

Subject changes – dropping or changing a subject procedure

(Reviewer Graham Moir, May 2026)

Approved by SMT May 2026

Once an academic 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 a wide consultation, including the relevant Head of Department, before permission can be given by the Deputy Head (Academic) to the Head of Year to proceed.
- A link to the subject-swap/drop 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 completed.
- Most requests made for appropriate academic or pastoral reasons 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 the subject is removed from their timetable and they have been given approval by their Head of Year.