

Friday 17<sup>th</sup> July 2020

**Re: Sixth Form External Admission Day**

Dear Year 11 Students, Parents and Carers,

I hope this letter finds you well.

I am writing to you regarding Sixth Form Admission Day 2020 and with details of the arrangements for how this day will operate at Furze Platt this year.

**Timings for the day**

Sixth Form Admission Day is scheduled for Thursday 20<sup>th</sup> August 2020. The school will be open and you will be able to enrol in the Sixth Form in person from 1pm.

This year, due to the ongoing situation with Covid-19, we will be operating admission in a staggered way. You will need to collect your results in the time slot designated by surname as detailed below. Please do not come into school before your time slot.

<b>Surname</b>	<b>Time</b>
Surnames A – C	13.00 – 13.45
Surnames D - H	13.45 – 14.30
Surnames I - P	14.30 – 15.15
Surnames Q - Z	15.15 – 16.00

**Safety on site**

In accordance with government guidance, the school must continue to follow the hierarchy of controls that have been used over the summer term. Unfortunately, at this current time we cannot allow friends and family to come in to collect the results with students, due to the need to minimise numbers of people in and around the school site. Should students need to have an adult with them for results day interviews, they may be accompanied by 1 parent or carer only.

The school has a one-way system that has been in operation during on site lessons over the course of lockdown and we will be following this system during Results Day.

The Sixth Form Admission will take place in our Maths block. When you arrive on site, teachers will be available to direct you appropriately. There will be hand sanitizer located on site for you to use.

If you have any of the symptoms of coronavirus (COVID-19) or if someone in your household does, please do not attend school on Admission Day.

Please follow the [safer travel guidance for passengers](#) advice when planning your route to school, which encourages walking or cycling where possible.

When coming into school you will be given instructions of how to ensure social distancing when waiting for results. Please follow these instructions from members of staff.

## **Sixth Form Registration**

Students who are holding conditional offers for the Sixth Form will be required to register with a member of staff to complete their admission. This registration will comprise of an interview to collect registration documents and check through student results and course choices.

External students who have not registered with us and received a conditional offer will not be allowed to register for FPSS on the day. Should we re-open admissions we will make it clear on our website no earlier than Friday 20<sup>th</sup> August with instructions.

Included with this letter is the Sixth Form Registration Form 2020 and the Sixth Form Admission Form 2020, both of which will need to be completed in full, signed by both student and parent/carer, printed out and brought with you on results day.

Students must also bring with them photocopies of their GCSE results.

**Please be aware that we will not be able to complete your registration without the above documents.**

## **Student registration interviews**

Students will need to confirm their course selection is still accurate. The interviewing member of staff will ensure that students have the necessary results required to study their preferred courses and that there is capacity in the students' preferred subjects.

In all cases, the school will contact students by Monday 24<sup>th</sup> August to confirm students' places in courses.

## **Students who wish to alter their courses**

Should students wish to change their courses, this can be discussed at registration interview.

While we will endeavour to accommodate student preference, any option changes will be dependent on timetable compatibility, course capacity and students meeting subject entry requirements. If you are considering an option change, please email Mrs Wilson at [Julietta.Wilson@furzeplatt.net](mailto:Julietta.Wilson@furzeplatt.net) so we can make your registration into Sixth Form as swift as possible on admission day.

## **Students who do not meet their entry requirements**

If a student does not meet the entry requirements for a course or pathway we will work with them to identify possible alternatives within the Sixth Form. All students must meet the entry requirements for pathways and subjects to be considered for a specific course. If we cannot find a suitable pathway and set of courses for a student within Furze Platt, there will be guidance on hand for alternative providers.

## **Students not able to attend Results Day**

Sixth Form admission requires students to register in person. If you are not able to attend school on Admission Day to register, you may send someone in on your behalf to do this for you. If you are able to

talk to us on the phone, this person should bring a working contact number for you so we can call you to discuss your registration. Your nominated person will need to have fully completed registration and admission forms with both your signature and that of your parent or carer.

If you are not able to talk on the phone, a nominated individual will only be able to confirm subject choices and will not be able to alter subject choices.

I wish all of you a very enjoyable summer, and wish you the very best of luck for Results Day. I greatly look forward to seeing you on Admission Day and welcoming you into the Furze Platt Sixth Form. I will finish with the caveat that these arrangements are subject to change. Should we receive any guidance that will cause us to have to alter plans for Admission Day, I will write out to you once again.

With very best wishes

A handwritten signature in black ink, appearing to read 'P. M. Ging', with a large, sweeping flourish underneath.

Peter Ging  
Assistant Head Teacher, Head of Sixth Form