

Year 12 Sixth Form Enrolment Process

2018/19 Entry

All Sixth Form students are expected to wear business dress whenever they are in the Academy, including Enrolment (see overleaf guidelines).

Year 12

Thursday 23 August

Students will complete/hand in their enrolment form on results day. Members of the Sixth Form team will be available to discuss options throughout the day.

For students who are not from Outwood Academy Newbold it is vital that you make arrangements to come into OAN after you pick up your results to complete the enrolment form and, if needed, to discuss options. You **MUST** hand your enrolment form in to a member of the Sixth Form team

Please email c.schulze@newbold.outwood.com with any questions or queries you may have between the 23rd August & 3rd September.

Monday 3 September

*Please note that parents are welcome to attend this enrolment alongside their son/daughter. However, parents **MUST** inform Miss Underwood beforehand so you can be signed in.*

Enrolment & queries about subjects – If you were not able to attend results day to return your enrolment form OR you have any queries, members of the Sixth Form team will be available to support students and parents from 11:30am – 12pm on Monday 3 September.

ALL STUDENTS SHOULD ATTEND THE ENROLMENT PROCESS FROM 12PM – Please come dressed smartly to meet staff and to enrol onto your chosen courses.

12pm - Welcome Assembly

All Year 12 students should make their way to the Gym for their Welcome Assembly with a member of the Sixth Form team at 12:00pm. During this assembly the rest of the enrolment process will be explained to you.

1pm - Subject market

From 1pm you will be directed to the Drama studio (DIG) to sign up to your chosen courses. It is important that you give your subject teachers a good first impression. They may ask you about why you want to take it, be prepared...

Bridging work

You **MUST** have your bridging work ready to give to your teachers during this subject market – ensure it is neatly presented (don't forget that important first impression that is going to be made about you).

What will happen during the subject market?

If you have met our minimum requirements for a subject and you have handed in your bridging work, you will be signed onto a given course. You must get a signature for **EACH** course you wish to take.

If you have not achieved the minimum requirements for a subject and/or you haven't handed in your bridging work, one of three things will happen;

1. You will be given a date to come into the Academy during the week to speak to the Head of Department in more detail. If you haven't completed your bridging work you will be required to hand the work in then.

2. You could be given a four week trial in a particular subject if your subject teacher feels that you could cope with the demands of the course (4 week trials are only given when minimum requirements are not met).

3. You will not be signed onto the course. If this happens you must see Miss Underwood straight away to discuss your options.

Once you have got each all your subjects signed off you **MUST** hand in your completed form to Miss Underwood. Before handing in your enrolment form you **MUST** have your photo taken for your ID badge. The Sixth Form team will also be available to answer any last minute queries and questions. Once this is completed you can leave the academy.

Tuesday 4 September & Wednesday 5 September

Year 12 are not required in school for these two days – **UNLESS** a subject teacher has requested an additional meeting to discuss your grades and/or your bridging work. Miss Underwood or a member of the Sixth Form team may also request to see you if you have not been able to enrol onto their chosen courses. Our aim in this meeting is to ensure you are given sufficient information, advice and guidance in order to make the right decisions about your choices. **Please note attendance to these meetings is compulsory.**

Thursday 6 September

You will be expected to attend our **compulsory** Transition Conference to the Sheffield Hallam University. A consent form and a letter regarding this has been given to parents & students. If you require another copy please email Miss Underwood.

Timetables will be issued on this day along with your planner & ID card.

Timetabled lessons will commence from Friday 7 September at 8:25am

If, at any time between now and the start of term, you have any queries about your future studies do not hesitate to contact a member of the Sixth Form Team on 01246 230550 using the extension numbers below. Alternatively email c.schulze@newbold.outwood.com or b.underwood@newbold.outwood.com