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BISHOPSHALT SCHOOL

"Above all else a place for learning"

July 2022

Dear Students

Re: Sixth Form Enrolment Day 2022

I am writing to remind you about how to enrol in the Sixth Form at Bishopshalt School. This information is for students who have received a conditional offer letter for a Sixth Form place. We will not be enrolling any other students on this day.

Enrolment Day is on the same day as GCSE Results Day, **Thursday 25th August 2022**. In order to complete your enrolment into the Sixth Form, you must come into school that day and external students need to bring original GCSE results slip and evidence of any other qualifications gained in previous years, if applicable. You should also have decided the courses you would like to study.

All students will meet with a senior member of staff to discuss exam results and options. If you meet the required entry criteria for your chosen courses, we will finalise your course choices and enrol you into the Sixth Form. If you don't meet the entry requirements, we will discuss options and you may need to book another appointment.

Students should arrive at the following times, depending on your circumstances:

Bishopshalt Students - collect results from the Main Hall at the following times and then enrol:

09.00am Form 11C
09.20am Form 11D
09.40am Form 11E
10.00am Form 11M
10.20am Form 11S
10.40am Form 11W

New Students to Bishopshalt - collect your results from your school and bring them to the Main Hall at the following times to enrol:

1.30-2.00pm if your surname begins A-B
2.00-2.30pm if your surname begins C-H
2.30-3.00pm if your surname begins I-L
3.00-3.30pm if your surname begins M-Q
3.30-4.00pm if your surname begins R-Z

You will need to bring all of your previous exam results with you. Enrolment Day will be used to verify all your exam results and to offer guidance and advice as to the most suitable Programme of Study. Failure to enrol may jeopardise your place, therefore please let us know if you cannot attend.

If you have achieved grades lower than your offer or want to change a subject, we will assist and advise you on the best route for you to take during your meeting.

Continued overleaf.....



An Arts College specialising in Music and the Performing Arts
Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr L McGillicuddy

What happens at enrolment?

You present your GCSE results and your qualifications are then checked and copied; you collect and complete your Enrolment Form for confirmation of your course.

If you have achieved the Entrance Requirements, your courses will be confirmed on Enrolment Day. This means you have achieved a minimum of six 9-4 grades with English and Mathematics grade 4 or above, plus the required grades for your chosen A levels, or you have met the entry requirements to study your chosen BTEC course.

If you miss out by one grade or one subject, you may still be able to enrol on your courses, however, you may need to re-select one course, subject to availability, or you may need to return for a lengthier meeting.

Will I still have a place if I don't achieve the grades I was predicted?

You should still attend as per the instructions in your enrolment letter. However, you may be instructed to return for a further meeting and/or advised to consider a different study programme if places are still available on specific courses. Don't worry, we will do our best to accommodate you.

How long will it take to enrol?

We see more than 250 students during this process and spend time with each of you to ensure you are making the best study programme choices. We endeavour to enrol you as quickly as possible, with the entire process sometimes taking up to an hour, depending on your arrival time.

What do I do if I can't come to Enrolment Day?

If you know that you will be away during enrolment, please email the Sixth Form at 6thform@bishopshalt.hillingdon.sch.uk prior to the summer holidays to make other arrangements for your enrolment. We urge you to attend, but if your absence is completely unavoidable, contact Mrs Lark, Sixth Form Admissions, in advance and we will enrol you on your behalf, but external students must email your results on Results Day, which will then need checking when you arrive in September.

Can someone else enrol for me?

Yes, but make sure it is someone who is very clear about what you would like to study. Speak to them about second and even third choices to avoid having to change courses again. The person enrolling on your behalf will need to bring your results with them.

Key Start of Term Dates:

Friday 2nd September 2022 Induction Day. All students will attend in the afternoon 12pm - 3:30pm. During this day, issues with timetables and courses will be dealt with and school photographs will be taken. Students will be expected to adhere to the Sixth Form Dress Code from 2nd September onwards.

Monday 5th September 2022 Start of Term. 8:30am for registration.

I look forward to welcoming you to the Sixth Form in September. If you have any questions or concerns, then please do not hesitate to contact me.

Yours faithfully



S Duff (Ms)
Deputy Headteacher / Director of Sixth Form