

June 2010

**To: ALL YEAR 11 STUDENTS**  
**SUBJECT: SIXTH FORM ENROLMENT 2010**

Dear Students and Parents/Guardians,

The following enrolment programme relates to all students applying to Warlingham Sixth Form (i.e. it is the same whether you are currently at Warlingham or another school). The spreading out of the enrolment process is designed to cut down the waiting time students and their parents would otherwise experience, and does not disadvantage any applicants.

If you have

- a) Obtained the number of, and grades at, GCSE required for your chosen courses and
  - b) Your choices fit the option blocks and
  - c) You would like to enrol on the courses we have agreed and allocated to you,
- please come to the Sixth Form Centre at the following times:

Tuesday 24th August

1.00 ABC  
2.00 DEF  
3.00 GHI  
4.00 JKL

Wednesday, 25th August

9.00 MNO  
10.00 PQR  
11.00 STU  
12.00 VWXYZ

Letters refer to the first letter of the student's surname.

If you cannot make the allocated time, please attend at the relevant time on 1<sup>st</sup>/2<sup>nd</sup> September.

**PLEASE DO NOT TRY TO ENROL ON THESE 2 DAYS IF YOU NOW WANT TO STUDY SUBJECTS WHICH ARE DIFFERENT TO THE ONES YOU HAVE BEEN ALLOCATED. THERE WILL ONLY BE SECRETARIAL STAFF PRESENT SO CHANGES CANNOT BE MADE ON THESE 2 DAYS.**

If you need an interview because:

- a) You have not obtained the number of, and grades at, GCSE required for your chosen courses or
- b) You want to make changes to your courses, or
- b) You want to discuss more fully your programme of study with a senior member of staff; please come to the Sixth Form Centre at:

Wednesday, 1st September

9.30 AB  
10.30 CD  
11.30 EF  
1.00 GH  
2.00 IJK  
3.00 LM

Thursday, 2nd September

11.30 NO  
12.30 PQ  
1.30 RS  
2.30 TUV  
3.30 WXYZ

Letters refer to the first letter of the student's surname.

If you cannot make the allocated time, please give us a ring on Wednesday 1st on 01883 624067 ex 2358 (we will have some spare times on Friday 3<sup>rd</sup> September)

Attached is a copy of the timetable blocking chart so you can check subject access on the timetable.

### **Recommended Routes:**

- 7 A-C GCSE grades mostly As and Bs - 4/5 AS courses (or 4 AS + EPQ or Critical thinking "enrichment" options)
- 7 A-C GCSE grades with a mix of As, Bs and Cs - 3 AS courses with Applied GCE or BTec National Business Retail/Sport
- 5 A-C GCSE grades mostly Cs - Double Applied GCE course (Business or Health) or BTec National Sport Double, with 1/2 AS's.
- Less than 5 A-C grades - BTec First Business Studies or BTec First Sport with English and Maths resit

**Parents/Guardians should attend the enrolment with the student.** Please bring the following with you:

- The enclosed enrolment form completed (leave tutor group blank).
- Your examination results slips.
- £30 subscription to the Sixth Form Fund. (if you already gift aid/educational trust you do not need to pay)
- Any text books you have not returned or the money to replace them. (Warlingham Students).
- PE and B Tec Sport students will need to bring £10 to cover the cost of their polo shirts for practicals.

(Cheques should be made payable to Warlingham School)

### **Procedure for Enrolment**

1. When you arrive at the Centre please go to the LRC/6<sup>th</sup> form centre with all of the necessary items. **WE CANNOT ENROL YOU IF YOU HAVE ANY OF THE ABOVE ITEMS MISSING ON THE DAY!**  
You will be 'logged on' and courses confirmed (subject to numbers).
2. Hand in the necessary items to a tutor/student helper and collect your receipt.
3. Collect your timetable and go home!

There are a limited number of lockers available in the Sixth Form Centre at £10 a year, plus £5 deposit for the key. Please apply to Pupil Services. Allocation is on a first come, first served basis.

After enrolment you should arrive for 8.35am on Monday, 6<sup>th</sup> September and come to the Sixth Form Centre where you will be told which Tutor group you are in. You will then be involved in a series of team building challenges designed to enable you to get to know your new year group. Once lessons begin, on Tuesday 7<sup>th</sup>, all students must attend all periods. Please bring reading material to occupy any time you do not have lessons. ***No one is allowed to go home for study periods*** - study leave for afternoons will only be granted upon the successful arrangement of School/Community Service by the whole year group, and the signed agreement of your parents with signatures on the Admissions Policy in your planner. This will be dealt with through your tutor.

*If you start a course elsewhere and find you are unhappy, please telephone to make an appointment to see me as soon as possible to discuss your situation.*

We hope everything has gone well. We are really looking forward to welcoming you as a student in Warlingham Sixth Form.

Our best wishes,



Assistant Head/Head of Sixth Form