



KINGS NORTON SIXTH FORM

Kings Norton Sixth Form
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Headteacher Mrs Nicola Raggett GLC (Hons)

8th June 2020

Dear Applicant

Please find enclosed your enrolment pack for Kings Norton Sixth Form. It is important that you read all the information, completing **all** of the paper work beforehand so it is ready to hand in at enrolment. We will not be able to enrol you if you have not completed the paperwork and you will be asked to rejoin the queue.

Please take note of the following important points:

- Enrolment will take place on **Thursday 20th August**.
- You **must** attend at the appropriate time:
 - **8.30-11.00: KNGS applicants with offers**
 - **11.30-13.00: KNBS students with offers**
 - **13.30 onwards: all other applicants with offers**
- We have a very large number of applicants with offers and are likely to be over-subscribed. **If we reach capacity during the enrolment process we will close the queue and put a message out via email and our website that any further places will be allocated according to our over-subscription criteria.** We strongly advise applicants to have a back-up plan in place.
- We cannot guarantee a place in our sixth form or on a specific course until your enrolment is complete.
- We are unable to make any exceptions to our entry criteria so please ensure you have chosen subjects for which you have met the entry criteria (Appendix B, section B).

To ensure the safety of staff and applicants, we have made changes to our enrolment process for 2020. **These changes over-ride any contrary information in the booklet and we ask that they are followed on the day.**

- **Do not** attend enrolment if you have symptoms of coronavirus. In this case, or if you are shielding, you should follow the instructions in the booklet for what to do if you cannot personally attend. If you have to self-isolate on, or immediately prior to, 20th August and don't have time to organise a representative to enrol for you then please email jbrookes@kngs.co.uk on the day of enrolment
- You should **not** arrive before the time allocated above
- Please come either on your own or with no more than one accompanying person
- There will be no on-site parking
- You will be asked to queue along our main drive (regardless of weather), leaving the required distance between the people in-front of you. You may have to queue for a long time; please be prepared for that
- Please do not group together with other people
- We will not be taking cash for sixth form fund. We will do this electronically in September

We wish you all the best for your GCSE results and hope to welcome you into our sixth form in September.

Yours sincerely

Mr T Charlett
Assistant Headteacher

Ms S Ledwidge
Head of Sixth Form

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