



Church of England School  
Headteacher: Mr A J Wilcock MA (Cantab)

14th July 2016

Dear Parent/Carer

**Enrolment Form - Year 13 - 2016**

Please complete the attached enrolment form accurately and return it to school by **1.00pm on Thursday 25th August 2016** (it can be posted/emailed).

**You will not be given a timetable until this Enrolment Form has been processed and will therefore be unable to begin school with your Tutor Interview on Wednesday 7th or Thursday 8th September.**

**1. Progression from Year 12 to Year 13**

- Students **MUST** enrol (see above).
- A minimum of 'AS' Grade D is required to continue study in any A Level subject.
- An excellent attendance record in **ALL** subjects and registration is required from the beginning of study after summer exams.
- The minimum timetable consists of three A Level subjects.
- A student may apply for probation if one criteria in one subject has not been met.
- A student may apply to join a new A Level course if it fits their timetable, they are qualified and there are places available. All such students would be on probation in Year 13.
- Additional UCAS Tariff courses will be provided if necessary, for example the Extended Project Qualification (EPQ).

**2. To Apply for Probation**

- If you have failed to meet the entry requirements in **one** area and by **one** grade only (see Sixth Form Course Guide on website) you should tick the 'applying for probation' column against that subject/course on the form.
- Your application will be forwarded to the relevant department/teacher for consideration. (NB: Probationary Contracts will be based on past achievement, attendance, motivation and availability on courses. Students who are fully qualified will take precedence, and the school reserves the right to not award a Probationary Contract).

**3. To speak to staff**

Staff will be available on Results Day, Thursday 18th August, to speak to you about Year 13 choices from 10.00am – 12.30pm. You can also email: [sixthform@bishoramseyschool.org](mailto:sixthform@bishoramseyschool.org)

Mrs. Holmes will be available to speak to you 10.00am – 1.00pm on Thursday 25th August if necessary, and Mrs Morrison will be in school 9.00am – 1.00pm from Monday 29th August to Friday 2<sup>nd</sup> September if there are further questions.



ALL students returning to Year 13 will have an interview with their Form Tutor on Wednesday 7th or Thursday 8th September. Please attend promptly, in Sixth Form Dress, at the time that has been allocated – details are on Fronter and the website.

Students requesting probation DO NOT have to see a member of staff – their request will be considered and then they will be contacted as soon as possible.

Please note that the following problems **cannot be resolved** at a Year 13 interview:

- (i) If your results were not what you expected and you need them checking with the Exam Board, please contact the relevant Head of Department and / or the Examinations Office.
- (ii) If your final choice of subjects clash (the timetable will not change).

#### **4. Important date for students who have applied for probation.**

Students who have requested probation and/or an interview should be contactable by telephone and available for interview all day on Wednesday 7<sup>th</sup> September.

(NB: Initially the School will contact you by telephone. Accurate, accessible phone numbers are essential. **THE NUMBERS ON THIS FORM ARE THE ONES WE WILL USE TO CONTACT YOU.**

#### **5. Requirements for Wednesday 7th and Thursday 8th September**

- **All students will have an Interview with their Form Tutor – times will be notified by the end of the summer term, and put on Fronter.**
- Form lists and rooms will be posted on the Sixth Form notice board.
- Be punctual for your interview.
- Please bring your Examination Results Slips with you.
- You must be wearing correct Sixth Form dress. (Refer to Fronter and School website).
- Check that you have completed all the work set during the holiday.
- Your form tutor will give you any further information and documentation that is required.
- **Students who still have unresolved problems will not be able to commence their studies.**

#### **6. Friday 9th September – Lessons begin at 8.40am**

Yours faithfully



**Mrs L Holmes**  
**Head of Sixth Form**

## ENROLMENT FORM FOR YEAR 13

Please complete and return this form to be **IN SCHOOL**  
**BY 1.00pm on THURSDAY 25th AUGUST 2016**  
**(It can be posted or emailed in if that is easier)**

NAME: .....

FORM: .....

DAYTIME CONTACT NOS: .....

.....

### Year 12 into Year 13

Use the following point score to complete the table below

A = 20      B = 16      C = 12      D = 10      E = 6

- Students gaining 72 points or more may be able to continue with four A Levels – **most** students will choose 3 to continue. Any student on 2 A Levels must pick up an EPQ or Work Experience.
- Excellent attendance – Absences authorised by the school will not count against this. Any absence notes must be in school on the student's day of return and not backdated.

Year 12 Subject	AS Grade As relevant	Point Score	✓ if you wish to continue this subject and have got a minimum grade D	✓ if applying for probation

TOTAL SCORE

**Attendance at UCAS Convention confirmed      YES/NO**

- Students who wish to take up a **new** A Level ( subject to timetable and qualifications), or **re-sit** the year doing different subjects should complete the chart below

Subject(s) Applied For	Reason for this request	Your GCSE results in the subjects required
Further comment:- request for EPQ or Work Experience		

### ADVICE SESSION AND CONTACT DETAILS

See main letter - If there is an urgent need to see someone please email 'sixthform@bishopramseyschool.org' to make an appointment or contact Mrs Holmes on lholmes.312@lgflmail.org

We may need to contact you about your choices especially if they have changed. Please give accurate telephone contact numbers where you can be reached.

\_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Mobile)  
 \_\_\_\_\_ (Work)  
 \_\_\_\_\_ (Other)

Students signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental signature: \_\_\_\_\_ Date: \_\_\_\_\_