

## Changing Courses

A 'Course Change Form' MUST be completed. On this form, all changes must be signed for by all relevant staff and your parent/carer before final approval from Mrs Jefferies. Continue with your lessons until you receive your new timetable. All books must be returned promptly once you have changed or completed a course.

Course Change Forms are also available on request via the sixth form office or by emailing Miss Harte at [lharte@mcauley.org.uk](mailto:lharte@mcauley.org.uk)

Occasionally students find that they wish to change or drop a chosen course. If you find yourself in this situation, act sooner rather than later. Course changes are big decisions so seek the advice of your teachers before committing. Before requesting a change, you should:

- consider honestly why you wish to make a change,
- speak to your Form Tutor and the Subject Tutor(s) about any concerns,
- arrange to see Mr Shenton, Mrs Jackson or Mrs Rainsbury who will discuss the situation thoroughly and explain potential impact on progression routes after sixth form.

## Continuation on courses of study

The move to Linear A Levels (2 year study programmes with final examinations at the end of Year 13) means there will be departmental 'stepped' assessments throughout the course as well as at the end of Y12 to determine how students are progressing.

The most successful students:

- have excellent **Student Assessment Reports (SARs)** that indicate 'End of Key Stage Predicted Grades' at or above target grades and consistently good or excellent 'Attitude to Learning'.
- have at least 95% **Attendance** – unless there are extenuating circumstances we expect sixth formers to have high levels of attendance with no unauthorised absences. Attendance is taken into consideration with regard to participation in trips/visits, suitability for senior positions in student leadership teams and invitations to the Year 13 Leavers Prom.
- meet all course requirements including coursework and home learning deadlines
- secure a minimum of a grade D in End of Year Assessments

Continuation on chosen courses of study is conditional on students meeting course requirements.