



INSTRUCTIONS FOR ENROLMENT – YEAR 12

It will not be necessary for the majority of students to come into school to enrol for the Sixth Form. If you have achieved the recommended grade at GCSE to study your chosen subject all you need to do is complete the online enrolment form by **9am on Tuesday 28th August 2018**. You will find the form on the **Sixth Form** section of the school website under **Joining our Sixth Form**

Students new to Chipping Norton School must also post the following to school by 28th August:

- 1. Copy of examination results as issued by their current school*
- 2. Pupil Admission Form duly completed and signed.*

(Please note that we will not be able to complete enrolment without the above forms.)

If you have not achieved the recommended grades at GCSE you must speak to Mrs De Bruyn (Head of Sixth Form) either on results day or on Friday 24th August between 10.00am and 12.00pm. Mrs De Bruyn will then advise you as to whether you are able to enrol or not. You must then complete the online enrolment form and **attend Enrolment which will take place on Monday 3rd September between 10.30 and 12.30pm in order to discuss your options with the relevant Heads of Department.**

EXTERNAL CANDIDATES: *Please note that we will not be able to complete enrolment without the following forms:*

- 1. A copy of your examination results as issued by your current school*
- 2. Pupil Admission form completed and signed*

PROCEDURE FOR ATTENDING ENROLMENT DAY ON MONDAY 3RD SEPTEMBER

You **MUST** sign in when you arrive and collect your subject agreement form. When you have spoken with the appropriate staff and your form has been completed please see Mrs Davison for further instructions.

Please note that a decision about your enrolment may not be taken on enrolment morning depending on individual circumstances. If this is the case, you will be informed by telephone by the end of the day.

TERM STARTS FOR YEAR 12 ON WEDNESDAY 5TH SEPTEMBER