

## **Entry Procedure:**

1. Students attend a series of assemblies outlining post-16 options in November of Year 11.
2. In November a Chauncy Sixth Form Choices Evening is held, inviting parents and students to attend a presentation on Post 16 options and to speak to subject leaders and current sixth form students.
3. A sixth form prospectus is published which is given to all students attending the options evening and then to all other Year 11 students who may be interested in joining the sixth form. This is also available through the school website.
4. All Year 11 students and their parents/guardians will receive a letter inviting them to an interview, following Year 11 Parents' Evening, when there will be an opportunity to discuss post 16, career and/or higher education aspirations. Interviews for external candidates will take place in the Spring Term.
5. In January, Sixth Form Options Blocks are trialled. An application form is then distributed to students outlining the course option blocks available at Chauncy and within the Hertford and Ware Federation. The deadline for applications will be a date in the spring term.
6. Students are invited to an Induction Programme in the summer term, where they join the sixth form for three days taking part in lessons and activities.
7. On GCSE results day, students who have failed to meet the entry requirement are asked to attend a meeting with the Head of Sixth Form. Here their results are analysed against their choices and either a more suitable course will be offered, or they will be given support in choosing a more appropriate course at a different institution.