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Dear Parent/Carer Year 11 students

I am writing to you regarding the application process to join Year 12 in September. Your son/daughter will have received a copy of the application form in assembly this morning. A copy of the form will also be available on the website.

We have asked students to return the form by 3.05 on Friday 19 January, so that we can begin processing the applications. We have asked students to indicate a maximum of 4 subjects they would like to study in the sixth form. We would expect the overwhelming majority of students to study 3 A-levels, however it may be appropriate for some students to study 4 subjects, and this will be discussed on an individual basis with students.

All students applying to join Year 12 will have an individual meeting with either myself, Mrs Speakman (Year Leader for Year 12) or Mrs Robinson (Year Leader for Year 13). This is an opportunity to discuss the application and find out more about each student's interests and answer any queries about life in the sixth form at Helsby.

It is important to note that students are not committing themselves to any subject at this stage. We ask students to indicate their preferred options so that we can gauge potential class numbers and so that we can try to form a timetable which accommodates the wishes of students as far as we possibly can.

Once we have completed all student meetings, we will be in a position to confirm whether it is viable to run all courses and to begin to create option blocks, from which students choose their final options in September.

Should courses not be viable, or should numbers of interested students be so low that this could potentially be the case, we will inform you and students as soon as possible. We will publish the option blocks as early as possible in the summer term.

Please do not hesitate to contact me at school if you have any queries about any aspect of the sixth form application process.

Yours sincerely,

I Duffell (Mr)  
Director of 6<sup>th</sup> Form