Subject changes – dropping or changing a subject procedure

(Reviewed by SMT, August 2021)

Once a year is underway pupils may not drop or change a subject unless the following procedure has been followed:

- Requests from pupils to change or drop a subject must be accompanied by an email from parents.
- The procedure will be co-ordinated by the relevant Head of Year.
- There needs to be wide consultation before permission can be given.
- A blank form is available in the Academic Documents folder and final approval will be given by the Director of Academic Administration once a completed request form has been saved in the main folder.
- Most requests should be permissible but note that it is unusual for a Fifth Former to be allowed to drop a GCSE subject before the mock exams in the Lent Term and that there may be setting difficulties that are not at first apparent.

It is very important to note that students do **not** stop going to classes until **all** the paperwork has been finished and they have been given approval by their Head of Year.