undertake?			
Specific Needs of the Student			
[Schools should use this space to detail any specific needs of the student. E.g. physical/mental disability, religious beliefs (where these may conflict with the work experience to be provided etc)]			
Have you taken reasonable steps to accommodate the specific needs of the student (detailed above)?			

Provide details:

Signed	[placement provider]	Date:	
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