

September 2021

Dear Parents of Year 12 students,

Re: Subject Change Request Process – September 2021

I am writing to inform you of the subject change request process, this was explained to year 12 students in an assembly today.

Every year some students express a desire to change one of the subjects they initially picked for a different A level or BTEC option. It's important to state at this point that if your son/daughter is happy with their original choices they don't need to do anything, and you can disregard this letter. However, if your son/daughter would like to request a subject change they need to follow the following process:

1. Pick up a subject change request form from Futures Reception - available from 17 September.
2. Complete the subject change request form, clearly stating which subject they wish to drop and which they would like to take up.
3. Give the completed form back into Futures reception by 23 September.

On Friday 24 September, the Sixth Form Team will review the subject change requests. If they can be accommodated, then we will process the change which will become effective from Monday 27 September.

Students will be informed of the outcome of their subject change request by email, so it's crucial they look for this message. It's possible that we may need to meet some students with regards to their subject change request. If this is the case a meeting time and location will be detailed in the email.

Please note that it may not be possible to process a subject change request, for example a subject could be full or incompatible with your son/daughter's other subject options. For this reason, it's important that your son/daughter continues to attend the lessons of the subject they have requested to drop throughout the subject change window until they are informed of the outcome of their request.

If you have any questions about this process please don't hesitate to get in touch by phone **01373 269014** or email at post16office@fromecollege.org

Yours sincerely



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Head of Sixth Form



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